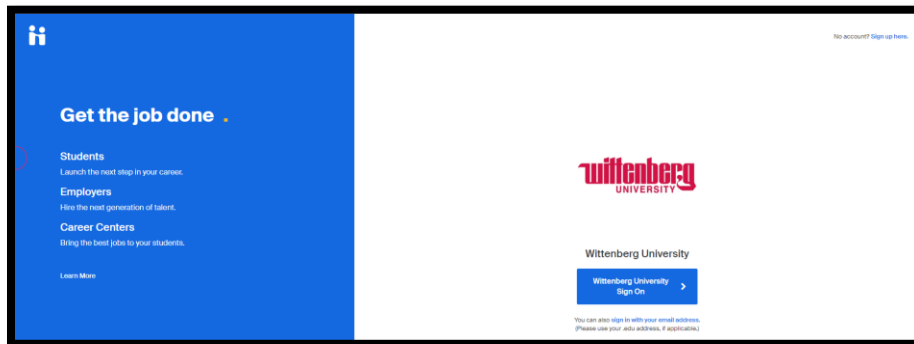




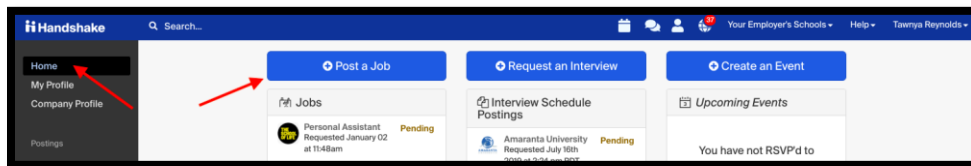
Student Employment through Handshake

Creating a New Posting (when position has never been posted):

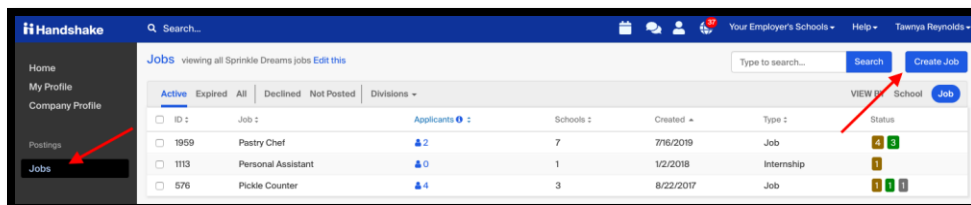
1. Login to Handshake at <https://app.joinhandshake.com>



2. Choose “Jobs” or “Post a Job”

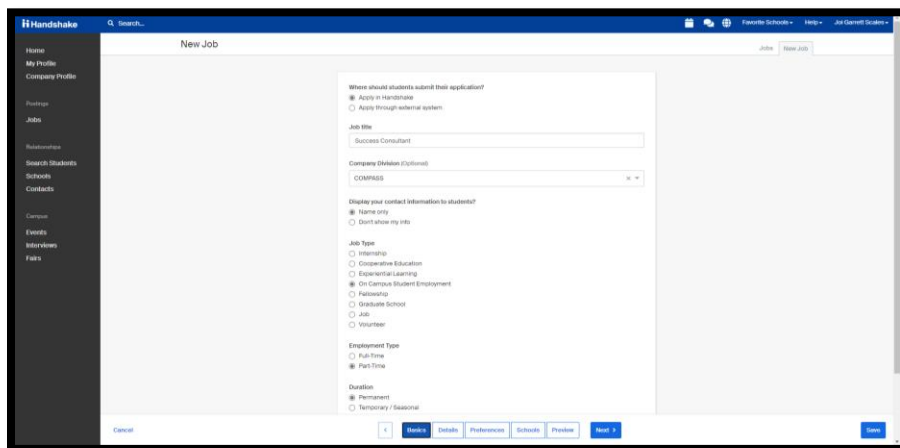


- a. If you end up on the screen below, click on “Create Job”



BASICS

1. **Where should students submit their application?** click “Apply in Handshake”
2. Continue with posting as follows below (using your approved Student Employment position description):
 - a. **Job Title** — Type in your position title
 - b. **Company Division** — Choose your pre-populated department
 - c. **Job Type** — Select “On Campus Student Employment”
 - d. **Employment Type** — Select “Part-Time”
 - e. **Duration** — Select “Temporary/Seasonal”
 - f. **Start date & End date** — enter the start date and end date for the position
 - g. **Is this a Work Study Job?** — always select “No”
 - i. Student Employment will review for changes in the approval step.
 - h. **Are you open to speaking with interested candidates?** — Select “Name Only”
 - i. We HIGHLY recommend that you say “Yes” here.



Handshake New Job

Where should students submit their application?

Apply in Handshake

Apply through external system

Job Title
Success Consultant

Company Division (Optional)
COMPASS

Display your contact information to students?

Name only

Don't show my info

Job Type

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Job

Volunteer

Employment Type

Full-Time

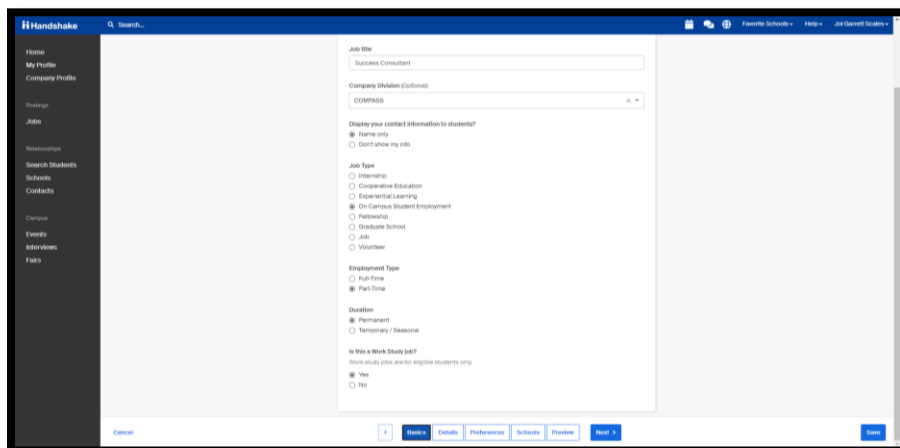
Part-Time

Duration

Permanent

Temporary / Seasonal

Buttons: Cancel, Back, Details, Preferences, Schools, Preview, Next, Save



Handshake New Job

Job Title
Success Consultant

Company Division (Optional)
COMPASS

Display your contact information to students?

Name only

Don't show my info

Job Type

Internship

Cooperative Education

Experiential Learning

On Campus Student Employment

Fellowship

Graduate School

Job

Volunteer

Employment Type

Full-Time

Part-Time

Duration

Permanent

Temporary / Seasonal

Is this a Work Study job?

Work study jobs are for eligible students only

Yes

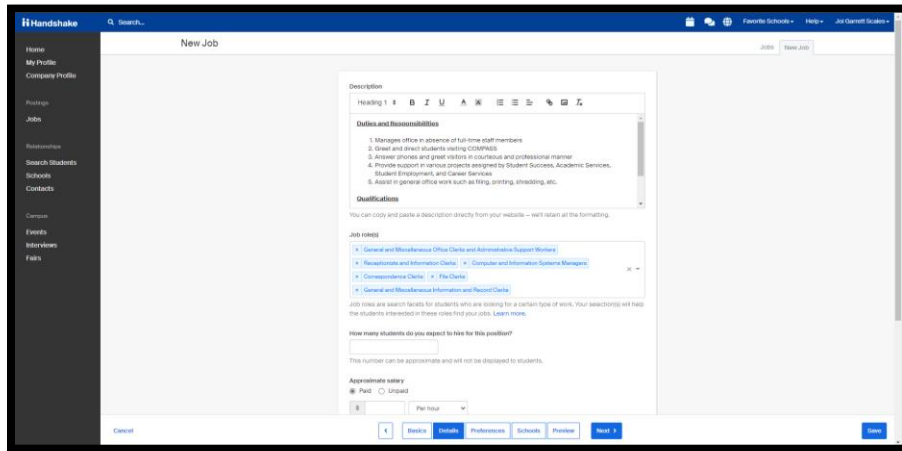
No

Buttons: Cancel, Back, Details, Preferences, Schools, Preview, Next, Save

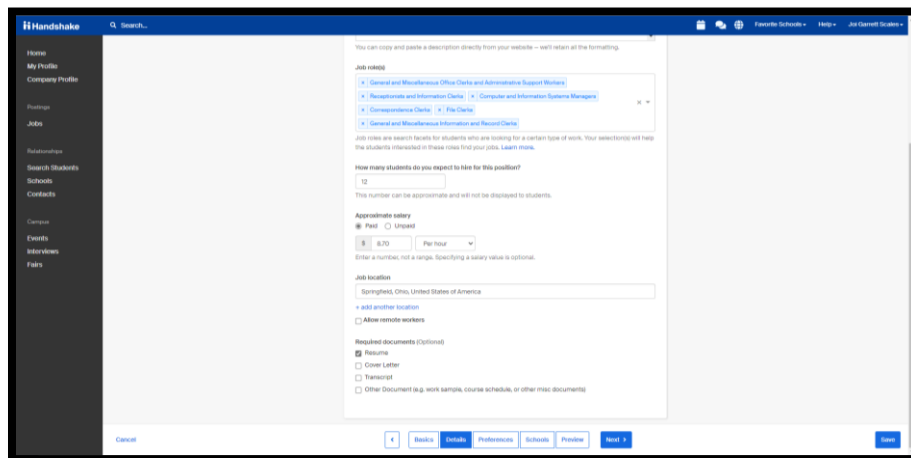
Click “NEXT”

DETAILS

- Description** — copy and paste –or– type ALL sections - 1) “Summary”, 2) “Duties and Responsibilities”, AND 3) “Qualifications...” from your approved Student Employment position description form. Also add “Hours & Compensation”, “Primary Supervisor”, and “Alternative Supervisor” in this section.



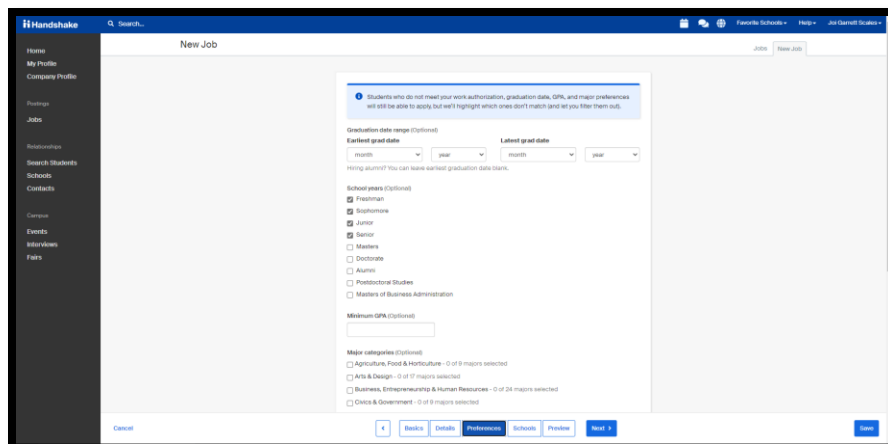
- Continue with posting as follows below (using your approved Student Employment position description):
 - How many students do you expect to hire for this position?** — Indicate number of openings
 - Approximate salary** — Select “Paid”.
 - Enter the dollar(\$)¹ amount per ____ (choose “hour”). Wage entered should be the approved rate/wage tier approved by Student Employment.
 - Job location** — Type in “Springfield, OH” and choose the location that pops up
 - Allow Remote Work** — Only check this if work can be done remotely. Remote work must be approved by Student Employment.
 - Required documents (Optional)** — This field is optional



Click “NEXT”

PREFERENCES

1. **Graduation date range (Optional)**
 - a. Earliest Grad Date — Leave Blank.....Latest Grad Date — Leave Blank
2. **School years (Optional)** — Please choose all that apply to posting criteria. i.e. If you don't allow 1st year students to apply for a position, do not select Freshman.
3. **Minimum GPA (Optional)** — Select only if applicable
4. **Major categories (Optional)** — Choose from list *if applicable*
5. **Applicant package recipients** — Choose appropriately – look for the name or enter the e-mail address of the person(s) to receive the applicant package. More than 1 person can be specified. If you have questions, please contact Student Employment.
 - a. There are 2 options – you *can* check both – 1. Email a summary of all applicants once my job expires, and 2. Email every time a new student applies.
 - b. We suggest always choosing to “Send all applicants” rather than “Only those who match all preferences.”



Handshake Search... Favorite Schools... Help... Job Garrett Scales...

Home
My Profile
Company Profile

Postings
Jobs

Submissions
Search Students
Schools
Contacts

Company
Events
Interviews
Fairs

New Job

Students who do not meet your work authorization, graduation date, GPA, and major preferences will still be able to apply, but we'll highlight which ones don't match (and let you filter them out).

Graduation date range (Optional)

Earliest grad date: month year | Latest grad date: month year

How many? You can leave earliest graduation date blank.

School years (Optional)

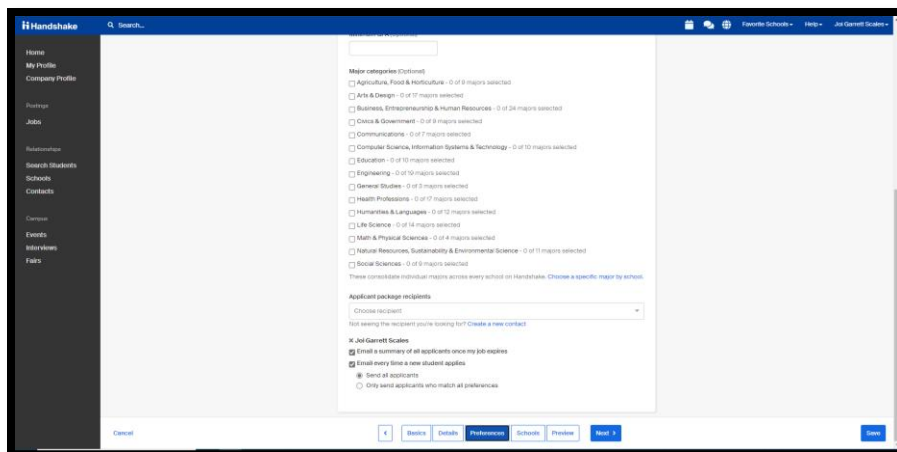
Freshman
 Sophomore
 Junior
 Senior
 Masters
 Doctorate
 Alumni
 Postdoctoral Studies
 Masters of Business Administration

Minimum GPA (Optional)

Major categories (Optional)

Agriculture, Food & Horticulture - 0 of 9 majors selected
 Arts & Design - 0 of 17 majors selected
 Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
 Civil & Government - 0 of 9 majors selected

Cancel | Basics | Details | **Preferences** | Schools | Preview | Next > | Save



Handshake Search... Favorite Schools... Help... Job Garrett Scales...

Home
My Profile
Company Profile

Postings
Jobs

Submissions
Search Students
Schools
Contacts

Company
Events
Interviews
Fairs

New Job

Major categories (Optional)

Agriculture, Food & Horticulture - 0 of 9 majors selected
 Arts & Design - 0 of 17 majors selected
 Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
 Civil & Government - 0 of 9 majors selected
 Communications - 0 of 7 majors selected
 Computer Science, Information Systems & Technology - 0 of 10 majors selected
 Education - 0 of 10 majors selected
 Engineering - 0 of 90 majors selected
 General Studies - 0 of 3 majors selected
 Health Professions - 0 of 17 majors selected
 Humanities & Languages - 0 of 12 majors selected
 Life Science - 0 of 14 majors selected
 Math & Physical Sciences - 0 of 4 majors selected
 Major Resources, Sustainability & Environmental Science - 0 of 11 majors selected
 Social Sciences - 0 of 9 majors selected

These consolidate individual majors across every school on Handshake. Choose a specific major by school.

Applicant package recipients

Choose recipient

Not seeing the recipient you're looking for? Create a new contact

Job Garrett Scales

Email a summary of all applicants once my job expires
 Email every time a new student applies
 Send all applicants
 Only send applicants who match all preferences

Cancel | Basics | Details | **Preferences** | Schools | Preview | Next > | Save

Click “NEXT”

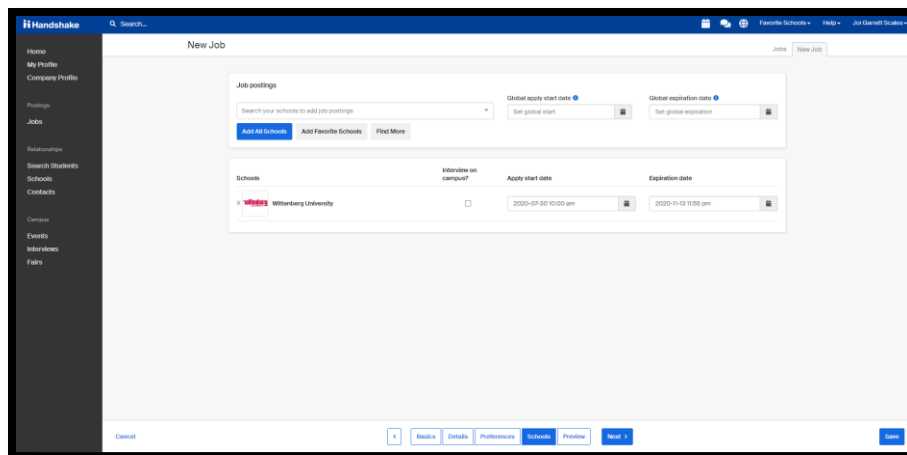
SCHOOLS

1. Job postings

- a. Search your schools to add job posting (text box/drop down) — Type in Wittenberg
- b. Select “Only Add Wittenberg” when the text box appears and asks you if you want to post at other schools.
- c. DO NOT use the Global apply start date and the Global expiration date fields.

2. Schools — once Wittenberg shows up under “Schools”, you will complete the following fields:

- a. **“Interview on campus?”** — DO NOT select this option. This function is for interviewing through Career Services.
- b. **“Apply start date” & “Expiration date”**
 - i. **Apply start date = {MUST be Today’s Date}**
 - ii. **Expiration date = {MUST be at least 10 calendar days from Apply start date and NO MORE than 60 calendar days from Apply start date}**
- c. **You DO NOT need to enter Global apply start and expiration dates.**



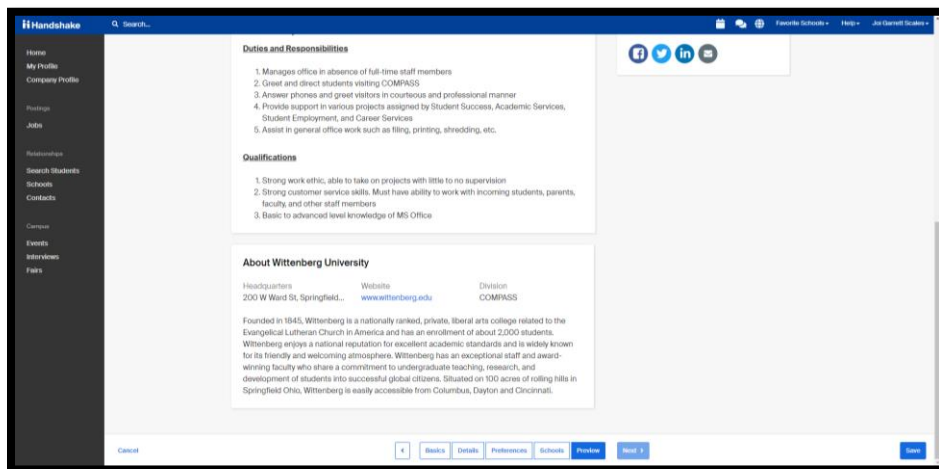
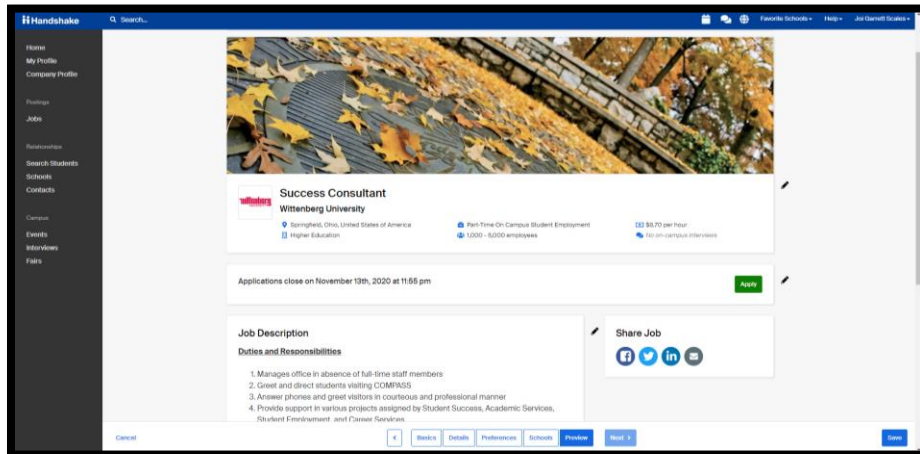
The screenshot shows the Handshake 'New Job' form. The 'Job postings' section has a search box for schools and two global date fields. The 'Schools' section has a table with columns for 'Schools', 'Interview on campus?', 'Apply start date', and 'Expiration date'. Wittenberg University is selected in the 'Schools' column, and the 'Interview on campus?' checkbox is unchecked. The 'Apply start date' is set to 2020-07-30 10:00 am and the 'Expiration date' is set to 2020-11-13 11:55 pm. At the bottom, there are buttons for 'Cancel', 'Back', 'Details', 'Preferences', 'Schools', 'Previous', 'Next', and 'Save'.

Click “NEXT”

PREVIEW

CAREFULLY REVIEW JOB POSTING:

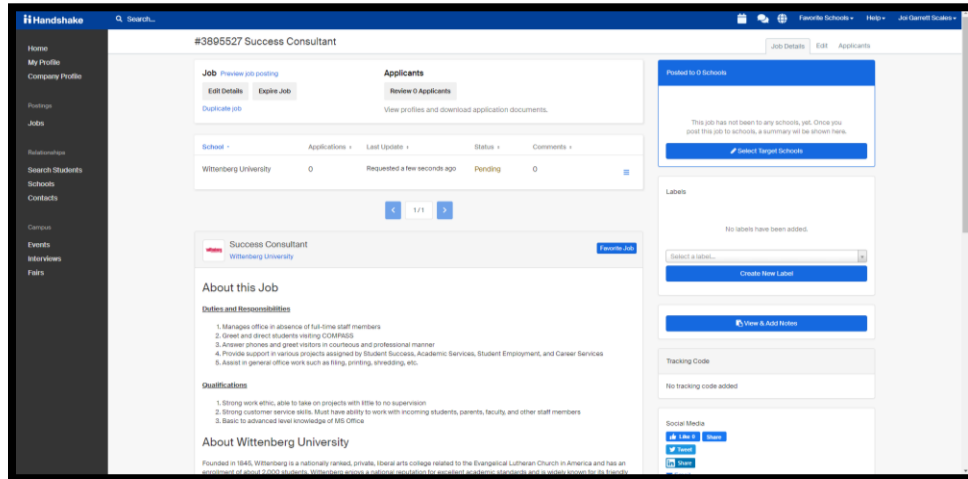
1. Make sure spacing is included between paragraphs in the job description
2. Update all attachments to the most recent version
3. Make sure Division is included



Click "SAVE"



Your position has been sent to Student Employment for approval!



IMPORTANT!

1. Record the Job number at the top to share with your applicants. This makes searching for your particular job in Handshake easier for your student applicants to find.
2. Please allow 3-5 business days from the time of submission until the position is posted.