How to Post a Job on Handshake

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click “Jobs” on the left side navigation panel.
3. Click the “Create Job” button at the top right.
4. Fill in the **required** fields on the first page of the job posting form:
   - Job title
   - Where/how students should apply
   - Job Type
   - Employment Type

   ![New Job](image)

   **If students should apply through an external system, please include the URL:**
5. Fill in the required fields on the Details page:
   - Description
   - Job function
   - How many students do you expect to hire?
   - Job location (City, State or City, Country will suffice. Street address not required)

If Job Location is in the USA, please answer 2 additional questions regarding international students:

- Would you sponsor a work visa for the right candidate?
  - Yes
  - No

- Are you willing to hire candidates that are temporarily authorized to work for a defined period in their field of study? (e.g., for an internship under OPT/CPT)
  - Yes
  - No
6. The next Preferences page is optional.

To add colleagues who should receive student applications, search the recipient here. Can't find them? Click “Create a new contact” to create their contact and then add them.
7. Search and select Rollins School of Public Health in the search field.

![Search Rollins School of Public Health in Handshake](image)

8. Enter an expiration date for your job posting.
   - Note: There is no field to enter a limit on the number of applicants. If at any point you feel you have received enough applications, you may close the job posting early at your discretion. See our “How to Edit Job Postings” for details.

![Expiration date entry in Handshake](image)

For more tutorials and FAQs about Handshake, please see the Handshake Help Center.

For questions/concerns, please contact us at rsphcareerdev@emory.edu. If inquiring about a specific job posting, please be sure to include the job number in your email.