

Posting an On-Campus Job

Log on to Handshake: <https://pitzer.joinhandshake.com>

Click “Post a Job” on the home screen.

When you complete each “Tab”, click the “Next” button.

Basics Tab

- Under “Where should students submit their application?” select “Apply in Handshake” or if you prefer click on “Apply through external system” an external link of your choosing if you do not want to view applications in Handshake.
- Enter in the title of your job into the “Title” bar and also your division/department. Example: Office Assistant – Claremont College Libraries.
- “Company Division” is optional – feel free to leave blank
- Under “Job Type” Select “On Campus Student Employment”
- Indicate the position is “Part-time”.
- For “Duration” check “Temporary/Seasonal”
- Under the section, that asks, “Is this a work-study job?” Select “no”. Though you may hire work studies only you still select “no”.
Should you accidentally select yes fewer students will see your position.
- Enter Start and End Dates for the position.

Details Tab

- In the text box labeled “Description”, please indicate at the top of your description **“a list of all Claremont Colleges you can hire students from.”** For example if you hire “Scripps, Pitzer and Harvey Mudd students list the schools in bold at the top of your job description. In addition, if you would like for each applicant to submit application materials directly to you and not through Handshake, please indicate in the description area and provide your contact information.
- State the number of students that you expect to hire for the position
- In the “Approximate Salary”, check “Paid” and write in federal work study wage per hour or the amount you plan to offer.
- In the Job Location, you will need to type and select “Claremont, California, United States of America.”
- Under Required Documents check those that apply for upload into Handshake. Check “Other” if you want students to apply to you directly. In the box that pops up put in your instructions your request for documents via email, rather than Handshake.

Preferences Tab – please leave blank and move to Schools tab

- At the bottom of the page select Emails – Email every time a student applies. Please do not choose any other options within the “Preferences” Tab.

Schools Tab

- Under Schools type in “Pitzer College” and select “Confirm”. You will be told you are posting to all schools in the consortia in Handshake. This is why it is important for you to begin the Description in the Details Tab with **“a list of Specific Schools you will hire students from.”** Put in a Global apply start and end dates for the position.

Preview Tab

- The “Preview” Tab will allow you to see what your job will look like when posted to Handshake. Feel free to review your posting and remember to select “SAVE” in order to make sure your job will be posted.

Once Job is Posted

- Indicate the “Job role” by clicking on the “Choose a Job Role” blue button via the dropdown menu. The job function should directly reflect the tasks the student will perform. If nothing else applies, check “Office and Administrative Support Workers”.

How to update and re-post a position in Handshake

1. Log in to your employer account in Handshake.
2. Click on “Jobs” on the left hand tool bar on Handshake Home Page for employers.
3. Click on “Expired” Jobs at the top of the job page.
4. Type in the title of your prior job posting in the search bar. The title should have included the job title as well as the department title so your job should be easy to find.
5. Click on the TCCS Job posting and in the top right corner click on “More Actions” then select “Edit Job”
6. Complete the job posting by updating start and end dates, and details that may have changed.
7. Under the Schools Tab type Pitzer and confirm you are posting to the consortium. Select Global apply date and Global Expiration date and click on save.
8. Your posting will be updated.