

Departments needing student workers are strongly encouraged to utilize Handshake to post and promote their positions. Handshake (murraystate.joinhandshake.com) is the online career management platform for Murray State students and alumni. This platform, managed by Career Services, is a one-stop shop for all things related to careers: job postings (full-time, part-time, internships, student work opportunities), hundreds of career-related events, virtual career fairs and much, much, more.

Department Guide to Handshake

Departments wishing to post student positions to Handshake first need to have an employer account (multiple people in the same department may have an employer account):

Step 1: Contact Career Services (CS) at msu.careerservices@murraystate.edu or call 270-809-3735.

Step 2: CS will then provide you a link to the Murray State account, where you can create your personal profile.

Step 3: Once your profile account has been created, you will have access to the employer side of Handshake.

Posting Student-Worker Positions on Handshake (Note: Career Services can provide personalized Handshake training with any department - Contact them to schedule)

Once your personal account has been created and synced with the Murray State employer account on Handshake, you are ready to post positions. Log in at <https://murraystate.joinhandshake.com>. **NOTE: Click on 'Sign in with your email address' in lieu of utilizing the MyGate option.**

Step 1: On the "Home" page, you will see a large blue button labeled "Post a Job". Select this button to start.

Step 2: The following will need to be completed in the "Basics" section:

- Select "Apply in Handshake"
- Enter the Job Title (please include your department or office name in the job title. This makes things easier for students)
- Select your Company Division. If your division isn't listed, please contact Career Services to get it added
- For Job Type, please select "**On Campus Student Employment**"
- Select Full-Time or Part-Time
- Choose the duration of the position (permanent or temporary)
- Designate the position as Federal Work Study or not

Step 3: The following will need to be completed in the "Details" section:

- Put in a description of the position. We recommend being as detailed as possible
- Select how many students you are expecting to hire. If you aren't sure, just put "1"
- Select "Paid or Unpaid" and list the pay rate

- Specify "Murray, Kentucky" for the job location
- Select the required documentation (Resume, Cover Letter, Class Schedule, etc)

Step 4: In the "Preferences" section, you do have the option to select which school years and majors you prefer. You can also select a minimum GPA. While you can do this, **it is highly recommend** leaving these restrictions off, as it will limit the number of students who see the position.

- You can also select who should receive application packets and when (Example: Emailing a summary of all applicants once the position expires OR emailing each time a new student applies). You can also check applicants at any time by logging back into the system.

Step 5: Hit the "Next" button and move onto the "Schools" section:

- In this section, in the drop-down menu labeled "Search your schools to add job postings", click and select "Murray State University". It should be the first option; if not, type it in and then select it
- You will need to then set your apply start date and expiration date next to "Murray State University" in the "Schools" tab

Step 6: Hit "Next" to view a preview of your job posting. Check everything over and then hit "Save" in the bottom right corner. Your job posting will post to the system and will be visible to students.

Please utilize realistic application deadlines and make every effort to communicate with applicants. Postings with the intention of creating 'student pools' over the length of the academic or calendar year may be subject to removal.