



# WHITMAN COLLEGE

---

Career and Community  
Engagement Center

## Handshake Internship Posting Guide

[Handshake](#) is Whitman's preferred platform for sharing jobs and internships. When posting your internship positions to Handshake, your first step will be to create an employer user account. You will need to confirm your email address (use an email that contains your organization's domain) and join your company profile or, if needed, create a new company profile.

### Position Title

Keep it concise (2-5 words) and descriptive enough to indicate the student's potential responsibilities. Examples: Marketing Intern/Research Intern/Museum Acquisitions Intern.

### Position Type

Internship

### Job Description

Here you should outline the specific skills required, minimum qualifications, and key responsibilities of the position. This is your opportunity to present the role and your organization as an exciting prospect for students. Consider including the following:

- A brief description of the organization, its mission and/or its clientele
- Description of training and ongoing mentoring; methods of evaluating performance
- Duties, responsibilities, projects
- Preferred and required qualifications (skills, attributes, technical knowledge, specific major, other credentials)
- Application instructions (required documents, contact person/information, links, deadlines)
- Indicate who will be their supervisor

### Location

Will interns be working onsite, remotely, or in a hybrid manner? If the work will be hybrid or done onsite, provide a city and state. You can add multiple locations if needed.



# WHITMAN COLLEGE

---

## Career and Community Engagement Center

### **Full- or Part-Time**

Most internships are part-time during the school year (10-20 hrs/week) and part- or full-time in the summer (30-40 hrs/ week). Entering an estimate of hours per week is helpful for students.

### **Employment Duration**

Internships are considered temporary.

### **Start and End Date**

Fall Semester internships last from September to December, Spring Semester internships last from January to May, and Summer internships last from May to August.

### **Compensation and Benefits**

Indicate the pay per hour. If you are hoping that a student applies for the Whitman Internship Grant (WIG), select unpaid.

### **Categorize Your Job**

Indicate the relevant category or categories for the position by selecting from over 380 job role groups on Handshake. Example: Office and Administrative Support Workers for clerical positions. This helps students find postings that match their interests.

## **CANDIDATE QUALIFICATIONS**

### **Work Authorization**

If you are willing to hire international students with F-1 visas (this does not require visa sponsorship) select *this job is open to candidates with Curricular Practical Training (CPT) and/or Optional Practical Training (OPT)*. For more information check out the Guide to Hiring International students at [bit.ly/4c4EB0D](https://bit.ly/4c4EB0D) or email [ccec\\_info@whitman.edu](mailto:ccec_info@whitman.edu).

### **School Year**(optional)

By selecting specific years, only students in those years will be able to access and view the posting. We recommend leaving this section blank unless it is a requirement.

### **Latest Graduation Date** (optional)

We recommend leaving this section blank unless it is necessary for students to graduate by a specific date.



# WHITMAN COLLEGE

---

## Career and Community Engagement Center

### **Major Groups** (optional)

By selecting specific majors, only students in those fields will be able to access and view the posting. First- and second-year students may not have declared a major and, therefore, would not be able to access it. We recommend leaving this section blank unless it is a requirement.

### **Minimum GPA** (optional)

Only include if your job has specific requirements.

### **Colleges** (optional)

Add specific colleges where students would be a good fit for this role. Students outside of the college will still be able to apply.

### **Application Open and Close Date\***

Post internships as early as possible. If you want students to apply for the Whitman Internship Grant, it is recommended to open the application when the WIG application period begins and close it two weeks before the WIG deadline. Please refer to the Whitman Internship Grant website for specific deadlines. \*Please be aware that Handshake automatically sets the closing date for six months from the posting date, but you are able to manually adjust the date.

### **Number of Hires**

This will not show up to candidates.

### **How will candidates submit applications?**

1. On Handshake: You will log in to Handshake to access the application materials.
2. On a separate website: Provide a link to an external application or form that students are required to complete.

### **Additional Required Materials**

Include all documents you require from the candidate, such as a resume, cover letter, and transcript.

### **Your Hiring Team**

Set up your hiring team to keep everyone informed and manage how they receive updates.