



Handshake Tips & FAQs

<p>Re-posting old/expired positions</p>	<ol style="list-style-type: none"> 1. If you can help it, extend the deadline BEFORE it expires (max 30 days each time). BEST PRACTICE: set a calendar reminder for this. 2. If a posting has already expired, “Duplicate Job” or “Duplicate this Job”. Please do not try to extend the deadline of a position that has already expired. This creates problems and <u>clogs the process on my end.</u>
<p>When do I tell my student to see you about tax paperwork?</p>	<ol style="list-style-type: none"> 1. Once you “hire” your student worker in Handshake, it takes about 24 hours for me to receive it. 2. I will then verify that tax paperwork has been done. 3. If tax paperwork has not been done, the student will receive a “tax paperwork needed” email with instructions on how to set up a tax appointment in Handshake. 4. If tax paperwork has been done, the student will receive an “approved to work...” email. 5. Supervisors will receive a copy of all correspondence to students regarding tax paperwork completion. 6. Please do encourage students to follow the instructions I send. You do not need to send your own. 7. Appropriate and original IDs are required. We do not take photos or photocopies. They can refer to the Student Employment website or the following federal link for more information. I-9 Acceptable Documents
<p>I see that the student I want to hire has applied for a different position. Can I just hire them in the other position?</p>	<ol style="list-style-type: none"> 1. No. <u>Please do not</u> hire students using a position that isn’t yours or has a different title. If you didn’t post it or it’s a different position title, you shouldn’t be hiring for it. 2. There are budget implications for doing this – please don’t.
<p>I know who I want to hire. Can I just post the position for that one student to apply and then close it?</p>	<ol style="list-style-type: none"> 1. No. All positions should be posted for a minimum of 10 calendar days. 2. This requirement ensures that students have an opportunity to apply and allows the University to engage in equitable hiring practices for student employees. 3. TIP: Keep track of the 7-digit position posting number that appears next to the title of your position once it’s been created/approved. This is a unique number that can be



	used to share with students who are searching for your job posting.
Reporting a student who no longer works for you	<ol style="list-style-type: none"> 1. Please complete this form anytime a student is no longer working on your staff - Student Employment Termination/Separation Form (it can also be found here - Student Supervisor Resources Wittenberg University) Using this form allows for good record-keeping.
I just want to see my department's positions I've posted, but I see all positions. Is there a way I can only see my positions?	<ol style="list-style-type: none"> 1. Yes! When you click on "Jobs," click on "Divisions" and choose the box next to the department name you've posted positions under.
What is the student employment work week?	<ol style="list-style-type: none"> The work week starts on the day of the week that the 1st lands for that month. 2. For example, in August 2022, the work week will start on Monday and end on Sunday because August 1st lands on Sunday. For September 2022, the work week will start on Thursday and end on Wednesday because September 1st lands on Thursday. This is important because students can NOT exceed 18 hours per work week during the academic year.
How do I hire a student I've interviewed?	<ol style="list-style-type: none"> After a student has applied for your position posting in Handshake, you can follow the hiring instructions found here - Student Supervisor Resources Wittenberg University
When can a student I hired start working?	<ol style="list-style-type: none"> After tax paperwork has been completed and/or verified, students will receive an "approved to work..." email. 2. REMINDER: Students can NOT work without having completed employment verification and tax forms. This is a liability to the University that we need to avoid!