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 "2021-SRW" at the beginning (ex. 2021-SRW – JOB TITLE HERE). This will allow students to search for all positions related to Skidmore Recruitment Week, 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, February 15, 2021 at 8AM
10) Expiration date – Monday, February 22 , 2021 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, *NOTE: Check the "Allow Remote Workers" box if that is an option during Covid-19 restrictions.*
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 of 2021.
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, complete the **Posting Request Form** or contact Ali Stidd at astidd@skidmore.edu, prior to February 8, 2021.

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