# Handshake Quick Tips

These quick tips are aimed to provide guidance to assist with developing best practices when posting a position on Handshake.

- **Posting duration**: a job posting time frame on Handshake should be specific and timely. Positions posted in the fall or spring should expire within the semester it is posted.  Once your position(s) is filled, you should update the posting expiration date. This will allow students to determine if your organization is actively recruiting. All positions will expire automatically at the end of the academic year.

- **Completion of fields:** the more fields you complete, the more well defined your job posting will be and the more likely you will attract well-qualified candidates.

- **Employment type & duration:** all FWS jobs are temporary and coincides with the academic year and CBFWS agreement.  When selecting the "Temporary/Seasonal" option, you will need to add both the start and end dates.  The dates should match Loyola's academic calendar which is stated on the CBFWS agreement.

- **Position access:** students that are *not* eligible for work-study at Loyola do not have access to view or apply for FWS positions.

- **Selecting job roles:** students can identify opportunities through job roles and functional areas. Selecting the appropriate job role provide insight into the position. Handshake offers over 350 roles to select from. Listed are a few common positions examples.

    o Office Assistant" or "Clerical" type positions: General and Miscellaneous Secretaries and Administrative Assistants

    o "Data Entry" related positions: Data Entry Keyers

    o Marketing related roles: Marketing Managers and Specialists

    o Research related roles: University Student Researchers

- **Compensation:** all FWS position should have salary expectations posted and at minimum be the Federal Minimum Wage or the Cook County Minimum wage based on the location of the organization.

- **Federal Work-Study eligibility & location**: all positions are required to list the address of the organization to ensure that students are aware of the location. Listing the address will give students the opportunity to determine if they are able to travel to the job site.

- **U.S. Work Authorization:** choosing a job location in the United States, will prompt a question: "Does this position require U.S. Work Authorization?"

    - Please select "No" for this question. Only students who have federal work-study are eligible for this position. Additionally, students without FWS will not have access to view the position.

- **Applicant status:** after hiring your student worker, it is courteous to send interviewed applicants a denial email.

Adapted from https://support.joinhandshake.com/