1. Click on **JOBS** on the left side panel then click **CREATE JOB** box on the top right.

2. Enter **Job Title**, then indicate if you would like students to apply on Handshake or through an external website.
   - If you select an external website, then enter the ULR
   - You may include additional instructions for students to use instead

3. Select **Job Type** and **Employment Type**. Click **NEXT**.

4. Enter the job description in the **Description** box.
   - Please include the description and desired/required qualifications.

5. Select **Job Function(s)**.
   - Some options include: Research, Data & Analytics, Healthcare Services, Consulting, Product/Project Management, and Writing/Editing.

6. Indicate how many students you expect to hire for the position.

7. Enter **Job Location(s)**. This can be the street address or just City/State.
   - If the location is within the United States, please indicate if international students are eligible (non-US citizens or permanent residents).

8. Select all **Required Documents**, and click **NEXT**.
9. While completing the Preferences page is optional, it is recommended that some information is provided.
   - The School Year of JHSPH Handshake users are Masters, Doctorate, Alumni, and Postdoctoral Studies.
   - The Public Health major is listed underneath Health Professionals.

10. Indicate who you would like to receive applications. This could be you and/or a colleague. Click NEXT.

11. Select Johns Hopkins University as your school.

12. Indicate a Global apply start date and Global expiration date.

13. Click CREATE.