Student Employment Services – Job Posting Web App

SECTION IV CREATING A JOB POSTING

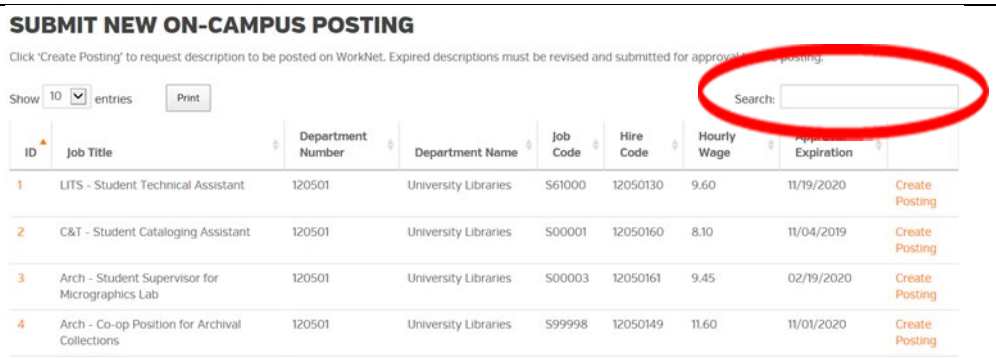
Step 1:

To post a job vacancy, a Job Description must have been submitted and approved by SES

Click On-Campus Postings>Submit New Posting

Step 2:

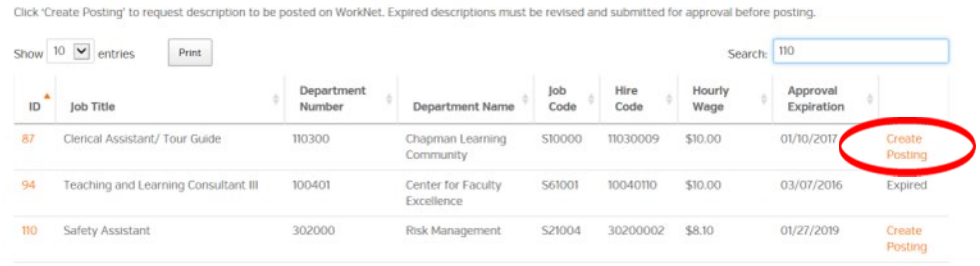
Enter your Department ID in the search box to bring up the list of Job Descriptions that are approved for posting



NOTE: You may only post a position that has been approved for your department. If you would like to use a description that is approved for another department, you must submit a new job description for your department.

Step 3:

Click "Create Posting" for the job you want to post. Fill in all the necessary information. Fields with * are required.



Expired descriptions must be revised and submitted for approval before posting.

Step 4:

Fill in contact information

Department: Populates automatically.

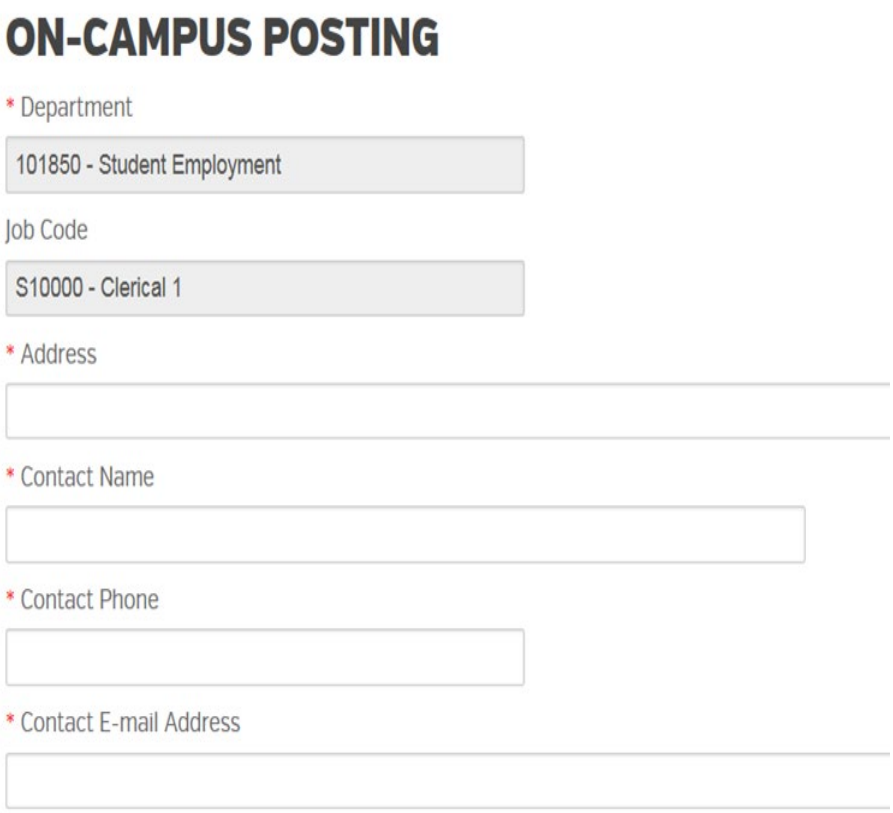
Job Code: Populates automatically.

Address: Enter address of the contact.

Contact Name: Enter Contact name (this will be the person that gets the email notification from Handshake)

Contact Phone: Enter Contact phone

Contact Email: Enter Contact email



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Step 5:

Job Title: Populates automatically

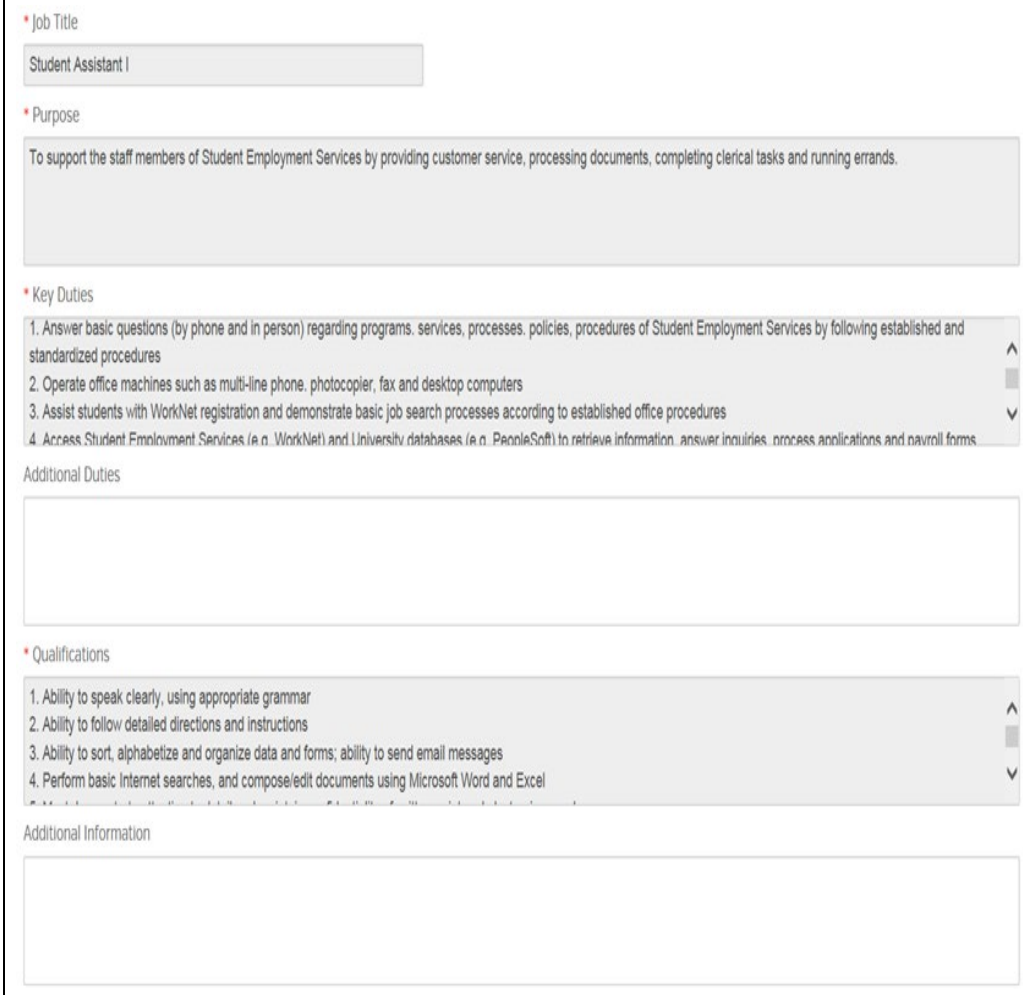
Purpose: Populates automatically

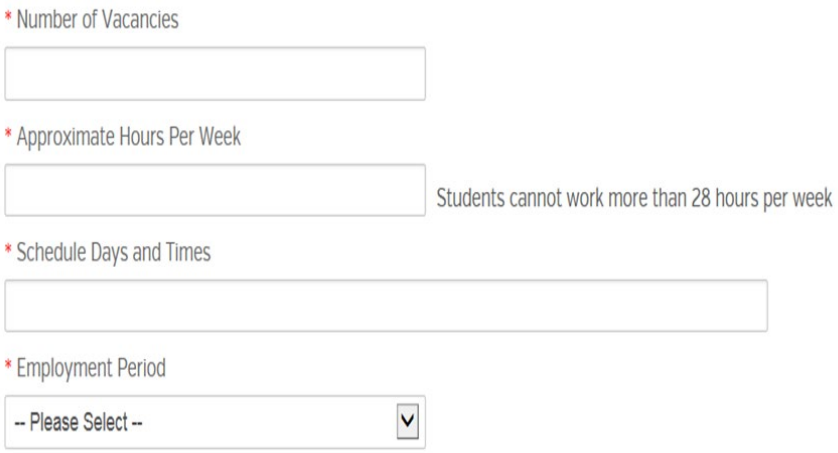
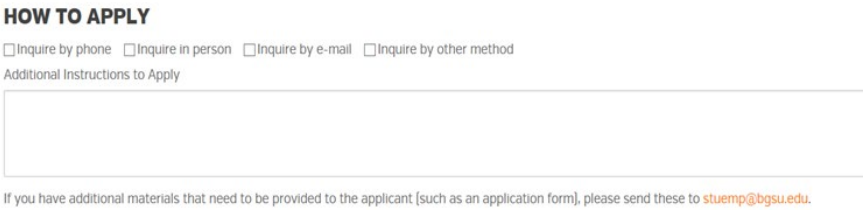
Key Duties: Populates automatically

Additional Duties: Enter any additional duties that apply specifically to this posting.

Qualifications: Populates automatically

Additional Information: Enter any additional information that applies specifically to this posting



Step 6: **Number of Vacancies:** Enter the number of students you plan to hire **Approximate Hours Per Week:** Enter the number of hours per week you expect the student will work (cannot exceed 28 hours per week). **Schedule Days and Times:** Enter required days and times or varied as appropriate. **Employment Period:** Choose period of employment from the drop-down	
Step 7: **Choose how you want student to apply:** Can choose more than one and the corresponding fields will appear based on your choice.	 • Inquire by phone; phone number entered previously will default. This can be changed if necessary. • Inquire in person; address entered previously will default. This can be changed if necessary. • Inquire by email; email entered previously will default. This can be changed if necessary. • Inquire by other method; enter detailed instructions to apply (website, etc.). If you have other materials such as an application to add to the posting, please send to stuemp@bgsu.edu and indicate the corresponding job.

Step 10:

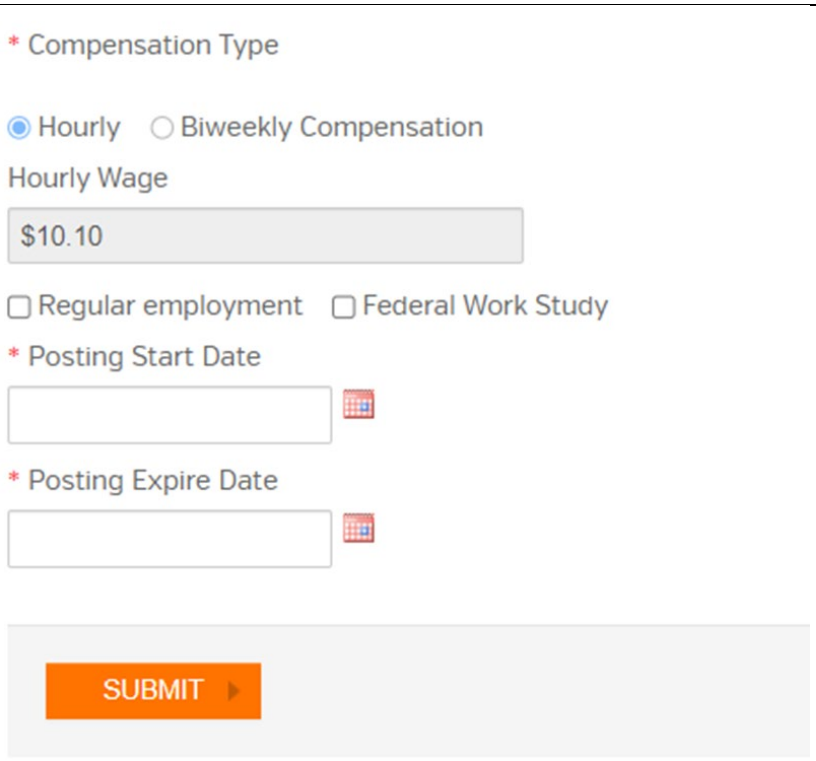
Compensation type: Automatically populates.

If Hourly, choose Regular employment or Federal Work Study: You may choose either or both. (FWS may only be used during the academic year for hourly jobs)

Posting Start Date: Enter the date for the posting to start. Allow up to 3 business days for job to be posted.

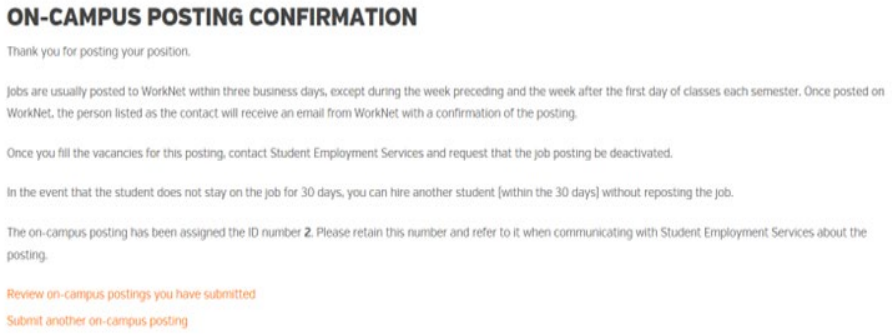
Posting Expire Date: Enter the date for the posting to end.

Click Submit:



Jobs must be posted on Handshake for a minimum of two days. The two-day posting policy is to provide all students reasonable and equal access to job vacancies

Posting Confirmation: The position has been submitted to for approval. SES has up to 3 business days to process. It is not available to students on Handshake until the submitter receives the confirmation email.



**Approvals during peak periods may take longer than 3 business days*