

Best practices for posting jobs & internships in iHandshake

Job title:

If this position can be an internship, consider adding "intern" to the title. Other keywords are "entry-level," "jr.," and "associate."

Location:

Include whether the job has any remote options.

Pay rate:

Candidates are more likely to apply to a position when the pay is included in the posting. This is also an important way your company can show commitment to diversity, equity and inclusion.

- ▶ According to the National Association of Colleges and Employers (NACE), the average pay for a bachelor's degree intern is \$16.26/hour.

Job Description:

- ▶ Write the job description for entry-level candidates
 - "Recent graduates encouraged to apply"
 - "0-1 year of experience desired"
- ▶ Keep the list of requirements short.
 - What skills are actually required to do this job?
 - Include nice to have but not required skills and be clear which category they fall in
- ▶ Write a detailed description of what the candidate will do
 - This helps students/grads see themselves in the role
- ▶ List majors that may be a good fit for the role
- ▶ Detail any other factors that may be attractive to a student
 - Flexible work hours, tuition assistance, etc.
- ▶ Explain career path options for this role (This positions leads to...)
- ▶ Do not have a minimum GPA requirement
- ▶ Avoid using lingo/abbreviations that may be unfamiliar
- ▶ Do not include non-critical requirements

Company Overview:

- ▶ Highlight your commitment to diversity, equity and inclusion
- ▶ Speak to growth and professional development opportunities
- ▶ Include any other details that make your organization unique