



Beyond Barnard

BARNARD COLLEGE

Posting a Babysitting/Childcare Role at Barnard

Beyond Barnard—the College’s integrated hub for career support—manages a range of job postings visible to Barnard students. Our team uses [Handshake](#) to share opportunities, including babysitting and childcare roles, with students. Handshake is used by our student body of 3,000 undergraduates to find and apply to part- and full-time roles. If you have questions throughout the process, please do not hesitate to email beyondbarnard@barnard.edu. You can also contact our office at **212-854-2033**.

Step one: Register for a Handshake Account

- 1) [Establish an Employer Account at this link.](#)
- 2) **Use a personal email address (not one associated with your employer)** when creating an account.
- 3) Enter the following details:
 - First Name, Last Name, Phone Number.
 - *Job Title*: refers to the individual who is posting the role. Please enter "Parent" or "Family Member."
 - *Country*: please enter "United States."
 - Select types of candidates you are interested in hiring. This response can be changed later.
 - Your Alma Mater is Optional.
 - Click "No" in response to, "Are you a 3rd party recruiter working on behalf of another company?"
 - Agree to the terms and conditions.

Step two: Verify your Account

- 1) After completing the above steps, you will receive an email from Handshake.
- 2) Please click "**Confirm Email**" in the email. You will be taken to the Handshake sign-in page.
- 3) Sign into Handshake under **Employers & Career Centers**.

Step three: "Create a New Company" to Post a Position

- 1) Your company name MUST be "[**LastName**] Family" (e.g. Smith Family).
- 2) List your industry as "**Other Industry**."
- 3) Enter a personal website, used to verify your identity (e.g. LinkedIn, professional portfolio, etc.).
- 4) *Location*: your preference for exact location or city, borough, and state.
- 5) *Description*: a brief description with family details and pertinent information is appropriate here
- 6) *Company Size*: 1-10.
- 7) Connect With Schools: Search for "Barnard College" and once selected, click "Finish."

Your Employer Profile will be approved by Beyond Barnard. You can go ahead and post a job while waiting for your approval.

Step four: Post Your Job

- 1) Click "Post a Job"
- 2) Students should "Apply in Handshake." You'll be able to view applicants in Handshake, or have materials emailed directly to you.
- 3) You MUST list your position as "**Babysitting [LastName]**" for students to find your posting.
- 4) Job Type: select "Job"
- 5) Employment Type: select "Part Time"
- 6) Duration: select "Temporary/Seasonal"

- 7) Work Study: select “No”
- 8) Indicate your preference regarding whether you’d like students to communicate with you via Handshake.

Step five: Add Position Details

- 1) Include a description of what you’re hiring for. Be as specific as you can. Include ways that students can get in touch with you.
 - List the hourly wage.
 - Include location of the position.
 - Select “No” for Work Authorization.
 - Option to request that candidates share a resume.

- 2) Preferences
 - Option to select preferred class years
 - To attract the widest pool of candidates, we encourage employers to leave “Major Categories” blank.
 - Select “Email every time a new student applies” to receive notification with each applicant submission.
 - Click **Save**
 - If you **haven't** been approved as an employer yet, you will be able to return to your entry and post it after you receive approval.
 - If you **have** been approved as an employer:
 - Enter your **Apply Date & Expiration Date** of posting
 - Preview & Click Save

Beyond Barnard will approve your job posting within 1-2 business days. Once approved, you will be able to see your applicants in Handshake, or students will contact you directly as indicated in your description. Again, throughout the process, please contact beyondbarnard@barnard.edu with your questions.