



JOB POSTING INSTRUCTIONS

If you are new to Handshake or need a refresher on how to post jobs & interview schedules in general, view this Handshake help article: [How to Post a Job](#).

When posting a job in Handshake for Skidmore Recruitment Day the following information is required:

- 1) Apply in Handshake (in the job description section you can also request the student apply through an external link or site, if your position requires.)
- 2) Job Title – The job title MUST include “NYC-SRD” at the beginning (ex. NYC-SRD – JOB TITLE HERE). This will allow students to search for all positions related to Skidmore Recruitment Day, quickly and easily.
- 3) Employer – Your company
- 4) Display – select Name Only
- 5) Job Type – must select “Job”
- 6) Employment Status – “Full Time”
- 7) Duration – “Permanent”
- 8) Is this a Work Study Job? – No
- 9) Apply start date – Monday, January 27, 2020 at 8AM
- 10) Expiration date – Monday, February 3 2020 at 11:55PM
- 11) Job Description
- 12) Job Roles – Select as many as apply
- 13) How many students do you expect to hire – at least 1 must be selected.
- 14) Salary – “Paid” needs to be selected.
- 15) Job Location
- 16) US Worth authorization – check whichever applies, Yes or No.
- 17) Required applications documents – Resume, Cover Letter, Transcript or Other (check all that apply.)
- 18) School Year – “Senior” this event is specific to members of the Senior class.
- 19) Minimum GPA – Optional
- 20) Applicant package recipients – the name of the person from your organization you wish for student documents to go to.

If your job posting does not meet any of the listed criteria, it will not be approved.

If you wish for the Skidmore College Career Development Center to post your position on your organizations behalf, see the attachments section in the Career Fair Page. Open the Employer - Job Fill Request Form, complete it and return to Ali Stidd, at astidd@skidmore.edu by January 19, 2020.

Please reach out to Ali Stidd, at astidd@skidmore.edu with any questions.