



How to Post a Job on Handshake & Review Applicants

1. Log into your Handshake account at <https://wvstateu.joinhandshake.com/>
2. Click on “Post a Job” in the left column of the home dashboard. You can also click “Jobs” in the left navigation bar then select “Post a Job” in the top left corner of the screen.
3. Complete the fields on the Basics, Details, and Preferences screens with as much detail as possible to find students who are qualified and interested in the position. Fields that are not required will be marked optional. Remember, the more information you provide, the stronger the candidates will be.
4. For job type **always** select On Campus Employment.
5. Once you select West Virginia State University on the Schools screen, click “Save” at the bottom of the page to review and list your job posting. This puts your job posting in a “pending” status awaiting approval by the Office of Career Services.
6. Your job will be seen by students once it is approved by Career Services.
7. When you are ready to review applications for a position, click “Jobs” on your Handshake home screen. Then click the title of the job you want to review. Click “Review Applications” to see documents for students who applied for the position. These documents will also be available when you are emailed the applicant package.
8. Once you have filled a position, expire the job posting rather than deleting it so you have the posting for future reference. Expire the job posting by clicking “Jobs” and then the position title. In the middle of the screen, click “Expire”. Also, please change the student’s status to Hired.

Handshake has an extensive Help section with resources like the one below:

<https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job>

<https://support.joinhandshake.com/hc/en-us/categories/202707307-Employer>