

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. 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 studentemployment@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 undergraduate student positions through UChicago Handshake. Postings for undergraduate student positions will be made live immediately, and students will afterwards be able to view and apply to the position.

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

A. On-campus employers may manage job postings on Handshake on their own accords, with administrative privileges including viewing, editing, and expiring job postings. A Handshake employer account is required for managing job postings. Please see [this guide](#) or reach out to Richard P. Morales at rmorales1@uchicago.edu for assistance with registering for a Handshake employer account.

Q. How do I edit or expire job postings?

A. Please see [this guide](#) or reach out to Richard P. Morales at rmorales1@uchicago.edu for assistance with expiring a job posting.

Q. How do I set the pay range on my job posting?

A. When creating or editing your job posting on Handshake, navigate to the **Compensation and Benefits** section. From there, you’ll have the option to choose a preset range with prefilled options, or you can select a custom range. If you need help adding a pay range to your posting, feel free to reach out to Richard P. Morales at rmorales1@uchicago.edu for assistance.

Compensation and benefits

What should candidates expect to earn?

Expected pay

[Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range	Custom range	Exact amount	Unpaid
Rate	Amount	Currency	
Per hour ▾	15-20 ▾	USD ▾	

Q. Where can I get the requisition number for UChicago Workday?

A. Log into Handshake, click “Jobs” on the lefthand sidebar, identify the posting for the position you need a requisition number for, and reference the value for “ID.” The value for “ID” immediately to the left of the posting title is your requisition number.

Q: Can I get a requisition number without opening my position to all students to apply?

A. Yes! You will need to engage in steps for [creating a job posting](#) and then expire the job posting immediately afterwards.

In more detail, please go through the job posting creation process, setting the expiration date of the posting for any day and time in the future. Once the posting has been created, click “Jobs” on the lefthand sidebar, select the posting, select “More actions,” and select “Expire job.”

Note: For student positions, requisition numbers of postings made in past years can be reused.

Q. How long can a job posting remain viable?

A. Job postings can be made live up to a year from the posting creation date.

Q. How will I receive applications?

A. You may receive applications directly via email and/or download applications from your posting. For further instruction, please see this [How to Add or Change a Contact to Receive Applicant Packages](#) guide and/or this [Download Applications / Create a Resume Book](#) guide.

Q. Can I review applications directly on Handshake?

A. Yes! You may do so by navigating to your posting and clicking on “Applicants.” For further instruction, please see this [Reviewing Applications in Handshake](#) guide.

Q. I'd like to collect more applications. How do I get more visibility for my posting?

A. You can email undergraduatestudentemployment@uchicago.edu with a request for your posting to be advertised in email newsletters and on social media.