Follow the steps below to create a new job posting.

1. 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.

Already have the job posting in Handshake, but need a new set of applicants? Follow the steps below to duplicate the job posting. This allows past applicants to reapply.

1. Click **Jobs** in the left navigation bar, then click on the job title you'd like to duplicate.

**Tip:** Use the tabs at the top of the job postings table to switch displayed results for **Active** postings, **Expired**, **All**, **Declined**, or **Not posted** (drafting) — use the column headers to sort the results in ascending/descending order.

2. Click **Duplicate job** in the upper-left of the job overview page, below the Edit Details button.

Regardless if the job posting is new or duplicated, use the following job posting guide and post all of the required information to ensure that your job gets approved as quickly as possible.
## On-Campus Student Employment - Handshake Job Posting Guide

<table>
<thead>
<tr>
<th>Basics</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Where to Apply</td>
<td>Apply in Handshake (common) or Apply through external Applicant Tracking System (ATS).</td>
</tr>
<tr>
<td>2. Job Title</td>
<td>Use descriptive title of work to be performed</td>
</tr>
<tr>
<td>3. Company Division</td>
<td>Select your division from the drop-down menu, if applicable (not common)</td>
</tr>
<tr>
<td>4. Job Type</td>
<td>Select On Campus Student Employment only</td>
</tr>
<tr>
<td>5. Employment Type</td>
<td>Select Part-Time only. Exceptions granted for full-time summer break jobs.</td>
</tr>
<tr>
<td>6. Duration</td>
<td>Select Temporary/ Seasonal only</td>
</tr>
<tr>
<td>7. Start Date/End Date</td>
<td>Start date - please list date you would like applicant to begin working. End date is optional, if known.</td>
</tr>
<tr>
<td>8. Work Study Job</td>
<td>If work study is required, select yes, then add language in “Description” section of job posting – “This is a work-study position; applicant must be eligible for work-study to apply.” If work study is not a requirement, select no.</td>
</tr>
<tr>
<td>9. Apply Start/End Date</td>
<td>Job(s) must be posted for at least 3 days in Handshake following approval. Please provide up to 3 business days for your job to be reviewed if your department’s jobs are not auto-approved. Best practices are to have job posted for at least 3 weeks.</td>
</tr>
</tbody>
</table>

### Details

<table>
<thead>
<tr>
<th>10. Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong> This section must include the following:</td>
<td></td>
</tr>
<tr>
<td>• Job Description</td>
<td></td>
</tr>
<tr>
<td>• Duties/Responsibilities</td>
<td></td>
</tr>
<tr>
<td>• Number of Openings</td>
<td></td>
</tr>
<tr>
<td>• Start Date &amp; Required Training Dates</td>
<td></td>
</tr>
<tr>
<td>• Hourly Pay</td>
<td></td>
</tr>
<tr>
<td>• Background Check Info</td>
<td></td>
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<tr>
<td>• Benefit Info</td>
<td></td>
</tr>
<tr>
<td>• WS language</td>
<td></td>
</tr>
</tbody>
</table>

***This section is very important and requires specific language to be added in order to have the job approved. If this information is not included, the job will be declined.***

1. **Job Description:** Please provide a thorough description of the position and candidate requirements. **Must include a minimum of three bullet points.**

   *Example:*  
   - Seeking a self-motivated, multi-tasking, organized student employee who possesses superior verbal and written communication skills.  
   - May work up 10-15 hrs/week, must be available M – F from 10 a.m. and 2 p.m.  
   - Must be willing to work during fall and spring semester.

2. **Job Duties/Responsibilities:** Include the scope of the responsibilities required and identify the associated career competency (please see the 10 CSU Career Competencies on page 3).

   *Example:*  
   - Serve as a front desk member, answering phones, and greeting people as they walk in.  
   - Use Microsoft Excel to compile data. **DP**  
   - Maintain confidentiality, be punctual, and communicate changes in work schedule. **PA**  
   - Prioritize responsibilities to meet deadlines with successful completion of work. Ability to work inclusively in a diverse setting. **L, TW**

3. **Required Skills** – List the minimum skills the applicant must have to be considered for the position.

   *Example* - Proficient with Microsoft Excel - **DP**

4. **Preferred Skills** – List the skills and abilities an ideal candidate would possess.

   *Example* - Work independently and efficiently; use available resources to direct guests. **CT**
This section can be pasted into Handshake

The following items MUST be included in the description section. Please copy, paste the highlighted section and edit directly in your posting(s).

- **Background Check Language:** Colorado State University may conduct background checks on final candidates. (MUST be included with all postings.)
- **Benefit Information:** Employee benefit information can be found on HR’s Website at [https://hr.colostate.edu/current-employees/benefits/](https://hr.colostate.edu/current-employees/benefits/)
- **For work-study only positions:** This is a work-study position; applicant must be eligible for work-study to apply. (Only required for work study positions)
- **Hourly Pay Rate:** Must list range if not all employees start at the same rate.
- **Number of Openings:** Number of students you want to hire.
- **Start Date:** Expected start date; please include any required training dates.
- **Career Competencies:** Information about career competencies can be found: [https://career.colostate.edu/employer-resources/career-competencies/](https://career.colostate.edu/employer-resources/career-competencies/) (Only required if referencing career competencies in job description)

5. **# of Openings**  
Enter number of students you expect to hire for this position

6. **Estimated Salary**  
List hourly pay rate. This must accurately reflect the duties and responsibilities of the position. Please refer to the CSU Office of Financial Aid website for updated [student job categories](https://hr.colostate.edu/current-employees/benefits/) information. Unpaid can also be selected.

7. **Job Location**  
Enter city, state of job. If multiple locations, + add another location. Mark “allow remote workers” if that option exists.

8. **Required Documents (Optional)**  
If you are collecting applications through Handshake, require at least a resume so you have follow up information. You may also request cover letters, transcript or other documents (class schedule, work study award, etc.). Applications do not have to be collected in Handshake, but must be retained per state requirements. More information can be found here. For more information about how to access applications via HS go here.

9. **Preferences**  
Optional categories for you to target your job description. You can select preferred graduate date ranges, school years, GPA, or major categories. You can also choose who should receive a summary of applicants once the job expires in Handshake.

10. **Schools**  
Post position on to CSU only. Search for “Colorado State University”.

11. **Preview**  
Review the job posting before submitting it to be approved.

**ADDITIONAL INFORMATION**

12. **Approval Process**  
Approvals take up to 3 business days. If your job posting is denied, open the comments section of the job posting to see reasonings and next steps. Once you have satisfied the requirements stated in the notes you must email career_campusemp@mail.colostate.edu to have your posting re-reviewed for approval. By consistently following this guide, your department can gain auto-approval status for jobs. This is reviewed approximately every 6 months by the Career Center.

13. **Hiring Info**  
Once a preliminary hiring decision is made, a background check must be submitted and approved before the student is hired. Additional hiring protocol and processes can be found in section 5 of the [CSU HR Manual](https://hr.colostate.edu/current-employees/benefits/).

14. **General Tips**  
Highlighted sections are language that can be copy and pasted into the job posting and edited there. Red font sections contain important information that is critical to getting the job posting approved.
1. **Digital Proficiency (DP):** Use technology to communicate, problem-solve, and complete tasks in a responsible manner.

2. **Verbal & Written Communication (V/WC):** Respond to needs of diverse audiences through flexible writing and speaking methods. Develop ideas through written and oral forms of expression.

3. **Personal Accountability (PA):** Demonstrate integrity, honesty, dependability, responsibility; accepts guidance and develops effective work habits.

4. **Inclusive Teamwork (TW):** Join with individuals and teams from diverse backgrounds to pursue a common goal. Often requires negotiating and managing conflict.

5. **Leadership (L):** Definitions will vary based on context. Can include; situational judgment, informed risk taking, resiliency to challenges, motivate and encourage participation to work towards a shared purpose and vision.

6. **Creativity (C):** Challenge existing ideas in creative ways to develop new possibilities. Often requires informed risk taking.

7. **Career Development (CD):** Access information and opportunities for career exploration; understand and articulate the important of transferable skills in the job search process.

8. **Critical Thinking/Problem Solving (CT/PS):** Identify important problems and questions, then gather, analyze, and evaluate information from diverse sources before forming a strategy, decision, or opinion.

9. **Self-Reflection (SR):** Evaluate, understand, and communicate personal skills and abilities; learns from past mistakes through feedback to become more flexible and gain new insights/understandings.

10. **Global Context (GC):** Demonstrate an understanding of diverse people, cultures, and systems; understand actions have local and global implications for the future.