Posting an On-Campus Co-op Job in Handshake as a UC Department

Special note before you begin: Please inform your department's HR rep and Program Director Kelly Thompson of your intent to hire an on-campus co-op.

Step 1: Sign in to Handshake

If you already have an employer account in Handshake, simply sign in.

If you do not have an employer account in Handshake, you can create one. Follow the steps to create an account as a UC On-Campus Employer. (See also Handshake's Employer Account Set Up & Settings Quick Guide and 2-Minute Videos.) ***Please make sure to use your @uc.edu email address when creating an account—this is essential*****

If your department does not exist in Handshake, create it as a new division following the convention below:

> **University of Cincinnati – Title of Department**
> Example: University of Cincinnati – Athletics

Step 2: Post the Job

Follow Handshake's instructions for How to Post a Job, following these guidelines for on-campus co-op:

1. For the job title, use a descriptive title that includes the word "co-op" and your department name. Example: **Peer Tutoring Co-op, Learning Commons**

2. Include in your job description the expectation that the student will enroll in the online reflection course (INT 1000) while they are employed with you.

3. Work Study vs. Non-Work Study:
   a. If your department depends on work-study funds for 75% or more of the salary or hourly wage for this position, please indicate this in the "required qualifications" section of the job description.
   b. If you do not rely on work-study funds, you may indicate work-study as optional in the job description.

      c.   The job posting in Handshake does not indicate this.

4.   When selecting the Job Type, choose "On Campus Student Employment." This ensures your posting shows up when a student searches for on-campus jobs.

5.   Input the hourly rate. This will drive up applications and ensure that students understand it is a paid position.

6.   On the **Preferences** tab, when selecting **Major Groups**, select as many as possible to widen the eligible pool, since "major does not equal career," and there may be a great fit with a student who has an unexpected major. Job clusters can help you determine which majors to select.

7.   Handshake suggests you make your contact information visible to students as this creates credibility for the post and enables students to reach out to you with questions.

Step 3: Set Up Interviews

If you want to use Handshake to schedule interviews, follow Handshake's instructions for How to Post an Interview Schedule to a School. When prompted to choose a school, choose University of Cincinnati only.

Step 4: Hire

Select and hire your candidate(s). Then communicate with your unit's HR rep to hire the student with UC Central HR via a Start Hire PCR Form (or NRE Form). Each candidate must complete Central HR onboarding before they start work.

Step 5: Notify

Send Kelly Thompson (kelly.thompson@uc.edu) the name(s) and emplID(s) that you have hired so she can enroll them in the INT 1000 online internship reflection course. Please also indicate if any individual should be exempt from the course. An individual may be exempt for one or more of the following reasons:

- They are in a mandatory co-op major such as Engineering, IT or DAAP
- They have already completed an Internship for-credit course (such as Communication or Journalism, or another PD or INT course). If you need assistance looking up whether a student has completed this or not, please reach out to Kelly.
- Another outstanding exemption approved by Kelly.

Questions?

Email On-Campus Co-op Program Director Kelly Thompson at Kelly.Thompson@uc.edu