



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. **Please note that once Beyond Barnard approves your request Handshake security checks – in place to protect students in general from misleading and dishonest recruitment and employment practices – can take up to 10 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.*