

		NUMBER 1
MANUAL Student Employment Office Career Services	SECTION Finding Student Employees	PAGE 1 / 1
SUBJECT <i>Advertising to Fill the Position</i>		REVISED 06/18

Handshake is the online job board system that departments can use to advertise their on-campus job postings for students. Each on-campus department should have their own individual company profile. This will allow to control your job postings, add staff members, etc. When creating your Handshake account, do not connect with the "University of Illinois at Chicago" company profile. Instead, look for an existing company profile for your department, and if one has not been established, click "Create New Company" to do so. When creating your company profile, please use the following template for your organization name: "University of Illinois at Chicago – Department Name". Use the following template when posting jobs: "Position Title (Federal Work Study/Non Federal Work Study)"

In addition to posting the job order in the Student Employment Office, the department is also free to advertise the position in other ways (e.g. campus papers, posters, etc.), as long as the job description is within the Wage Plan Guidelines.