Promoting Jobs

Job Location and Development promotes your jobs to students in a number of ways:

- Mass Email
- Social Media
- Pop-up Shops (Info Sessions)

Employers are invited to provide any information they would like students to know, as long as it falls within university guidelines and federal mandate.

Employers may also send a representative to Pop-up Shops to give students additional information or recruit for certain positions. In order to comply with the reporting requirements, if a representative is sent to recruit for a position, that job must be posted in Handshake (no exceptions).

THE UNIVERSITY OF
**SOUTHERN
MISSISSIPPI**®

JOB LOCATION
AND
DEVELOPMENT

DIVISION OF CAREER SERVICES

118 COLLEGE DRIVE #5014
HATTIESBURG, MS 39406
LOCATION: MCLEMORE HALL 125
601.266.4153
USM.EDU/CAREER-SERVICES

The Job Location and Development (JLD) program is a federally funded program, which provides part-time and seasonal/temporary job postings to all currently enrolled Southern Miss students regardless of financial need. All job opportunities, of which the program is aware, are posted in the online job database, powered by Handshake.

Each year, local employers, like you, help us generate over $500,000 in additional income for our students! We hope to continue this partnership as we increase part-time off-campus employment for our students.

There is no charge for posting jobs through Handshake.

GETTING STARTED

Southern Miss Career Services uses a web-based system known as Handshake to make students aware of all job opportunities in the area. All internal and external employers are encouraged to use this system as their primary job posting location. With our new modern platform, Handshake, employers are able to search for and manage relationships with Southern Miss students. With a Handshake account, employers can post jobs, schedule on-campus interviews, register for upcoming Career Services events, and even search student résumés!

Create a Handshake Account
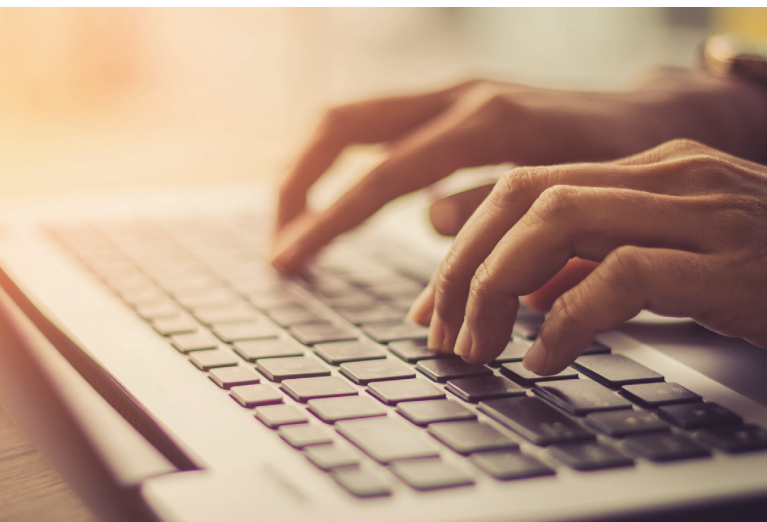
- Go to **usm.joinhandshake.com**.
- Click "Sign up for an account."
- Choose "Employer."
- Fill in your information and click "Sign up." (We require employers to use their work email addresses. You cannot use Gmail, Yahoo, or other personal email addresses. We realize local businesses may not have the required information and ask that you contact us at 601.266.4153 to speak with a staff member to verify your account.)
- Complete your company profile. **Be sure to connect with The University of Southern Mississippi.** Once you "Submit" your profile, your account will be approved for full access within 24-48 hours.

How Handshake Helps with Your Employment Needs

- **Post jobs.**
  Handshake is the online system used by Southern Miss students to find full-time, part-time and internship opportunities. Once you are connected to Southern Miss through Handshake, you are able to post all of your open positions. Register for a Handshake account and connect with Southern Miss at usm.joinhandshake.com.
- **Search student résumés.**
  Handshake gives you the ability to search all public student résumés and profiles. It includes a variety of filters to help you narrow down your search.
- **Register to meet students at our Career Fairs.**
  Career Services hosts a number of job fairs annually, including a part-time job fair. As a registered member of Handshake, you are able to sign up for our Career Fairs to meet students.

Posting a Job

1. On the main menu, you will see three categories. Choose "Post a job." This will bring you to the new job screen.
2. Fill in the job title and corresponding information. Any required information will have an asterisk beside it. Employers can also add a link to their external application. Next, fill in detailed information about the job, such as the description, rate of pay, and job functions.
3. On the bottom of that page, specify to whom you would like the application packages delivered, as well has how often you would like to receive those emails.
4. Once the information is complete, select "USM" and choose the application dates. All jobs will be defaulted to a two-month period.
5. Select "Create" at the bottom of the screen. All jobs are approved by the JLD coordinator and will be available to students within 24 hours. You will receive an email once your job has been approved.

Reporting a Job

The Job Location and Development program is required by federal mandate to report certain employment statistics about students hired through the JLD program. JLD does not report specific information about positions or employers. The only information required is the number of students hired, hourly wage, and number of hours expected to work each week. Employers will be contacted by email or phone to receive these statistics. Providing these numbers will ensure continuation of the JLD program.

Employers can also use the "Report a Hire" feature in Handshake.

- Navigate to the position for which you hired the student and select "View all applicants." There, you should see a list of all students who have applied for the position.
- Scroll to the student who has been hired and select his/her name. You should see a drop box to the right of the name.
- Click the down arrow, and three options will appear: (1) Hired, (2) Pending and (3) Declined. Students will be defaulted at Pending. Employers are able to select more than one candidate as hired, if needed. Changes will automatically save.