

UW-SUPERIOR

CAREER SERVICES IN THE LINK CENTER

JOB POSTING CHECKLIST

A RESOURCE FOR EMPLOYERS

Craft your postings to reach today's students. When creating a job posting/position description, consider how potential candidates will view your opportunity.



BE AS TRANSPARENT WITH LOGISTICS AS POSSIBLE

Include clear start and ends dates, compensation, and whether the position is remote/hybrid/on-site.



INCLUSIVITY

Students want to work at an inclusive organization. Be sure to note inclusive benefits your organization can offer: (parental leave policies, partner benefits, affinity groups, etc.)



JOB ROLES

Add relevant job roles to your positions in Handshake. This is how students most often search for positions and will increase the number of students who see your posting.



LANGUAGE

Avoid jargon and spell out acronyms.



GET TO THE POINT

While you want to provide an overview of what your company is all about, spend less time on organization information students can easily look up and include more details and specifics about the position.



ACCESSIBILITY

Create accessible job postings by including headings and bullet points to separate information, making the post easier to read.

Post all of your job and internship opportunities in Handshake. Job seekers find the details below helpful when considering opportunities so including the following information can help you to post a more complete position listing and attract appropriate candidates for your position(s):

About Your Company

- Name of your company/organization
- Brief description of your organization
- Company Location
 - Street Address, City, State, Zipcode
 - Contact Phone Number, Website url
- What Do You Offer for Career Development
 - Skills Development, Trainings, Mentorship?
- Share Your Company Uniqueness
 - Company Values
 - What Makes Your Company Special?
 - Affinity Groups and Commitment to Equity, Diversity, and Inclusivity

Tip: Be sure to include if you are open to hiring international students (OPT/CPT)

About The Job

- Position title
- Position Type
 - part-time, full-time, internship, volunteer
- Share Salary
 - sharing even a range is recommended + other benefits and perks
- Focus on skills instead of set # of years experience
- Share primary duties and responsibilities
- Internships:
 - include anticipated duration whether it is a SUMMER Internship or during the academic year
- Desired Skills or Qualifications
 - include transferable skills
- Position Location
- Desired start date

About The Desired Candidate

- Required Student Status
 - Junior, Senior, Alumni?
 - Consider making connections with early talent (freshmen and exploring)
- Desired Major/Field of Study
 - Open to ALL MAJORS vs if only specific academic majors are qualified
- Required Degree Level
 - Consider what is needed vs what has historically been required
 - Completed or working toward a bachelor's degree?
- Require a graduate degree?

About The Application Process

- Application Deadline
 - Open and Close Dates
 - How to Apply Instructions
- Required Documents
 - resume, cover letter, transcripts, etc.
- Contact information
 - company rep who can answer questions about the position and the organization

NACE COMPETENCIES FOR CAREER READINESS



The National Association of Colleges and Employers (NACE) has identified eight competencies associated with career readiness as core skills preparing individuals for success in the workplace and lifelong career management. Within your postings, consider incorporating how your organization values these competencies, the competencies being sought and how you support your employees in their continued development career competencies.

<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>



CAREER & SELF DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



COMMUNICATION

Clearly and Effectively exchange information, ideas, facts, and perspectives with persons inside and outside an organization.



CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.