



POSTING JOBS ON HANDSHAKE

Creating a Handshake Account

To post a job to any school on Handshake, you must have a confirmed user account that is connected to a company profile. More information at [Handshake.com](https://www.handshake.com) [Create an Employer User Account](#), [Join a Company](#), and [Connect with Schools](#).

Posting a Job

- Click **Post a Job** from your home dashboard
- Complete the form as outlined

- Basic Information

- Type or paste in the job description
 - Copy from Career Page
 - <https://careers.rallyhouse.com/>
 - Job Posting Link from Workday



	Job Posting	Type	Posting Start Date	Posting End Date	Primary Posting	Job Application Template	Posting Cost	External Posting URL
<input type="checkbox"/>	Rally House External Career Site	External	10/25/2023		Yes	Example effective 09/19/2023, 12:56 PM	0	https://rallyhouse.wd5.myworkdayjobs.com/Rally_House_External_Career_Site/job/Kansas-Sample-lathe/Sales-Associate_JR100009

- Position Details

- Job Title (Example: Sales Associate, Team Sales Lead)
- Position Type (Example: Job, Internship, Other)

- Location Requirements

- Onsite - employee work in person from a specific location
 - Add City and State where store is located
- Remote - employees work from home
- Hybrid - employee work a combination of onsite and remote

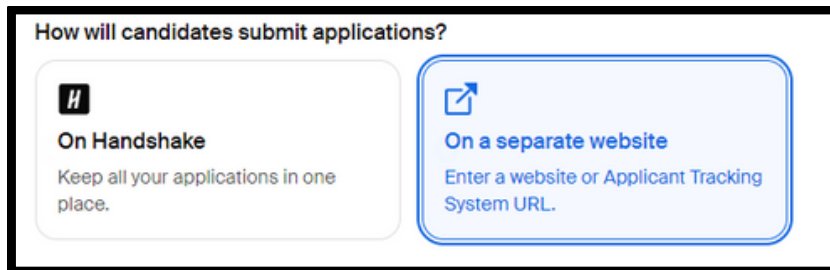
- Time Requirements - How Much should candidates expect to work?

- Full Time or Part Time
- Permanent or Temporary/Seasonal

- Compensation and Benefits

- Expected Pay - include ranges or exact amount
 - Rate of pay can be broken down per hour, per month or per year
- Additional Compensation (If Applicable)
 - Signing Bonus, Commissions, etc.
- Benefits (If Applicable)
 - Flexible schedules, Rally House Employee Discount

- Categorize your job
 - The type of job you are hiring for - Handshake will auto add the appropriate group based on job description
- Candidate Qualifications
 - Schooling qualifications optional)
 - Work authorization, school year, field of study, etc.
- Choose Schools
 - Post to all approved schools - maximize visibility
 - Post to specific schools - reach specific candidates
- Application Process
 - Set Open and closing dates of post
 - Default to that same day's date to open, close is default set to six months out
 - NOTE: If you close the position prior to expiration, you need to go into Handshake and close the posting
 - How will applicants submit applications
 - Either on Handshake or via separate website (careers page)
 - Always link to Rally House Careers Page for applications



- Your Hiring Team
 - Job owners - the person posting
 - Has the ability to message through Handshake
- Review Posts
 - Review details and make any changes
 - To edit, click the pencil icon to the right of the section
- Post Job

For more in depth information: [How to Post a Job – Handshake Help Center \(joinhandshake.com\)](https://joinhandshake.com/help-center/how-to-post-a-job).



Contact Recruiting@RallyHouse.com for additional assistance