Boston University School of Public Health

Career Services Office

Employer Job Posting -- Step by Step Manual

1. Go to https://busph.joinhandshake.com/login. Enter the email address used to create your Employer account. (If you don't have an account yet, please review our Employer Account Set-Up manual.)
2. Enter your password and log in.
3. Once you are logged in, click "Post a Job" on the home page.
4. If this is a new position, click on the New Job tab and fill in the required fields (marked with an asterisk *). All other fields are optional.
   a. Duration refers to duration of the job, not the posting.
   b. Click on "Add Existing Contact" to select other contacts at your employer organization.
   c. If a contact is not already in the Handshake system, click the "Create It Here" and enter the contact's email, first name and last name. Then click "Create Contact." This contact can then be found in the search field.
   d. Check the box under Email Expiration Summary if this contact should receive an email with all application packages once the job posting expires.
   e. Click the red "Remove" button to remove any or all contacts for this job posting.
5. Click "Next."
6. Enter the job description, then click "Next."
7. Search and select Boston University School of Public Health in the drop-down menu. Set an expiration date, then click "Next." (Note: Handshake defaults to 1 month for expiration dates.)
8. Fill in your requirements, particularly for application materials. Resume is defaulted. Click "Create."
9. For additional assistance, please contact:
   - BUSPH Career Services Office at sphcareeroffice@bu.edu, or
   - Handshake customer service at support@joinhandshake.com.