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

1. Login to Handshake at [https://app.joinhandshake.com](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.

Click “NEXT”
DETAILS

1. **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.

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

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.

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.