



Student Employment through Handshake

Job Posting Screens

BASICS Screen

Where should students submit their application?

- Apply in Handshake
- Apply through external system

Job title

{type in Job Title from approved Job Description}

Company Division (optional)

{Select Company Division} **NOTE: this is NOT optional despite what it says

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

Start date	End date
{select date on the calendar icon. ie. 2022-08-29}	{select date on the calendar icon. ie. 2022-05-14}

Is this a Work Study job?

Work study jobs are for eligible students only.

- Yes
- No

Are you open to speaking with interested candidates?

Yes, I want interested candidates to reach out to me for a conversation	No, I'd rather candidates apply without contacting me
---	---



Student Employment through Handshake

Job Posting Screens

DETAILS Screen

Description

Summary

- {A description of how this position will contribute to the University mission, student learning, and overall operations of the department}

Duties and Responsibilities

- {List of duties and responsibilities from job description}

Qualifications

- {List of qualifications from job description}

Hours & Compensation

- {The average number of hours a student can be expected to work in this position}
- {Hourly Wage (by tier)}

Primary Supervisor

- {Primary time approver for this position}

Alternative Supervisor

- {Back-up time approver for this position}

You can copy and paste a description directly from your website — we'll retain all the formatting.

How many students do you expect to hire for this position?

{type in the number of students you intend to hire in this position}

This number can be approximate and will not be displayed to students.

Approximate salary

- Paid
- Unpaid

\$ {type in dollar amount based on approved tier} {select} Per hour

Enter a number, not a range. Specifying a salary value is optional.

Job location

{type in} Springfield, Ohio, United States of America

- Allow remote workers

Required documents (Optional)

- Resume
- Cover Letter
- Transcript
- Other Document (e.g. work sample, course schedule, or other misc documents)

{this box only shows up if you select "Other Document" above. In this box you will indicate what additional documents should be uploaded.}

Cancel

Delete Save



Student Employment through Handshake

Job Posting Screens

PREFERENCES Screen

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		Latest grad date	
Month {Select month}	Year {Select year}	Month {Select month}	Year {Select year}

Hiring alumni? 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)

{Type in GPA in number format}

Major categories (Optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 19 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Civics & Government - 0 of 10 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 19 majors selected
- General Studies - 0 of 3 majors selected
- Health Professions - 0 of 19 majors selected
- Humanities & Languages - 0 of 13 majors selected
- Life Science - 0 of 14 majors selected
- Manufacturing, Production, and Skilled Trades - 0 of 4 majors selected
- Math & Physical Sciences - 0 of 6 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 9 majors selected
- Social Sciences - 0 of 9 majors selected

Cancel

Delete Save



Student Employment through Handshake Job Posting Screens

Technologies & Technicians - 0 of 15 majors selected

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

PREFERENCES Screen cont...

Applicant package recipients {use this section to add recipients for the student applications}

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

x Your Name

Wittenberg University

- Email a summary of all applicants once my job expires
- Email every time a new student applies {we highly recommend you check this box}
 - Send all applicants {we highly recommend you check this}
 - Only send applicants who match all preferences



Student Employment through Handshake

Job Posting Screens

SCHOOLS Screen

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.