

## Guide: How to Post a Job on Handshake

**Handshake** is a job and event platform used by the University of Washington, including the UW Information School, as well as many other colleges and universities. Handshake's simple, convenient process means you can **post a single job to many schools at once**.


However, you can still **tailor your postings to UW iSchool students!** Learn how by reading below.


**NOTE:** To post on Handshake, you must have an account. [Sign up for an employer account](#) or [log in](#) and request to add "University of Washington - Seattle & Bothell" to your network of schools!

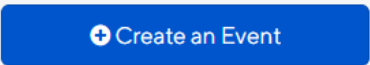
### Step by Step: Post and Tailor Your Job

#### ★ STEP 1: Begin filling out your Job Posting.

Click [[Post a Job](#)] from your home dashboard, or click on [[jobs](#)] in the left hand navigation bar and click [[Create Job](#)] in the top right hand corner.







#### ★ STEP 2: Customize JOB TITLE and DESCRIPTION.

If your position is exclusive to the UW iSchool, start your Job Title with the word "iSchool", ex. "iSchool: Job Title".

Job title

iSchool: Job Title

We recommend you state in the Description at the top, in addition to position duties and requirements, if you would only like specific types of students to apply, ex. "For iSchool students only".

Description




Heading 2 

For Information School students only

OR

For MLIS students only

#### UW Information School Career Services

 [iCareers@uw.edu](mailto:iCareers@uw.edu) |  (206) 543-0798 |  [Our Website](#)

For Directed Fieldwork opportunities, please state "Directed Fieldwork" in the Job Title:

Job title

Directed Fieldwork: Position/Project Name

Please note as of August 2021, iSchool Capstone opportunities are not posted to Handshake. Submit your Capstone projects [here](#).

### ★ STEP 3: Set WORK AUTHORIZATION.

This question allows you to filter for applicants with eligible work authorization, and allows students to filter for opportunities that match their status. To avoid excluding a highly talented pool of international students and students who are not US citizens or permanent residents, please **consult with your internal HR** to identify if a position requires U.S. work authorization or a specific citizenship status, as well as if your organization is willing to sponsor a work visa for a full-time role.

Does this position require [U.S. work authorization](#)?

Yes  No

Eligibility for international students (non-US citizens or permanent residents)

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 a job / internship under [OPT/CPT](#))

Yes  No

Many international students are [authorized to work in the U.S.](#) by applying for Practical Training (OPT or CPT) once they are offered a position.

- **Jobs:** Students who qualify for **Optional Practical Training (OPT) for full-time roles after graduation do not immediately require a work visa.** OPT allows these students to work in the U.S. for up to 2 years after graduation, before the student may apply for an H1-B work visa.
- **Internships:** Students who qualify for Curricular Practical Training (CPT) for part-time or internship roles will never need to apply for a work visa for your role *unless* they transition to a full-time role after graduation *and* use all of their OPT.

#### UW Information School Career Services

 [iCareers@uw.edu](mailto:iCareers@uw.edu) |  (206) 543-0798 |  [Our Website](#)

#### ★ **STEP 4: Set PREFERRED GRADUATION DATE & SCHOOL YEARS.**

Please select *only* a preferred grad date range *or* preferred school years, to avoid excluding eligible students.

UW operates on the [quarter schedule](#). Our graduation dates may vary from other schools. UW graduation dates tend to be in December, March, June, and August. For example, if you are seeking only Summer 2021 - Spring 2022 graduates, select “August 2021 to June 2022”:

**Graduation date range (Optional)**

<b>Earliest grad date</b>		<b>Latest grad date</b>	
August ▾	2021 ▾	June ▾	2022 ▾

Hiring alumni? You can leave earliest graduation date blank.

#### ★ **STEP 5: Set PREFERRED MAJORS.**

Most iSchool-relevant positions fall under these Major Categories:

- Computer Science, Information Systems & Technology
- (Under Engineering) Computer Engineering

To target specific iSchool programs only, select [Choose a specific major by school]. Then, choose “University of Washington – Seattle & Bothell,” then search for these terms:

- Bachelor of Science in Informatics (INFO): **Informatics**
  - *Note:* Students have the option to select Informatics degree options, such as “Informatics: Data Science.”
- Master of Science in Information Management (MSIM): **Information Management**
- Master of Library and Information Science (MLIS): **Library & Information Science**
  - *Note:* Please select both “Library & Information Science” and “Library & Information Science (DL)”.
- Ph.D in Information Science: **Information Science**

Please note, even if you select individual majors, the position is still visible to all UW students and you may still get applications from non-iSchool students. The system unfortunately does not prevent non-iSchoolers from applying, however, non-iSchooler

#### **UW Information School Career Services**

 [iCareers@uw.edu](mailto:iCareers@uw.edu) |  (206) 543-0798 |  [Our Website](#)

students will receive a message informing them that this position is intended for iSchool students only. If you receive applications via Handshake, you can filter out students who do not match your graduation date, GPA, and major preferences.

### ★ **Optional: Edit JOB ROLES.**

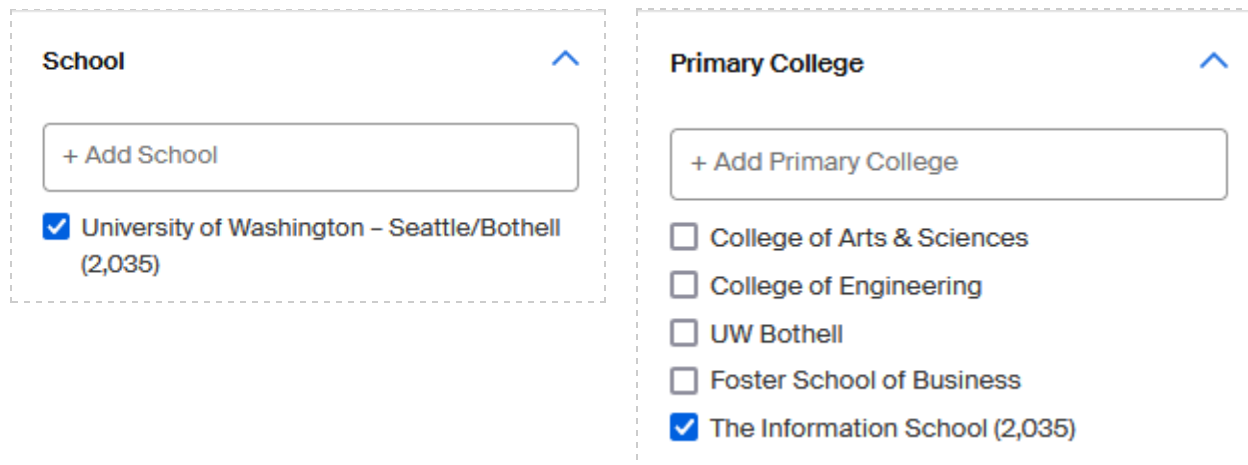
Handshake will automatically “tag” your job posting with up to 3 Job Roles based upon your position title and description. Students can filter and search for these roles. You can edit, add, and remove roles on the posting’s Job Overview page.

View our list of suggested Job Roles related to common iSchool positions.

## Searching Students




If you would like to search for UW iSchool students in Handshake, select [[Search Students](#)], then filter “School” to **University of Washington – Seattle/Bothell**, then filter “Primary College” to **The Information School**. A list of all iSchoolers who have made their profiles public will appear.

You can also narrow your search by major/program, school year (including alumni), graduation date, or GPA (optionally self-disclosed by students).



The image shows two filter panels from a search interface. The left panel is titled "School" and has a blue upward arrow icon. It contains a search box with "+ Add School" and a list of options. The first option is "University of Washington – Seattle/Bothell (2,035)" with a checked checkbox. The right panel is titled "Primary College" and also has a blue upward arrow icon. It contains a search box with "+ Add Primary College" and a list of options. The options are "College of Arts & Sciences", "College of Engineering", "UW Bothell", "Foster School of Business", and "The Information School (2,035)". The checkbox for "The Information School (2,035)" is checked.

### UW Information School Career Services

 [iCareers@uw.edu](mailto:iCareers@uw.edu) |  (206) 543-0798 |  [Our Website](#)

## More Resources

### [Handshake Employer Help Center](#)

- [How to Post a Job](#) (More details)
- [About Work Authorization](#)
- [How to Confirm Your Job is Posted Successfully](#)
- [How to Renew an Expired Job Posting](#) (Note: The job will need to be re-approved.)
- [How to Duplicate a Job Posting](#)
- [How to View and Manage Applicants for a Job](#)
- [How to Download Applications/Create a Resume Book](#)
- [About Job Roles](#)

### Employer Information

- [Employer Recruiting Policy](#)
- [Host a Virtual Recruitment Event](#)
- [iSchool Virtual Career Fair 2022](#)
- [iSchool MLIS Career Series 2022](#)

### iSchool Placement Infographics

*(Reference for competitive salary and internship data)*

- [Bachelor of Science in Informatics \(INFO\)](#)
- [Master of Science in Information Management \(MSIM\)](#)
- [Master of Library and Information Science \(MLIS\)](#)

### Diversity, Equity, and Inclusion (DEI) Resources

- [iSchool Career Services' DEI Resources for Employers](#)
- [Diversity & Inclusion: Handshake's Ultimate Guide for HR & Recruiting](#)
- Handshake Trend Reports: [Virtual Recruiting](#) and [Gender & Equity](#)

### Other Resources

- More information about [MLIS Directed Fieldwork & Internships](#)
- More information about [iSchool Capstone Projects](#)

#### UW Information School Career Services

 [iCareers@uw.edu](mailto:iCareers@uw.edu) |  (206) 543-0798 |  [Our Website](#)