



Gorillas4Hire Instructions for Faculty/Staff

CREATE A HANDSHAKE ACCOUNT and Connect with Pittsburg State University

1. Go to Career Services' webpage at www.pittstate.edu/careers
2. On the top of the screen, under the Faculty & Staff tab, select "Hire a Student"
3. Click the "Faculty/Staff Login" button • *If you already have a Handshake account, skip to #11*
4. Click "Sign up" for an account and select the "Employer" account type from the options presented
5. Fill out the information requested and then click "Sign Up"
 - a. Please select "All Majors" for "Types of students you are interested in..." and click "Next: Employer Guidelines"
6. Read the Employer Guidelines, Terms of Service, and Privacy, then click "Next: Confirm Email"
7. Follow the instructions to verify your account via the email address you provided. You must click the link in this email before you can proceed with the registration process
8. When the email arrives, click the "Confirm Email" button to verify your account
9. When you click "Confirm Email" in your confirmation email, you will be brought back to Handshake.
 - a. If your department already exists in Handshake, you can click "Request to Connect" with that company and then select "Next: Connect to Schools"
 - b. If your department does not exist, you can click the "Create New Company" button
10. Next, you will connect with our school. In the search bar, enter "Pittsburg State University" and click the "+" button to the right of our school. Then click "Next: Finish"
11. Career Services will then approve your request so you can start posting on-campus positions

POSTING A NEW JOB

1. Select "+Post a Job" from the home page or select "Create Job" from the top right of the Jobs section
2. Enter the job information, completing all required fields:
 - a. When you complete all required information on the page, click NEXT at the bottom of the screen
 - b. When you complete all the information on the final page, click CREATE at the bottom of the screen

TIPS FOR AN EFFECTIVE JOB POSTING

- Giving more details in the job description makes the position more appealing to students
- SELECT: “Apply in Handshake” for students to submit their resumes through Gorillas4Hire
- JOB TYPE: On Campus Student Employment
- EMPLOYMENT TYPE: Part Time
- DURATION: Choose Permanent or Temporary/Seasonal
- MAJOR CATEGORIES: On the Preferences page, select the major categories you would like to include. All students with a major in the categories fields you select will be included in the search. Select up to 3 major categories. To include all majors, leave all major categories unchecked. **(HINT: on campus employers should choose all majors)**
- MAJORS: On the Preferences page, select the majors you would like to include. Select up to 3 majors. To include all majors, leave all majors unchecked
- POST DATE: The start and end dates for a job posting are mandatory. On the Schools page, fill in the Apply Start Date and Apply End Date for Pittsburg State University, or the Global dates to apply to all schools. (Jobs should not be posted longer than 3 months). The more recent the posting date, the better chance it will appear on the first pages of a student search! **(Reminder: On-campus positions have to be posted for a minimum of 3 days)**
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VIEW AND EDIT YOUR JOB POSTINGS

- Click **Jobs** on the left hand navigation bar
- To edit a job posting, select the job you are interested in updating, and select Edit Job at the top
- To expire a job posting, select the job you are interested in updating, and select Expire Job
- To duplicate a job posting, select the job you are interested in updating, and select Duplicate Job
- To renew an expired job posting, select Expired at the top of the page, select the job you are interested in renewing, and edit the Apply start date and Expiration date
- To delete a job posting, select the job you are interested in deleting, select Edit Job at the top, scroll down to the bottom of the page, click the arrow next to Cancel, and click Delete

NEXT STEPS AFTER HIRE

- Click on the job name in the Jobs section
- Select “Review # Applicants” at the top of the screen
- Indicate who you hired:
 - Under the Status column, click the drop-down menu and select “HIRED” of the person who has accepted the position
- Notify other applicants the position has been filled:
 - Select the boxes on the left of all the applicants that you want to message
 - Once you have selected the applicants, click “Message Applicants” (in blue)
 - Format your message indicating the position has been filled (Career Services can provide an example message if you need one)
 - Click “Send”- this will send the selected applicants this message