



## Posting Jobs for Undergraduates FAQ

### **Q. Whom can I contact with questions about Student Employment posting procedures?**

A. As a first step, check the Student Employment website, [studentemployment.uchicago.edu](http://studentemployment.uchicago.edu). The “On-Campus Employers” and “Off-Campus Employers” sections of the website provide detailed information about how to post positions for both undergraduates and graduate students. If you still have questions after browsing the Student Employment website, please email College Handshake Posting at [collegehandshakeposting@uchicago.edu](mailto:collegehandshakeposting@uchicago.edu), and a Student Employment team member will be happy to assist you.

### **Q. How do I post on-campus jobs for undergraduates to the UChicago jobs website?**

A. Employers and Human Resource Partners can submit positions for undergraduates using the On-Campus Employment Job Listing [Form](#). A member of the Student Employment team will then review and approve the request within 1 business day and post a listing in UChicago Handshake, where undergraduate students will be able to view and apply for the position.

### **Q. What kind of access will my department have to job postings? Do I need to create a Handshake account?**

A. At this time, on-campus employers can only view jobs on Handshake, but cannot edit or expire jobs. You may view the job posting by following the link sent to you by Student Employment, and applications will be emailed to you; you do not need to make a Handshake account. If you need to close or make changes to a position, please reach out to Ken Leng at [kenkeo@uchicago.edu](mailto:kenkeo@uchicago.edu).

### **Q. How do I edit or expire job postings?**

A. Please contact College Handshake Posting ([collegehandshakeposting@uchicago.edu](mailto:collegehandshakeposting@uchicago.edu)) to change or close a job posting.

### **Q. How will I receive the requisition number for WorkDay?**

A. A Student Employment team member will send a posting confirmation email to the primary contact, which will include the requisition number for WorkDay submissions and a preview link to the posting. If you wish for multiple people to receive this information, please list their emails in the “Notes” section of the On-Campus Employment Job Listing form and indicate that they should receive the confirmation.

### **Q. Can I receive a requisition number without opening a position to all students?**

A. Yes! In the notes section of the form, please write “Do Not Post”, or something similar. A posting will be created, but it will be immediately expired and not viewable by students. A member of the Student Employment team will send you the requisition number within 1 business day.



**Q. How long can a job posting remain viable?**

A. The default setting will be to post a position for 60 days, but you may request either a smaller or larger application window.

**Q. How will I receive applications?**

A. When students submit an application, all materials (resume, cover letter, etc.) that you request will be emailed directly to the contact listed. You may list additional contacts in the “Notes” section of the form to receive the confirmation posting email, the application materials, or both. Please indicate which contacts you wish to receive which emails. If you have issues accessing application materials, email College Handshake Posting ([collegehandshakeposting@uchicago.edu](mailto:collegehandshakeposting@uchicago.edu)) for assistance.

**Q. Why can't I find or view my posting on Handshake?**

A. If you have recently filled out the posting form on the Student Employment website, then it is likely your position has not yet been approved and made visible. Student employment will send you a link to your posting within 1 business day.

**Q. How do I get more applications?**

A. You can email Ken Leng ([kenkeo@uchicago.edu](mailto:kenkeo@uchicago.edu)) with a request for your posting to be advertised in email newsletters and on social media. If your position provides substantive, non-clerical work, it may also be eligible for the [Jeff Metcalf program](#). To request that your position be considered, contact Kiah Williamson at [kswilliamson@uchicago.edu](mailto:kswilliamson@uchicago.edu).