Instructions for Posting Experiential Learning Opportunities (ELOs) in Handshake

Create an account

- If you have never used Handshake before, please complete this simple form with the information below, and we'll create an account for you.
  - Name
  - Kerberos
  - MIT ID#
  - DLC or program name

How to post a job

Step 1: Access the new position form

- Log into handshake at https://mit.joinhandshake.com/login
- Navigate to jobs on the sidebar. Please note that the sidebar may look different if you have collapsed the menu.
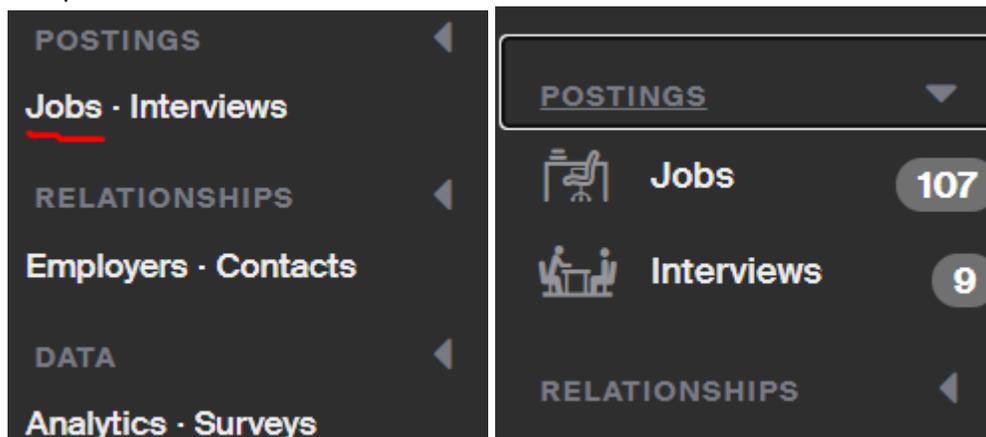
- Choose "Create new Job Posting"

Step 2: How to fill out the form
Page 1: Basics
Where should students submit their application?
- Apply in Handshake: Select this if you want to collect and review applications in Handshake
- Apply through external system
  - o If you will be using an application tracking system outside of Handshake, select this option. You will be required to enter the website or tracking system URL that students will use to apply.
  - o You can optionally add in additional instructions for external applications here

Website or Applicant Tracking System URL

+ add instructions for external applications

Job Title
- Pick an appropriate name for the position.
- If your position is a UROP, please note it in the title so that it is clear to students (e.g., "UROP: Understanding heterogeneous public transit ridership behavior during COVID-19").
- If your position is for first-year students-only, please also note that in the job title (e.g., "FY-Only/UROP: Stored Energy Nuclear Forensics for Non-Proliferation").

Employer

- **Enter "MIT – ELO" as the employer**

Employer

| MIT - ELO | | ⌷ | × | ▾ |

Not seeing the company or organization you're looking for? Try **searching for them** or **creating their account.** This list will automatically be updated to include them once they're approved at your school.

Display your contact information to students?

- This is optional if you want to let students ask you questions about the position.

Job Type

- **Mark this as "Experiential Learning"**

Employment type

- Mark this as "Part-time"

Duration

- Mark this as "Temporary/Seasonal"

Is this a work study job?

- Mark this as "No"

Status

- If you are ready for the posting to be public, select "approved." If you want more time to edit the posting, select pending. Please note that if you choose pending, you will need to go back and change this later.

Apply start

- Pick the appropriate date that students should be able to apply to this position.

Expiration date

- This is the cut-off date for students to apply to this position.

Select "Next" at the bottom of the page

Page 2: Details

Description

- Complete the description for your position. Make sure you include the following information:

  - Project scope/description
  - Student eligibility and/or targeted student populations (e.g., all students eligible; first-years only; MechE majors preferred; etc.)
  - Any required experience, skills, or coursework
  - Position term (start and end dates)
  - Estimated # of hours/week OR estimated total hours
  - Stipend amount OR wage rate and maximum earnings (UROP only)
  - Note if this is a remote opportunity or will require campus access (seniors only)

Job role(s)
- <mark>You are required to enter something in this field. If you would prefer to remove the entries in this field, you can edit the posting after submission and remove the roles.</mark>

How many students do you expect to hire for this position?
- Enter the number of students you will end up selecting for the opportunity.

Approximate Salary?
- Enter the amount of the stipend here.
- Choose "per year" as the pay period.

Job Location
- Enter "Cambridge, Massachusetts" as the job location for <u>both</u> on campus and remote opportunities.
- **If your job is remote, make sure you choose "Allow remote workers."**

Does this position require U.S. work authorization?
- Select "No."

Required Documents
- Choose all the documents you will need to collect for your application.
- Other documents will require a description of what you are looking for.

☑ Other Document (e.g. work sample, course schedule, or other misc documents)

Send me a word doc about why you want the position

Select "Next" at the bottom of the page

Page 3: Preferences

Graduation date range
- Do not enter anything here.

School years
- Select the class years that are eligible for the position.

School years (Optional)

☑ Freshman

☑ Sophomore

☑ Junior

☑ Senior

Minimum GPA
- This is up to your discretion if you want to sort this way. GPA is self-reported, so most students will not have this filled out. This may mean you filter out students that may be applicable. If you want to use this field, you should note this in the description as well.

Major Categories
- This is optional. Please note that Handshake major categories are very general and often do not fit MIT well.
- You can filter by specific majors with the hyperlink at the bottom. Please make sure you add all variations of the major. They are in the long format from the Registrar's Office.

☐ Health Professions - 0 of 4 majors selected

☐ Humanities & Languages - 0 of 8 majors selected

☐ Life Science - 0 of 8 majors selected

☐ Math & Physical Sciences - 0 of 4 majors selected

☐ Natural Resources, Sustainability & Environmental Science - 0 of 7 majors selected

☐ Social Sciences - 0 of 3 majors selected

These consolidate individual majors across every school on Handshake. Choose a specific major by school.

Colleges
- We are unsure how accurate this field is, so we do not recommend using this field.

Required labels
- We do not recommend using this field.

Applicant package recipients
- Add your email here to get notifications about who applies to the position.
- You can either receive a summary when the job expires, or get notified every time a new student applies.

Select "Next" at the bottom of the page

Page 4: Preview (What to check before submitting)
- Check the preview page to make sure everything looks correct.
- Make sure you have selected the following:
    - Set as active for students to see (when ready)
    - Marked position as "Experiential Learning"
    - Entered "MIT – ELO" as the employer
    - Not inputted any job roles
    - Put information about work location and optionally GPA in the description
    - Marked if the position is remote (or not)
    - Selected "No" for U.S. work authorization
    - Not selected a graduation date range
    - All other information looks correct and complete

Select Finish to post the position

Step 3: Apply labels

1. After your job is posted, you should be taken to the Job Details page. The Job Details tab should be grey like in the red square below.

2. Select the favorite option like in the red circle above. This will make it easier for you to find your job when you come back to handshake

3. Apply the appropriate labels by going to the left side of the page and finding the label section. You can then type in the box to find the appropriate label and add it to your position. This will make it easier for students to find positions of interest to them.

4. The list of ELO labels are:
   - elo first-year students-only
   - elo global opportunities
   - elo innovation & entrepreneurship
   - elo public service & social impact
   - elo teaching & learning
   - elo undergraduate research/urop

How to edit your position page, view applicants and resumes, and mark as hired

Finding your position

1. After you have made your positions in handshake, you can find them again by going back to the jobs sidebar mentioned at the start of the document
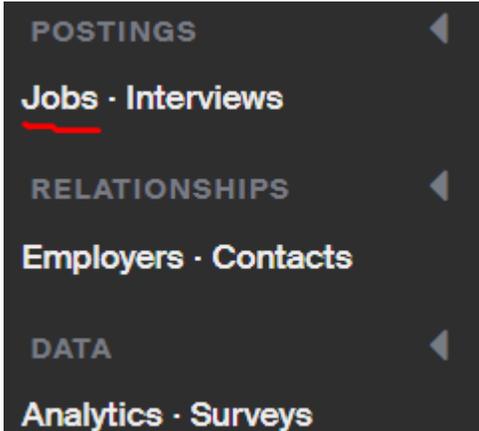
2. On your next screen you can filter to find your positions. If you favorited your positions, you can select that filter on the bottom of the left menu
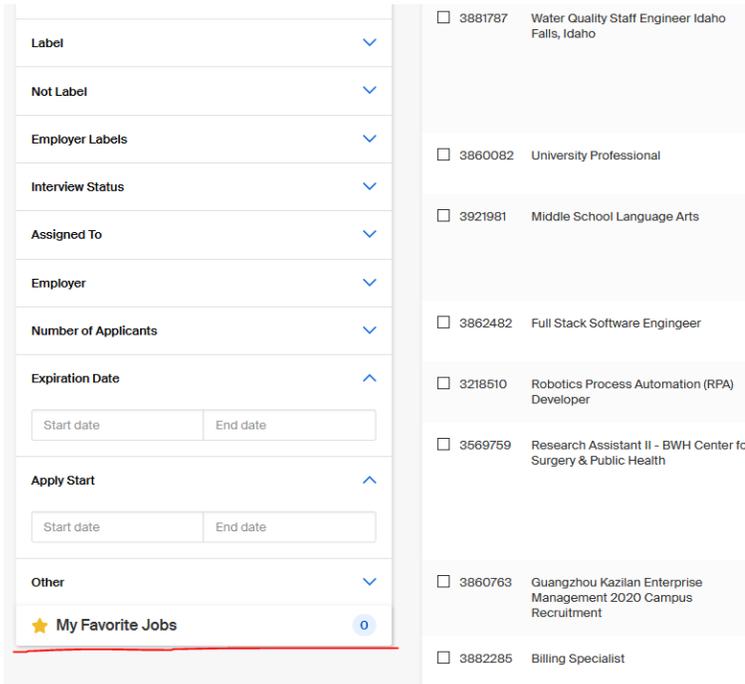
3. After finding your position, you can click on it on it in the results to be brought to the page.
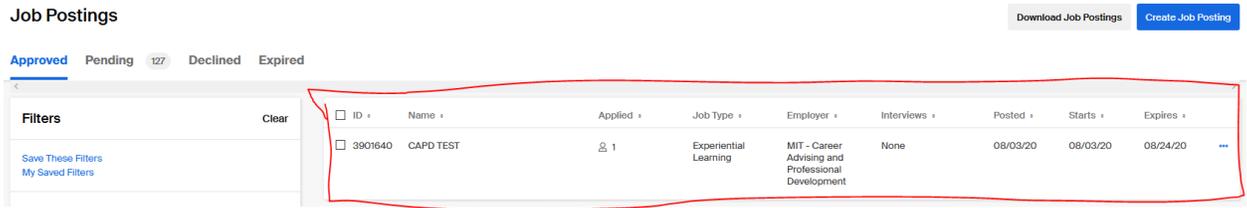
Editing your position

1. After you have found your position per the above instructions, click on the edit tab. This is highlighted in the red square below:
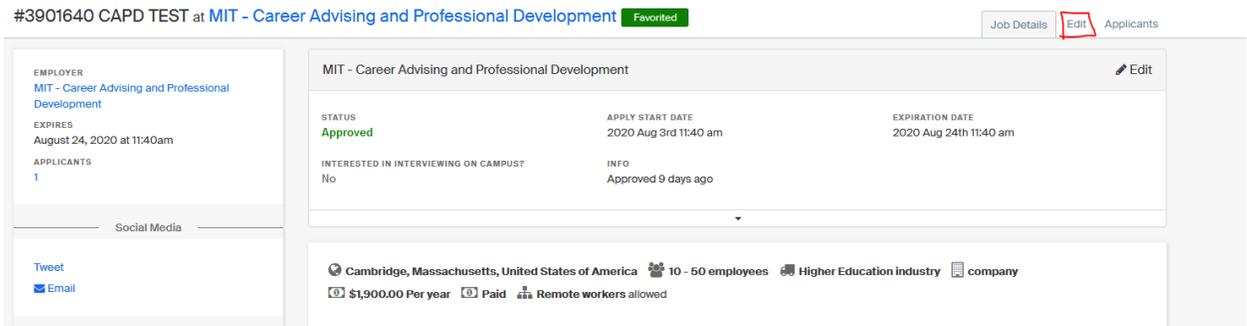
2. Follow the instructions above for posting a job if you need more details about how to fill out the fields

Viewing applicants and their documents

1. After you have found your position per the above instructions, click on the applicants tab. This is highlighted in the red square below:
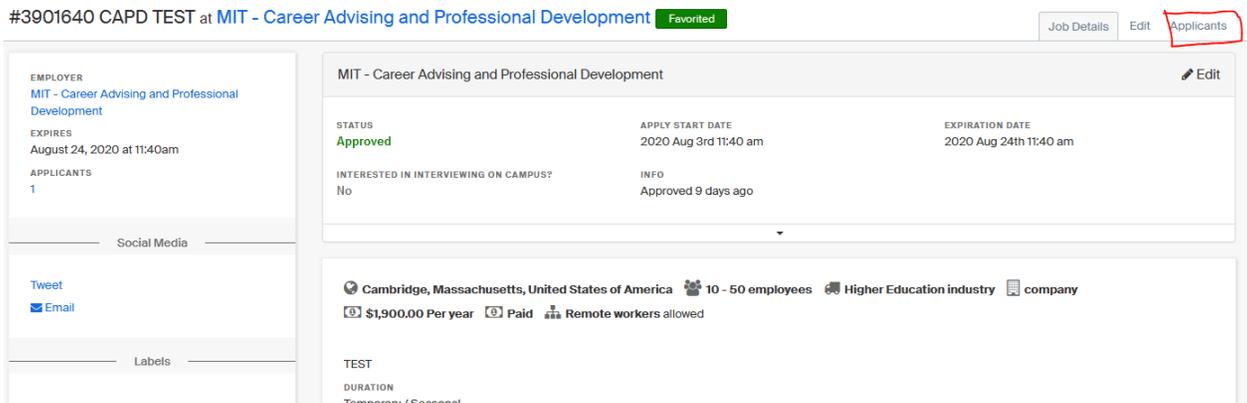
2. From here, you can see all the students who have clicked to apply in Handshake, even if they were sent out to an external application to finish the process.

3. If you want to view any of the documents that a student submitted, you can choose export documents to see all applicants submitted material.

#3901640 CAPD TEST

Job Details   Edit   Applicants

Filters	CLEAR
Keyword	

Categories

☐ Withdrawn Only

Status

☐ Hired (1)
View all

Showing All Applicants   EDIT

🗓 Export CSV
📄 Export Documents

Exclude Students That Do Not Match
☐ School Year or Graduation Date ☐ Minimum GPA
☐ Major   ☐ Work Authorization Status

☐	First ⇅	Last ⇅	Employer ⇅	Preferences ⇅	Status ⇅	Date ⇅
☐	Jordan	Siegel	MIT - Career Advising and Professional Development	🗓 🎓 ⬆ 📇 📄	Hired ▾	08/04/20

4. You also can select just the students you are interested in. If you click the checkbox next to the appropriate students, you will see an option to download just their materials.

☑ 1 of 1 student selected	Select all	Download Applicant Packages	Send Email to Applicants	More ▾		
☑ Jordan	Siegel	MIT - Career Advising and Professional Development	🗓 🎓 ⬆ 📇 📄	Hired ▾	08/04/20

Marking a student as hired

1. Go to the applicant's screen as described in the above directions "how to view applicants and their submitted documents"

2. Click on the dropdown to the right of the students row and select hired

☑ 1 of 1 student selected	Select all	Download Applicant Packages	Send Email to Applicants	More ▾		
☑ Jordan	Siegel	MIT - Career Advising and Professional Development	🗓 🎓 ⬆ 📇 📄	Hired ▾	08/04/20

Pending
Declined
Withdraw Application

Questions about Handshake? Contact Josh Nagle in CAPD at joshn@mit.edu.