

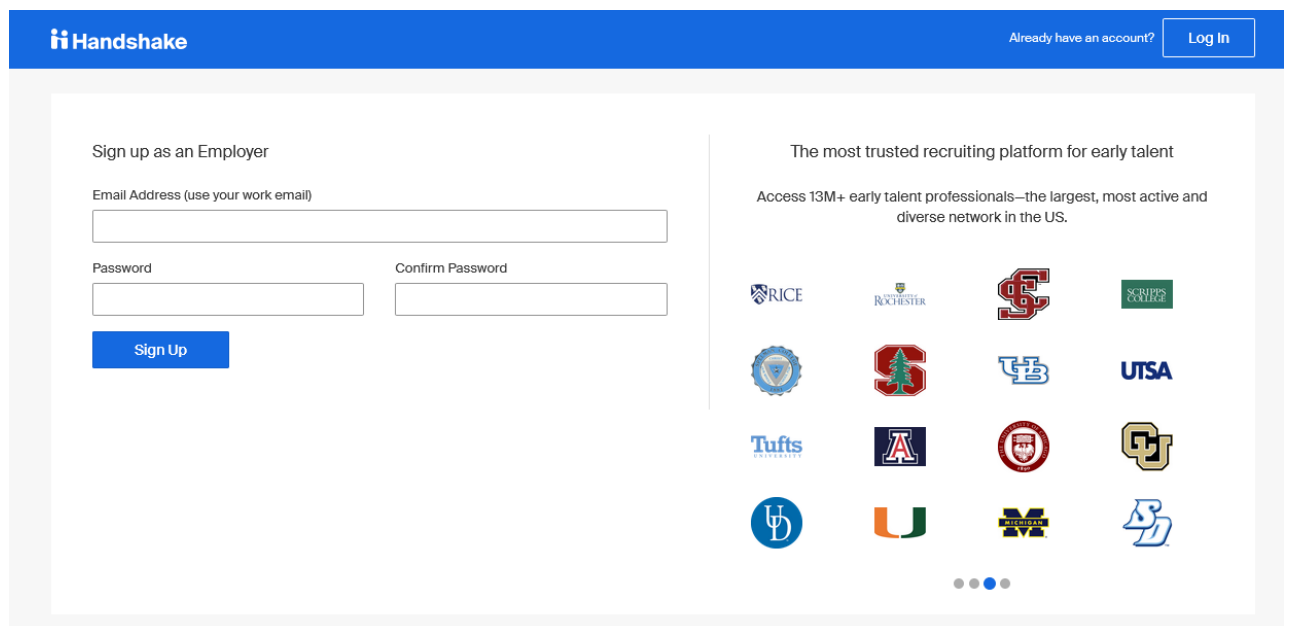
How to Post a Job on Handshake for On Campus Student Employment Positions

Step 1: To post a job on Handshake, you must create a Handshake **Employer** account and connect to your **Company Profile** through Handshake.

- **For NMSU Departments:** Please connect to your appropriate college “company” profile (ex: NMSU-College of Arts & Sciences)
- If there are questions on which NMSU company profile to connect to, please contact the Aggie Career Studio at: 575-646-1631 or email: aggiecareers@nmsu.edu for further guidance.

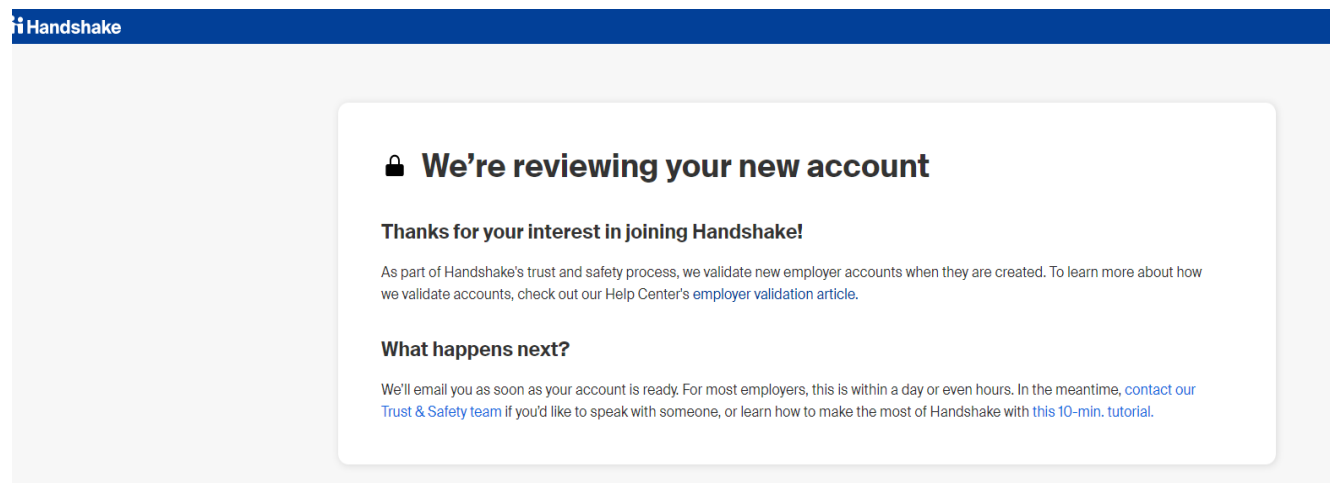
Step 2: To begin setting up an employer account, click on the link below

- https://app.joinhandshake.com/employer_registrations/new
- You should see a similar screen to the example below:



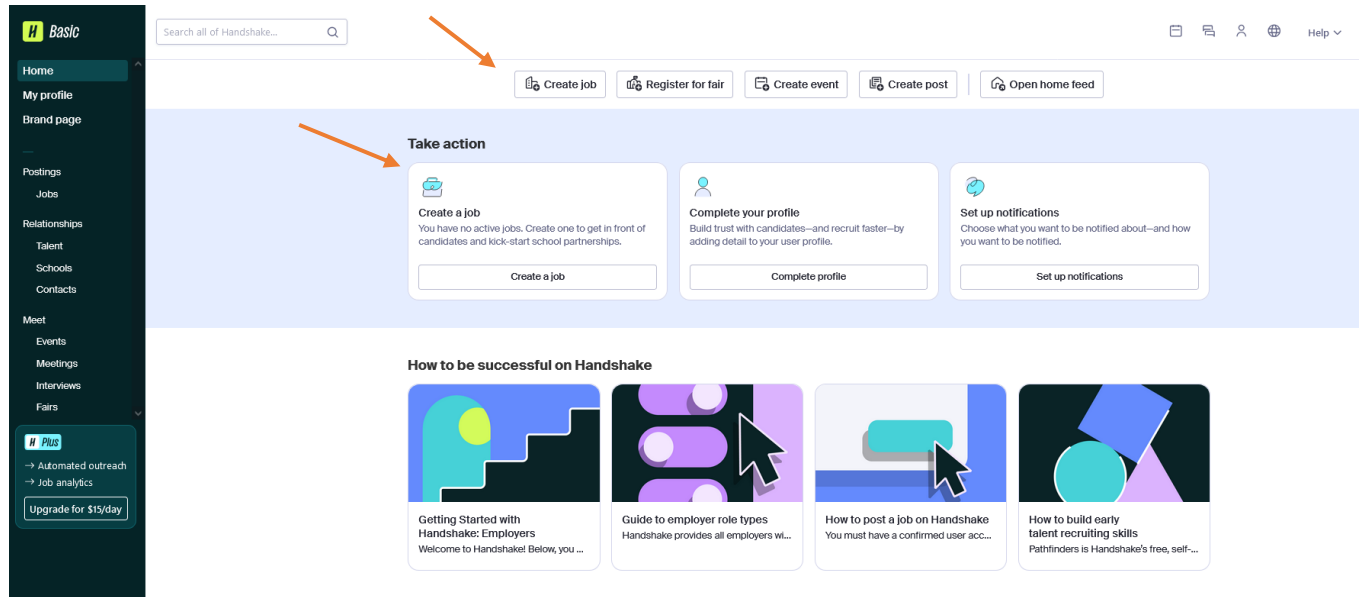
The image shows a screenshot of the Handshake website's employer registration page. The top navigation bar is blue with the Handshake logo on the left and a 'Log In' button on the right. The main content area is white and divided into two columns. The left column is titled 'Sign up as an Employer' and contains a form with fields for 'Email Address (use your work email)', 'Password', and 'Confirm Password', followed by a blue 'Sign Up' button. The right column features the text 'The most trusted recruiting platform for early talent' and 'Access 13M+ early talent professionals—the largest, most active and diverse network in the US.' Below this text is a grid of 16 university logos, including Rice, Rochester, San Diego State, Scripps, Tufts, and others. At the bottom of the grid are four dots, with the third dot highlighted in blue.

Step 3: Await Handshake Approval. Handshake may reach out for further information if needed.

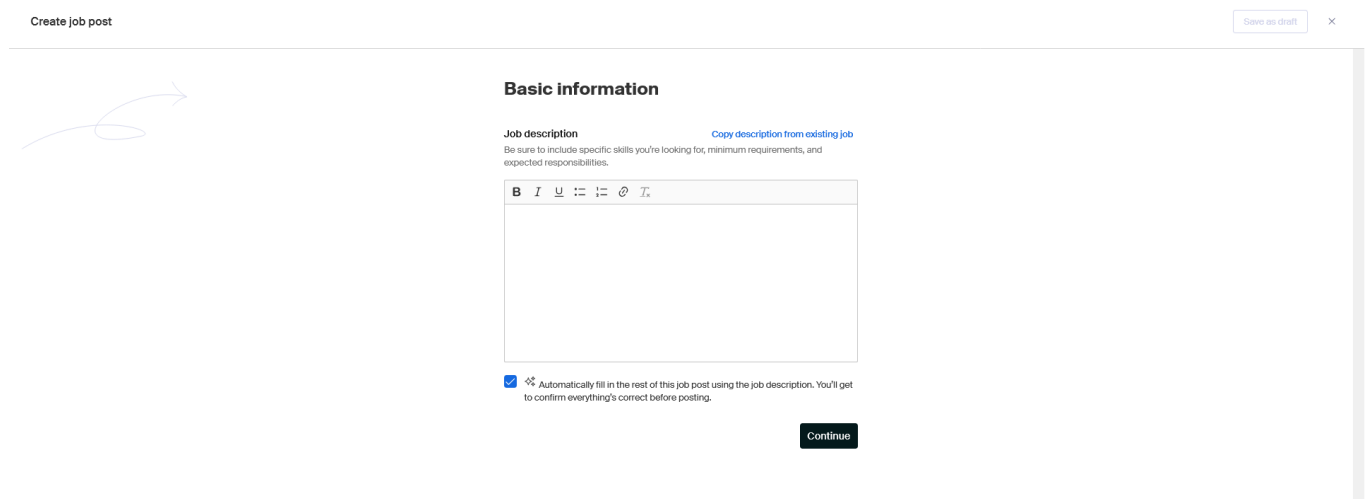


The image shows a screenshot of a confirmation message from Handshake. The top navigation bar is blue with the Handshake logo on the left. The main content area is white and contains a message with a lock icon. The message reads: 'We're reviewing your new account'. Below this is a section titled 'Thanks for your interest in joining Handshake!' followed by a paragraph explaining the review process and a link to the 'employer validation article'. The final section is titled 'What happens next?' and explains that the user will be emailed as soon as the account is ready, with a link to the 'Trust & Safety team' and a link to a '10-min. tutorial'.

Step 4: Click on **Create Job** on from the top of your Employer Dashboard or click on **Create Job** under the **Take Action** section in the center of your screen.



Step 5: Type in the job description under **Basic Information** or copy and paste from an existing job description.



Step 6: Type in the **Job title** and select position type. For **student employment**, positions make sure to select **On Campus Student Employment**. If the position qualifies as work-study, make sure to check the box for **Work-Study program**.

- Students will only be able to view work-study positions if they are work-study eligible.

Create job post Save as draft ✕

Position details

Job title

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

Position type

☐ Job

☐ Internship

☒ On Campus Student Employment

☐ Other

☒ Work-Study program

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Step 7: Indicate **Location Requirements** for position (ex. Onsite, remote or Hybrid). If onsite, please list location of where the position will be housed.

Create job post Save as draft ✕

Location requirements

Where should candidates expect to work?

Onsite
Employee works in person from a specific location.

Remote
Employee works from home.

Hybrid
Employee works a combination of onsite and remote.

Onsite location
Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Tip
Early talent is more likely to apply when a location is included. Adding one here ensures your job shows up in location-based searches and recommendations.

Las Cruces, New Mexico, United States ✕

Job is located at residential address

Back Continue

Step 8: Indicate **Time Requirements** such as Part time. Enter the number of hours per week (ex. 20 hours). Select **Employment duration** such as permanent or temporary/seasonal.

Create job post

Save as draft

Time requirements

How much should candidates expect to work?



Full time
30 hours per week or more



Part time
Less than 30 hours per week

Hours (optional)

20

hours per

week

Employment duration

☐ Permanent

☒ Temporary or seasonal

Estimated start date
01/15/2025

Estimated end date
05/09/2025

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Continue

Step 9: Indicate **Expected pay** for the position. List any benefits, perks and additional benefits if applicable.

Create job post

Save as draft

×

Compensation and benefits

What should candidates expect to earn?

Tip

Early talent is more likely to apply to jobs that show expected pay—and institutions are more likely to approve and recommend them.

Expected pay

Don't show pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range

Custom range

Exact amount

Unpaid

Rate

Amount

Currency

Per hour

12

USD

Additional compensation (optional)

Signing bonus

Bonus

Commission

Tips

Equity package

Benefits (optional)

Medical

Vision

Dental

Paid time off

Paid sick leave

Parental leave

401(k) match

FSA or HSA plans

Life insurance

Disability insurance

Student loan repayment

Tuition reimbursement

Relocation assistance

Commuter assistance

Pet insurance

Perks (optional)

Learning stipend

Home office stipend

Career development

Gym membership

Additional benefits (optional)

Step 10: Categorize your job by **Job Role** from the list of Handshake job roles.

Create job post

Save as draft

Tip

Job role groups help candidates find your job. They also help us recommend which candidates you should message and where to post your job.

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)

e.g., Accountants, Electricians, Marketing Managers

Office and Administrative Support Workers

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Step 11: Indicate Candidate Qualifications such as necessary skills, work authorization, school year (optional), graduation date (optional), major (optional) and minimum GPA (optional).

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Save as draft

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

What you're looking for

Add up to 7 skills. We'll use these to show candidates at a glance what you're looking for.

Skills

Work authorization

[Don't disclose](#)

For best practices, visit the [Department of Justice's website](#) and [our help article](#) on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

This job requires US work authorization

This job is eligible for US visa sponsorship

This job is open to candidates with Curricular Practical Training (CPT)

This job is open to candidates with Optional Practical Training (OPT)

This job does not require US work authorization

School year (optional)

Freshman

Sophomore

Junior

Senior

Masters

Masters of Business Administration

Doctorate

Postdoctoral Studies

Step 12: This window will automatically fill in New Mexico State University if you selected “On Campus Student Employment”.

Create job post

Save as draft

Choose schools

Where would you like to post your job?

Because this is an on-campus job, it can only be posted to the school for which you are an **on-campus employer**.

Choose schools

Choose from schools where you have permission to post Work-Study jobs. [View permissions.](#)

Lists

New Mexico State University

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Step 13: Indicate the application window and process by filling out the fields below, making sure to select how students can submit their application. For **on campus positions**, please select “On Handshake” as students do not apply within a separate site.

Create job post

Save as draft

Application process

What's the application window and process?

Application open date

2024-10-22 06:00 AM GMT-6

Application close date

2025-04-22 06:00 AM GMT-6

Number of hires

This will not show up to candidates.

1

How will candidates submit applications?

On Handshake

Keep all your applications in one place.

On a separate website

Enter a website or Applicant Tracking System URL.

*This area also serves as a space to indicate under **other**, students need to upload a screenshot of their work-study award if they are eligible:

Tip

The fewer documents you require, the more likely candidates are to apply.

Additional required documents on Handshake

☒ Handshake profile

☒ Resume

☐ Cover letter

☒ Transcript

☒ Other

Instructions for applicants

Please upload a screenshot of your work-study award if eligible.

64/150 characters

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Step 14: Select **your hiring team** which are individuals who can view/receive applications. You may also select to feature yourself to receive messages from student applicants through Handshake.

Create job post

Save as draft

Your hiring team

Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)
Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Tip

Stand out from the competition by offering candidates a way to connect and learn more before applying.

Job owner

**Amanda Madrid**[Remove](#)

Program Manager, Corporate Relations

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☒ Feature Amanda Madrid as available for candidate messages

Email settings

☒ Send summary email once application period closes

☒ Send email when a candidate who meets qualifications applies

☒ Send email when a candidate applies

Hiring team members (optional) [Invite new teammate](#)

*Select team members who already have an account setup with Handshake and are connected to your company profile or invite new teammates which will add them to your organization on Handshake.

Hiring team members (optional)

Invite new teammate

Patricia Leyba

Remove

☒ Send summary email once application period closes

☒ Send email when a candidate who meets qualifications applies

☒ Send email when a candidate applies

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Step 15: Confirm everything is accurate before posting to your school. Click **“Post Job”** when ready to do so. You should receive a notification from Handshake that your job posting is being reviewed.

***Keep in mind NMSU Human Resources approves all on-campus positions that are posted through Handshake. Inquiries concerning status of position can be emailed to teamhrs@nmsu.edu or by contacting the NMSU Aggie Career Studio: aggiecareers@nmsu.edu or 575-646-1631. Make sure to include the Job ID # in your inquiry message.**

Create job post

Save as draftPost job

Basic informationEdit

Job description
Test

Position detailsEdit

Job title
Test

Position type
On Campus Student Employment

Work-Study program
Yes

Location requirementsEdit

Location type
Onsite

Onsite location
Las Cruces, New Mexico, United States

Time requirementsEdit

Schedule
Part time

Hours
20 hours per week

Estimated duration

Your hiring teamEdit

Company division
--

Job owner
Amanda Madrid

Hiring team members
Patricia Leyba

BackPost job