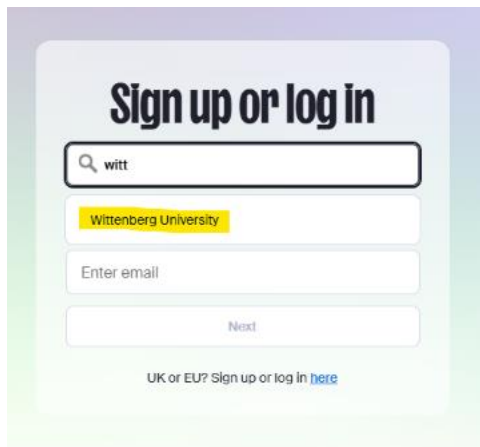


Creating a New Posting in Handshake (when position has never been posted):

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



Sign up or log in

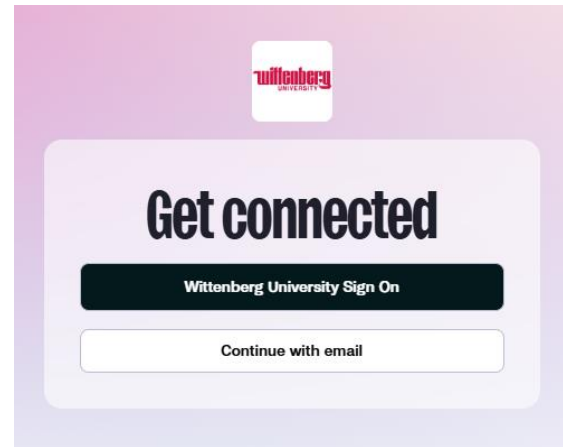
Search witt

Wittenberg University

Enter email

Next

UK or EU? Sign up or log in [here](#)



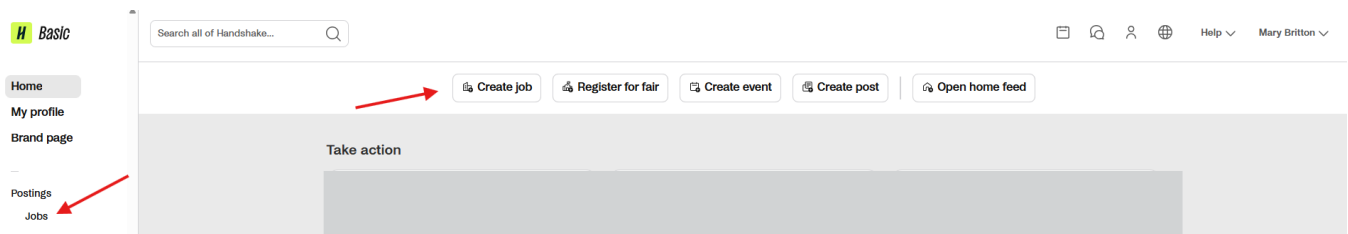
Wittenberg University

Get connected

Wittenberg University Sign On

Continue with email

2. Choose “Jobs” or “Create Job”



Handshake Basic

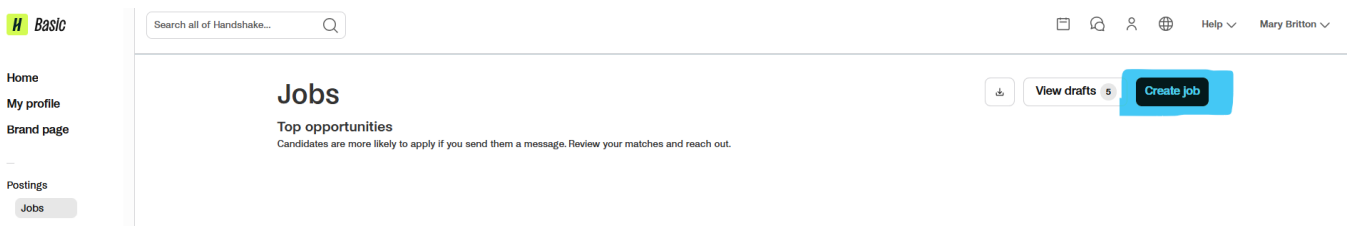
Search all of Handshake...

Create job Register for fair Create event Create post Open home feed

Take action

Home My profile Brand page Postings Jobs

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



Handshake Basic

Search all of Handshake...

Jobs

Top opportunities

Candidates are more likely to apply if you send them a message. Review your matches and reach out.

View drafts Create job

Home My profile Brand page Postings Jobs

- **Where should students submit their application?** click “Apply in Handshake”
- Continue with posting as follows below (using your approved Student Employment position description):

1. **Job Description:** use an approved Student Employment position description following the template

CONTINUE

2. **Job Title:** Type in your position title
 - a. If you are posting a Summer position, please specify that in the title
3. **Job Type:** Select “On Campus Student Employment”
4. **Work Study Program:** Do not check
 - a. Student Employment will review for changes in the approval step.

Position details

Job title

Career Operations Student Intern

Tips for good job titles:

- ✓ Spell out words instead of using abbreviations (“Senior” instead of “Sr”).
- ✓ Avoid using all caps.
- ✓ Avoid numbers or special characters.
- ✓ Keep it concise at 2–5 words.

Position type

- ☐ Job
- ☐ Internship
- ☒ On Campus Student Employment
- ☐ Other
- ☐ Work-Study program

Back

Continue

CONTINUE

5. **Location Requirements:** always select “Onsite” and type “Springfield, Ohio”

Location requirements

Where should candidates expect to work?



Onsite
Employee works in person from a specific location.



Remote
Employee works from home.



Hybrid
Employee works a combination of onsite and remote.

Onsite location

Add the city and state where the job is located. If you're hiring in multiple cities, include them all.

Springfield, Ohio, United States X

☐ Job is located at residential address

Back

Continue



CONTINUE

6. **Employment Type:** Always select “Part-Time”
7. **Duration:** Always select “Temporary/Seasonal”
8. **Start Date & End Date:** Always enter the start date and end date for the position. This determines when a timecard can be created and ended.

Time requirements

How much should candidates expect to work?


Full time
30 hours per week or more


Part time
Less than 30 hours per week

Hours (optional)

hours per week

Employment duration

☐ Permanent

☒ Temporary or seasonal

Estimated start date

Estimated end date

Back

Continue

CONTINUE

9. **Compensation & Benefits:** Never select “Don’t show pay”
 - a. Enter the “Exact Amount”. Wage entered should be the approved rate/wage tier approved by Student Employment.

Compensation and benefits

What should candidates expect to earn?

Expected pay

Don't show pay

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range

Custom range

Exact amount

Unpaid

Rate

Amount

Currency

Per hour

USD

CONTINUE

10. **Categorize Your Job:** Select any job role groups that may fit into your posting (this cannot be skipped)

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)

e.g., Accountants, Electricians, Marketing Managers



Human Resources Specialists X

Back

Continue

CONTINUE

11. **Candidate Qualifications:** Choose not to disclose. This is handled on the Student Employment back end, and students don't need to be concerned with this

Candidate qualifications

Add your must-have qualifications to refine your candidate matches.

Work authorization

Disclose

For best practices, visit the [Department of Justice's website](#) and [our help article](#) on the impact of work authorization designations across the Handshake network. This section only applies to jobs located in the United States.

☒ By checking this box, you acknowledge the following:

- By not disclosing work authorization requirements, you may receive applications from candidates who do not meet your needs. This can increase the time and effort needed to review applications and potentially frustrate candidates, harming your employer brand.
- You have confirmed that your decision to skip this question is in compliance with all relevant employment laws and regulations. Different jurisdictions may have specific requirements regarding disclosure of work authorization criteria.

CONTINUE

12. **Preferences:** None of these fields are required, but please specify if you are looking for specific candidates for your posting
- a. **Graduation date range:** Earliest Grad Date-Latest Grad Date

- b. **School years:** 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.
- c. **Minimum GPA**
- d. **Major categories**

Education (optional)

☐ Degree level **Recommended**

Select all degrees you would consider, including degrees completed and currently pursuing.

☐ Current school year

Select all school years you would consider.

Latest graduation date (optional)

Month: Year:

Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)

Minimum GPA (optional)

Only include if your job has specific requirements.

CONTINUE

13. **Choose Schools:** On-campus positions can only be posted to Wittenberg, so you only need to click "Continue" on this screen

Choose schools

Where would you like to post your job?

ⓘ Because this is an on-campus job, it can only be posted to the school for which you are an on-campus employer. ×

Choose schools

Search by school name or location

Wittenberg University ×

CONTINUE

14. Application Process

- a. **Application duration**
 - i. System default: 30 days



- ii. Custom duration: Apply start date & apply end date (Positions must be open for at least 10 calendar days)

b. Number of hires

- i. This is not visible to students. This is for your reference, but you are not held to the number you opt to submit here

c. How will candidates submit applications?

- i. Choose “On Handshake.” This is our institution record of contracts in lieu of physical contracts

d. Additional required documents on Handshake

- i. Select to require a resume. This encourages students to visit Career Engagement for a resume work session
- ii. It is highly recommended to require a cover letter for the same reason
- iii. It is common to request any class and extracurricular schedules

Application process
What's the application window and process?

Application duration
☒ 30 days ☐ Custom
You'll be able to extend your posting before it expires.

Number of hires
This will not show up to candidates.

How will candidates submit applications?

**On Handshake**
Keep all your applications in one place.

**On a separate website**
Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

☒ Handshake profile

☒ Resume

☐ Cover letter

☐ Transcript

☐ Other

CONTINUE

15. Your Hiring Team

- a. **Company Division:** Wittenberg Divisions and Departments are preloaded into the database. You can choose to include your department if desired.
- b. **Job Owner:** This will default to you, and should not be changed.
 - i. It is highly recommended under “Email Settings” to opt to “Send email when a candidate applies” so you can keep up to date with applicants.
- c. **Hiring Team Members (Optional):** This is if you would like another person on your team to receive any application emails as well. Only staff/faculty members with an existing profile will appear. You can choose to “Invite New Teammate,” but this does not automatically give them Employer access on Handshake. They



will need to reach out to careers@wittenberg.edu to receive the instructions on creating a Wittenberg Handshake Employer account.

Your hiring team

Set up the job's main contact and how you want to receive updates about applicants.

Company division (optional)

Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.

Job owner



Mary Britton
Assistant Director, Career Operations & Student Employment

Remove

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

☐ Feature Mary Britton as available for candidate messages

Email settings
☐ Send summary email once application period closes
☐ Send email when a candidate who meets qualifications applies
☒ Send email when a candidate applies

Hiring team members (optional)

Invite new teammate

Back

Continue

CONTINUE

16. Review Job Details

- Carefully review your job posting draft
 - Make sure spacing is included between paragraphs in the job description
 - Update all attachments to the most recent version

POST JOB

Your position has been sent to Student Employment for approval!

- 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.
- Please allow 3-5 business days from the time of submission until the position is approved by Student Employment.

