

EMPLOYER GUIDELINES FOR HANDSHAKE



VCU

Career Services
School of Business

Want your posting to stand out to qualified applicants?

Outlined below are key headings and suggestions to make your job posting competitive. These sections contain the most valuable information to our student applicants, so providing them in a clean layout that will grab their attention and will provide better results for your company.

JOB DESCRIPTION (PARAGRAPH)

- Position description
- Position overview
- Position summary
- Job summary

JOB DETAILS (BULLET POINTS)

- Summary of job responsibilities and requirements
- Essential job functions
- Duties and responsibilities

QUALIFICATIONS

- Qualifications, skills, and abilities
- Technical skills
- Educational requirements
- Desired skills
- Knowledge, skills, and abilities
- Experience and education

SALARY AND BENEFITS

- Compensation
- Base pay
- Fully vs. partial commission
- Stipend

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TIPS AND TOOLS



CONTACTS
Sallie Foster

JOB FUNCTIONS
Finance

CAPITAL ONE
At Capital One, we're building a leading information-based technology company. Still founder-led by Chairman and Chief Executive Officer Richard Fairbank, Capital One is on a mission to help our customers succeed by bringing ingenuity, simplicity, and humanity to banking. We measure our efforts by the success our customers enjoy and the advocacy they exhibit. We are succeeding because they are succeeding.

Guided by our shared values, we thrive in an environment where collaboration and openness are valued. We believe that innovation is powered by perspective and that teamwork and respect for each other lead to superior results. We elevate each other and obsess about doing the right thing. Our associates serve with humility and a deep respect for their responsibility in helping our customers achieve their goals and realize their dreams. Together, we are on a quest to change banking for good.

- You don't need to put a company summary at the top of your posting information; it gets added automatically to the bottom of your job posting after the Contacts and Job Functions section. Instead, jump straight into the description and duties of the individual job so that students see that first.



Qualifications

ALLOWED SCHOOL YEARS
Senior, Masters, Graduating December 2017 - August 2019

ALLOWED MAJORS
All Business Administration & Management, Sport Business & Marketing, Non Profit Management, Supply Chain Management, Finance & Financial Management, Insurance, Chemistry, Entrepreneurship, Actuarial/Risk Analysis, Economics, Accounting, Mathematics, Business Analytics, Management Science, Marketing, Human Resources, Statistics, International Business, Real Estate, and Physics majors

WORK AUTHORIZATION REQUIREMENTS
US work authorization is required

- The "allowed majors" settings of the Qualifications section is key. Business Career Services staff send opportunities to students based on the majors employers designate.

NEW BizCareer

- When a posting is approved by BCS, it is tagged to ensure it feeds into our new BizCareer website. Students receive weekly job posting updates sorted by their major, thus guaranteeing the posting is pushed to the correct target student audience.