

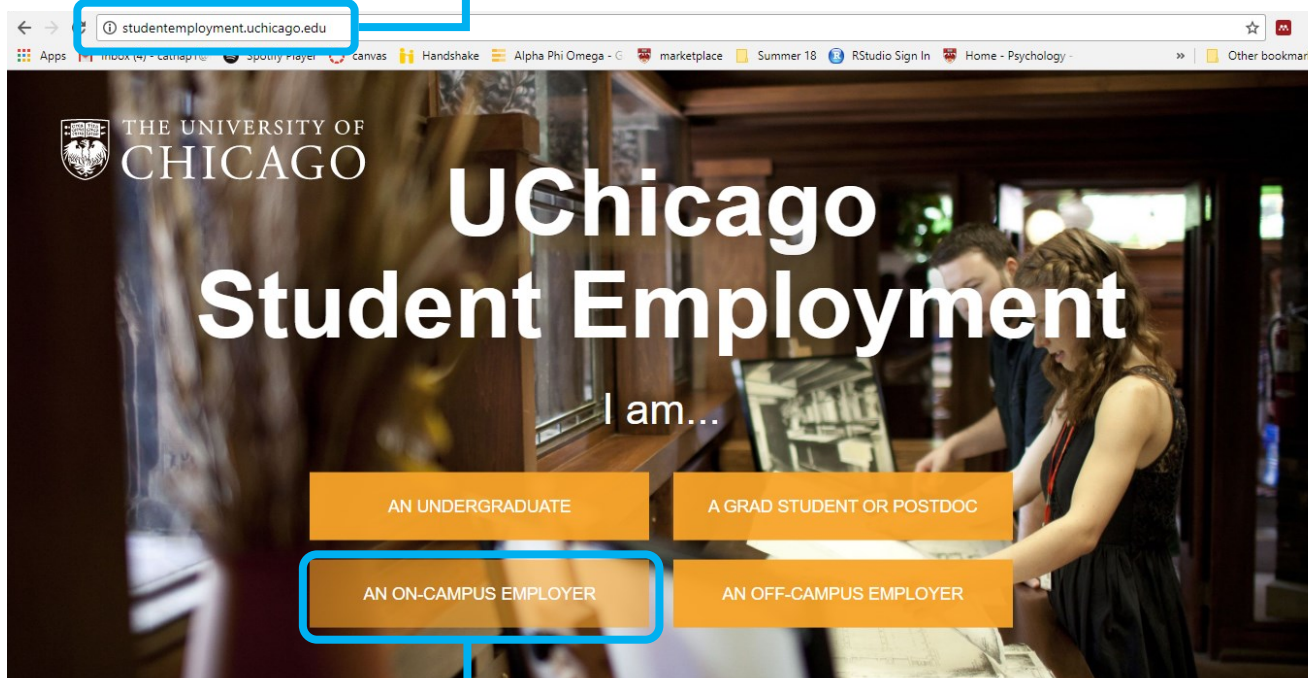


# Student Employment Handshake Posting Guide

## For Students on Payroll

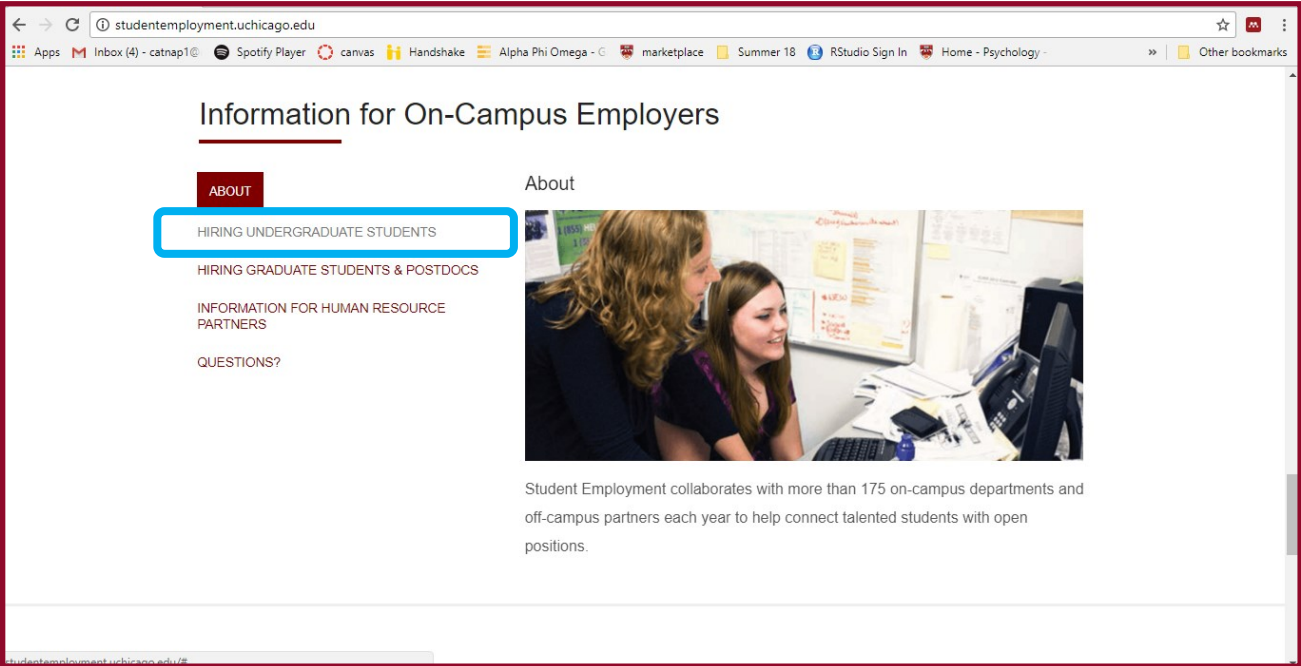
Step 1) Go to the Student Employment [Website](http://studentemployment.uchicago.edu) and click “I am an...On Campus Employer”.

Go to the URL:  
[studentemployment.uchicago.edu](http://studentemployment.uchicago.edu)

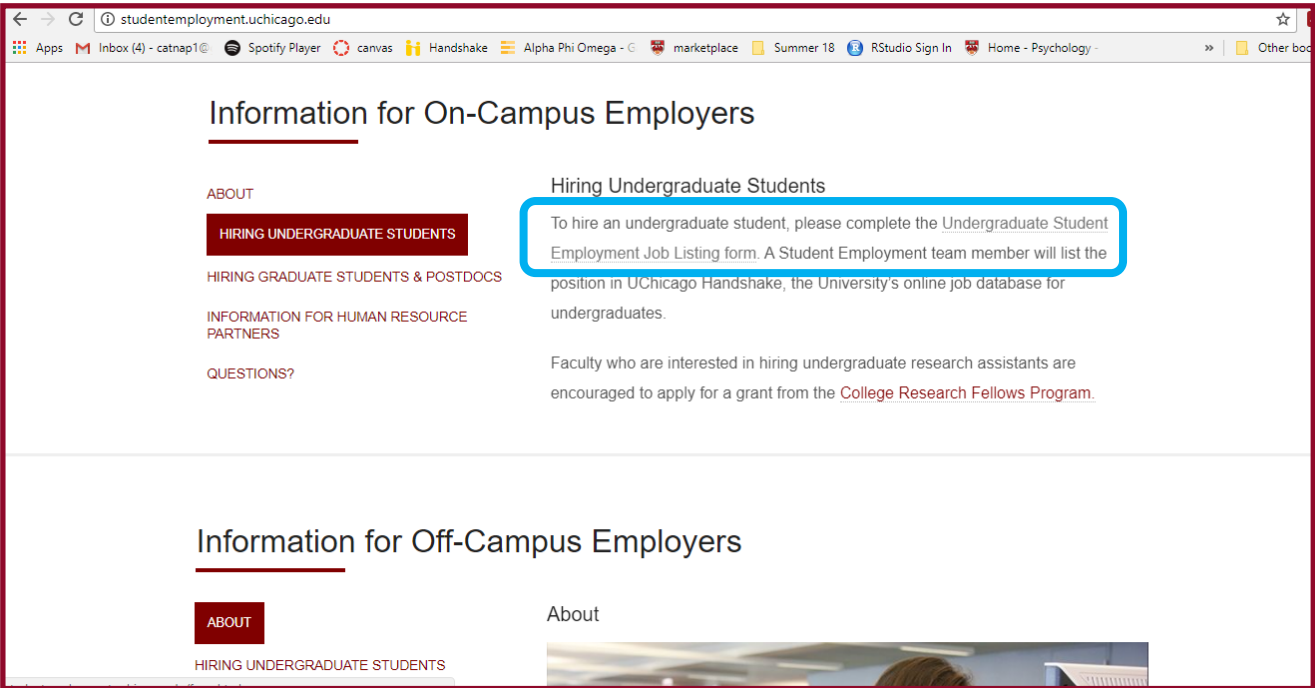


Select: I am an on campus employer

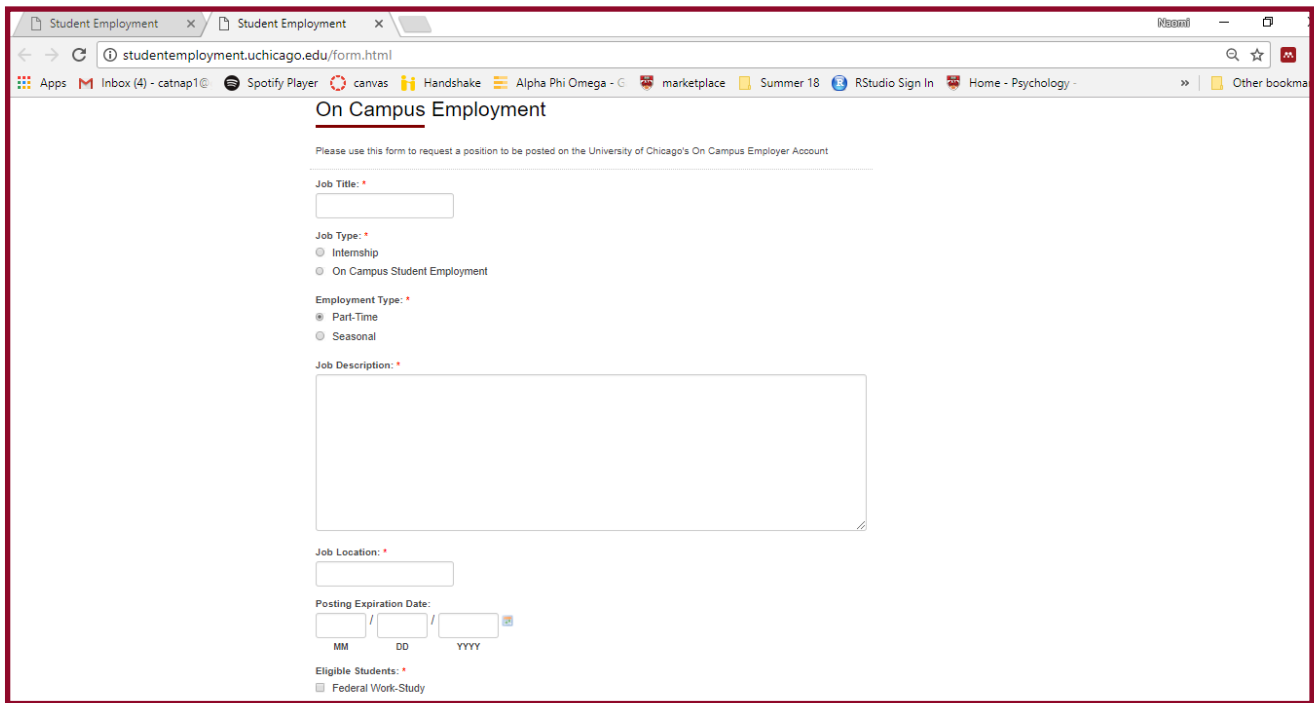
Step 2: Click “Hiring Undergraduate Students”.



Step 3) Click the hyperlink to reach the [Undergraduate Student Employment Job Listing Form](#).



Step 4) The form will open, as shown below. Fill out the form completely. The name entered as the “Contact” will receive all student applications.



The screenshot shows a web browser window with the URL [studentemployment.uchicago.edu/form.html](http://studentemployment.uchicago.edu/form.html). The page title is "On Campus Employment". Below the title, there is a sub-header: "Please use this form to request a position to be posted on the University of Chicago's On Campus Employer Account". The form contains the following fields and options:

- Job Title:** A text input field.
- Job Type:** Radio buttons for "Internship" and "On Campus Student Employment".
- Employment Type:** Radio buttons for "Part-Time" and "Seasonal".
- Job Description:** A large text area for entering the job details.
- Job Location:** A text input field.
- Posting Expiration Date:** A date picker with fields for MM, DD, and YYYY.
- Eligible Students:** A checkbox labeled "Federal Work-Study".

Please use the job description template included below as a reference guide when filling out the form.

All Student Employment postings must include the following:

- Job Posting Title
- Job Description
  - ◊ Job Description must include Basic Skills
- Job Posting Expiration Date
- Job Location
- Employer Name
- Pay Rate
- Required Documents
- Student Years Eligible for Position
- Employer Name and Contact Information

Step 5) Click the “Submit” button once you have finished the form. If there is necessary information missing, the empty fields will be highlighted.

studentemployment.uchicago.edu/form.html

Apps | Inbox (4) - catnap1@ | Spotify Player | canvas | Handshake | Alpha Phi Omega - | marketplace | Summer 18 | RStudio Sign In | Home - Psychology | Other bookmark

Employer Name \*

Pay Rate: \*

Duration of Employment:

Permanent

Temporary / Seasonal

Required Documents: \*

Resume

Cover Letter

Other Document (Specify in Notes)

School Years: \*

First-Years

Second-Years

Third-Years

Four-Years

First Name \*

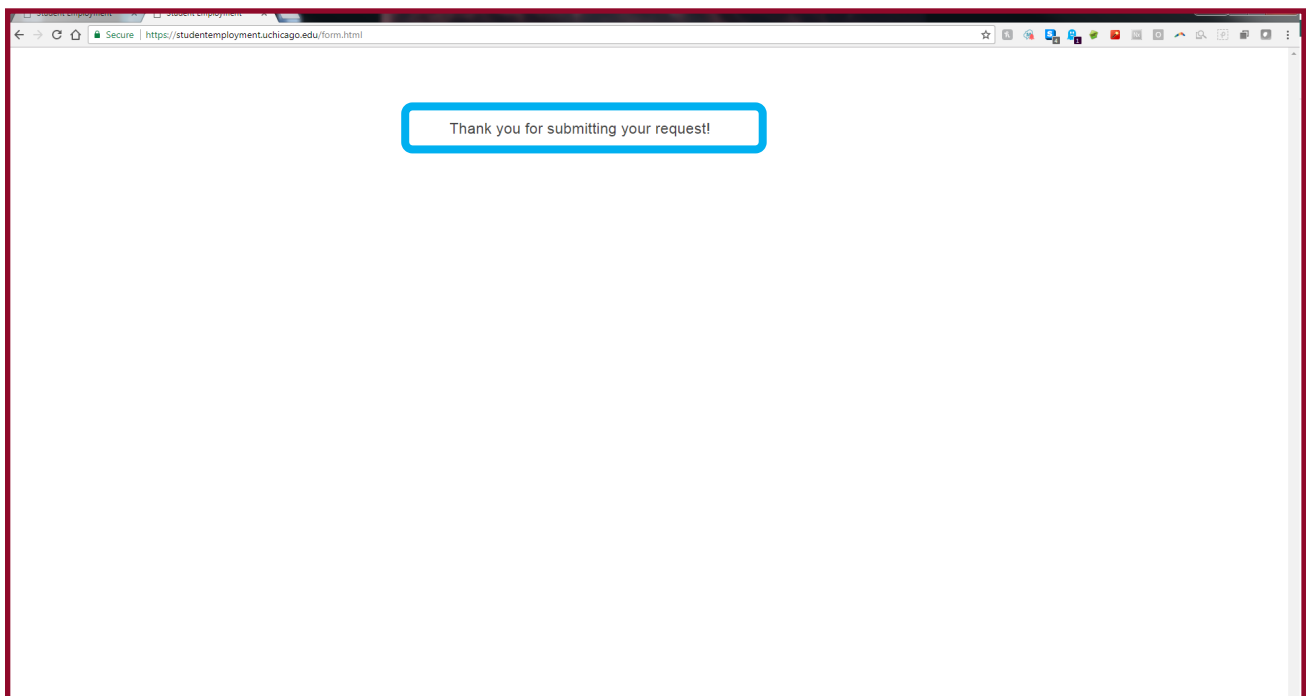
Last Name \*

Email \*

Relevant Notes:

Submit

Step 6) If submitted successfully, the page will reload and you will see the message below. A team member from Student Employment will send you a confirmation email within 24 hours.



## Already Have A Student in Mind?

If you have a student in mind to hire and are requesting a requisition number, please follow the steps below:

Step 1) Draft a job description using the template included below.

All Student Employment postings must include the following:

- Job Posting Title
- Job Description
  - ◊ Job Description must include Basic Skills
- Job Posting Expiration Date
- Job Location
- Employer Name
- Pay Rate
- Required Documents
- Student Years Eligible for Position
- Employer Name and Contact Information
- Notes (please indicate, “requisition number only”)

Step 2) Submit your job posting through the On-Campus Employment Listing [form](#).

Step 3) A team member from Student Employment will review and post your position. You will receive a confirmation email within 24 hours with details once it's been posted.

## **Frequently Asked Questions**

### **Q: How do I know if a student is on payroll or not?**

A: If you are processing a student's hire through Workday, they are on Payroll. If you are using another means of payment, such a grant, then the student is not on payroll.

### **Q: How do I receive applications and materials?**

A: The contact(s) you include on the form will receive the materials.

### **Q: How do I include multiple contacts?**

A: You may include multiple contacts in the "Notes" field at the bottom of the form by entering their information and specifying if they should receive just the posting confirmation, or the confirmation and materials.

### **Q: I already have a student for this position. Do I still need to post?**

A: Yes, in order to hire a student, you will still need to post a position on Handshake. Posting a position on Handshake will provide you with a requisition number to use for the student's onboarding process.

### **Q: Why might I need a requisition number?**

A: For students paid through University of Chicago Payroll, requisition numbers are needed to process a student's hire in Workday. Please include the requisition Number in the "Job Description Summary" field. Requisition numbers also allow all student employment postings to be tracked in our data system. Student Employment houses all undergraduate student postings, and reviews requisition numbers for compliance.

### **Q: I have a question about the online Student Employment posting form. Who can I contact for help?**

A: Please reach out to [colleghandshakeposting@uchicago.edu](mailto:colleghandshakeposting@uchicago.edu).

### **Q: How can I make changes to my posting after it's been submitted?**

A: Please reach out to [colleghandshakeposting@uchicago.edu](mailto:colleghandshakeposting@uchicago.edu).

### **Q: Who can help me access applications, or help promote my position?**

A: Please reach out to [colleghandshakeposting@uchicago.edu](mailto:colleghandshakeposting@uchicago.edu).