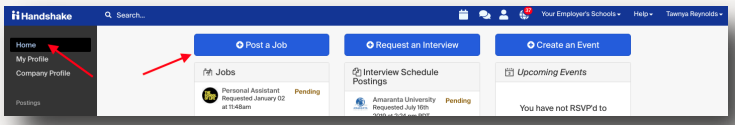
GEORGIA SOUTHERN UNIVERSITY

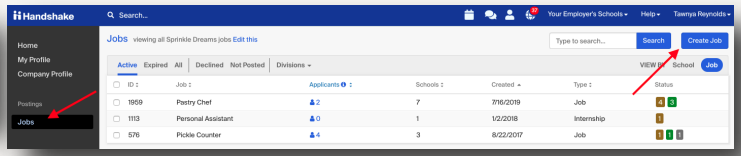
OFFICE OF CAREER AND PROFESSIONAL DEVELOPMENT

Handshake

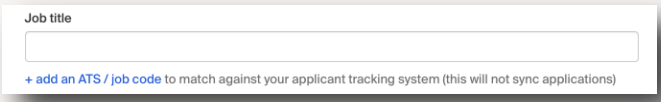
HOW TO POST A JOB

1 Log on to Handshake. Click **Post a Job** from your home dashboard, or click on **Jobs** in the left hand navigation bar and click **Create Job** in the top right hand corner.

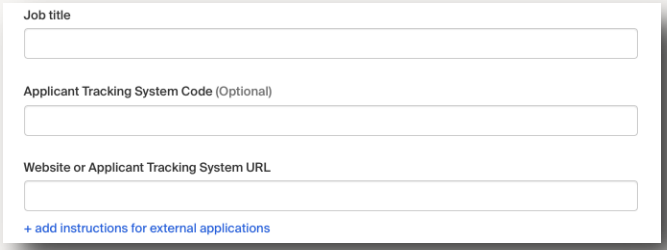




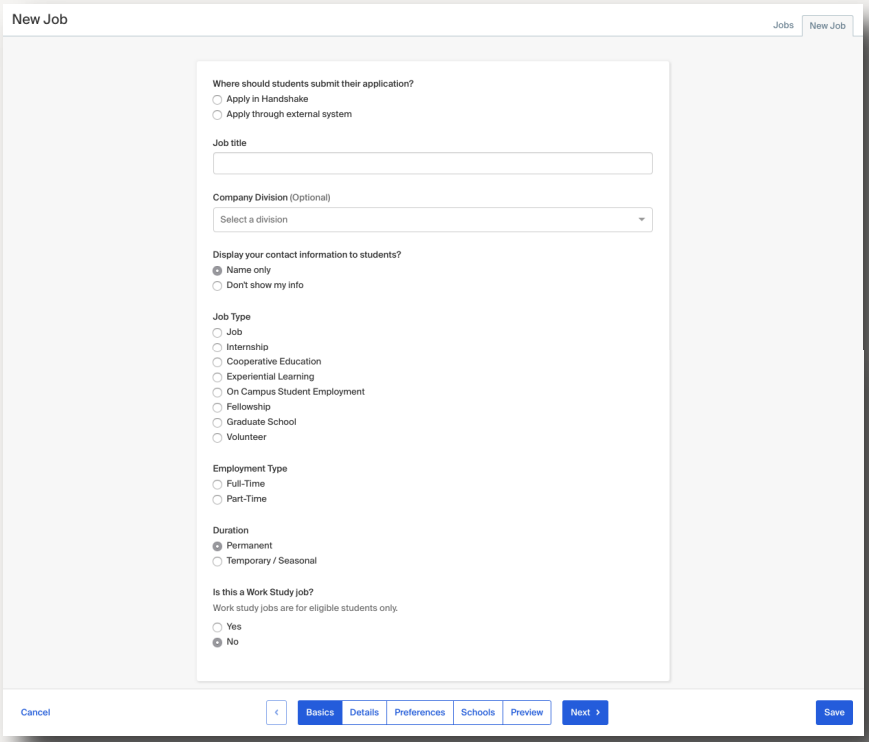
2 Enter the job title or information from an external ATS (A text field will load below the Job Title where you should enter the ATS information).



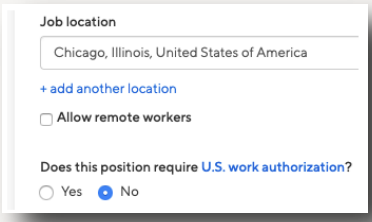
When you click on "+ add an ATS/job code", the fields will load for the optional System Code and required URL.



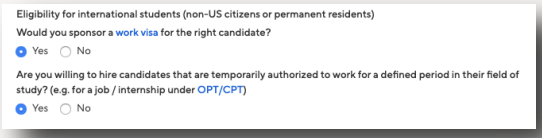
3 Enter the position details.



4 Enter the job location.



5 Indicate whether international students are eligible to apply.



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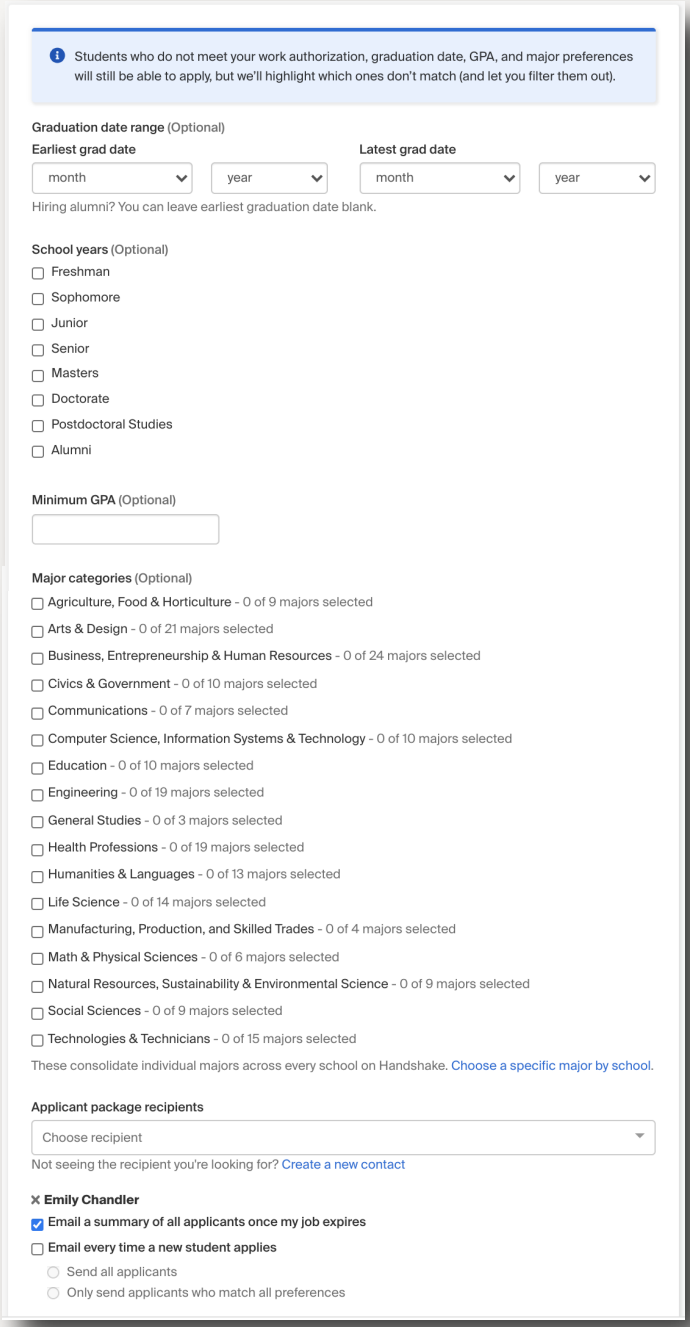
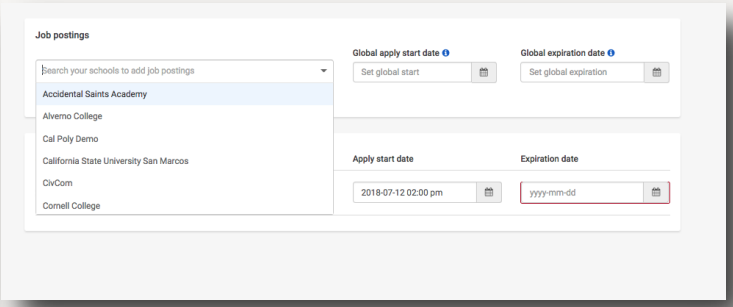
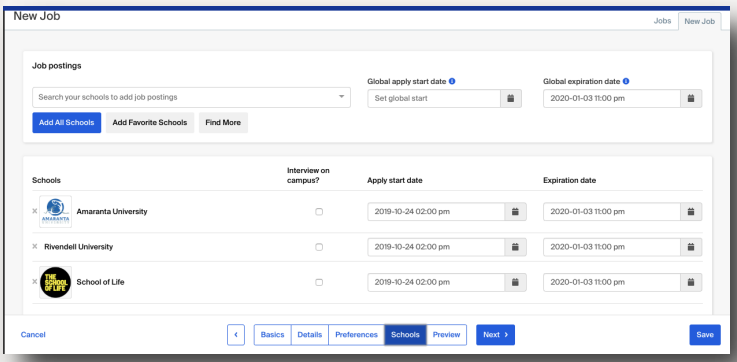
5 Enter preferences. Click **Next** or **Schools** tab.



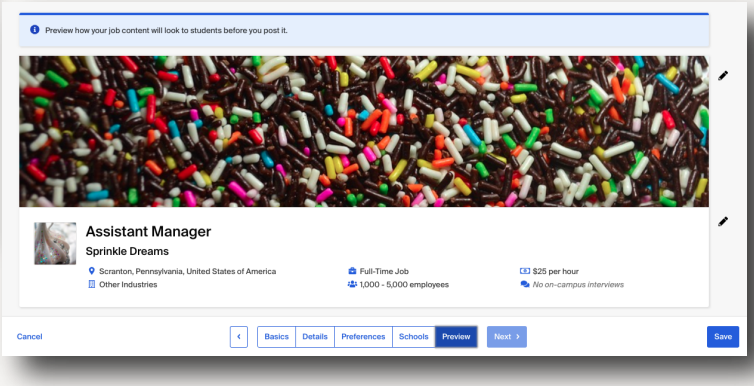
6 Use the drop-down menu to choose Georgia Southern University.



7 Enter the start and expiration dates.



8 Select **Next** or **Preview**. If you're happy with the job preview, click **Save**.



*Your job posting will be reviewed by the Office of Career and Professional Development and you will receive notification of approval within 24-48 business hours.