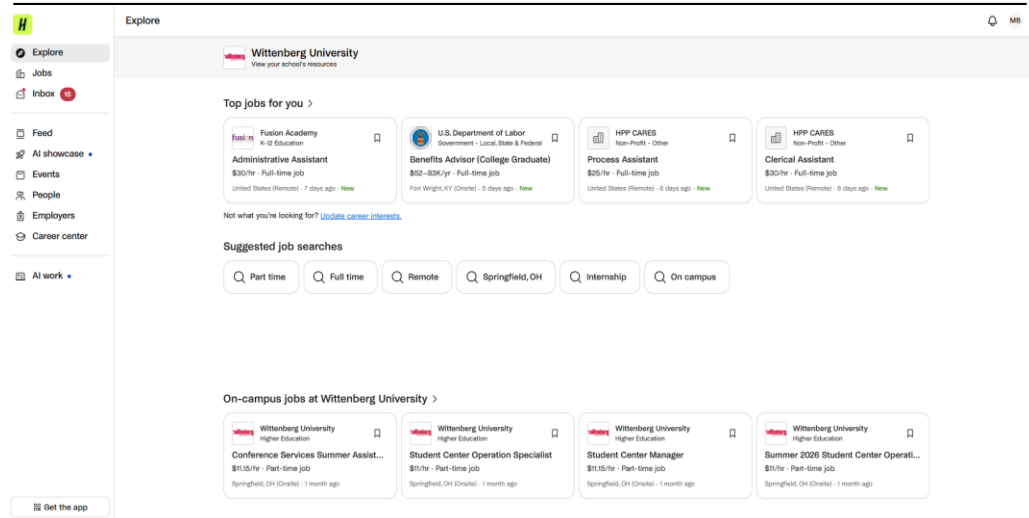
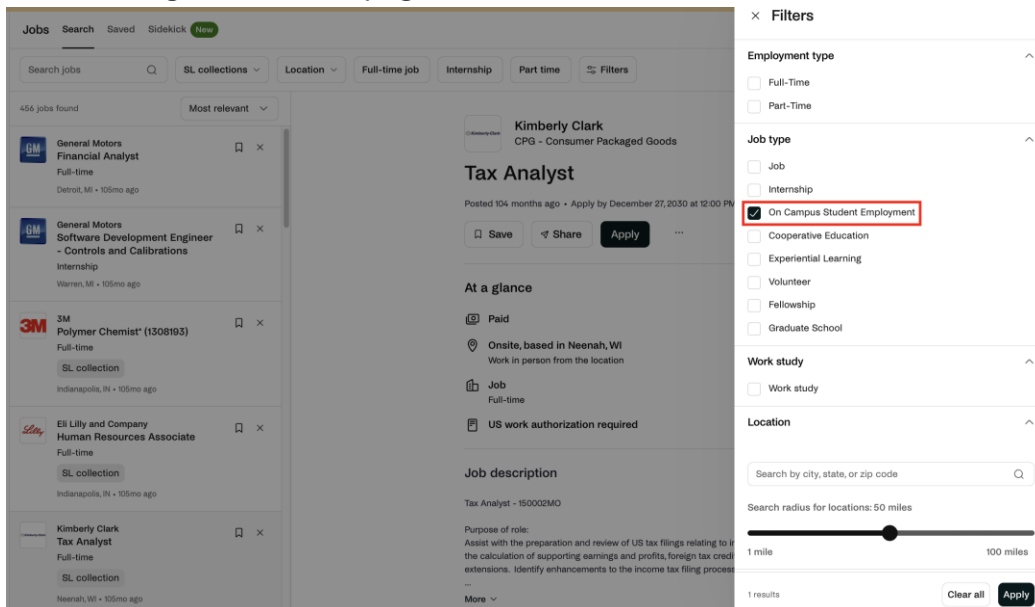


Handshake Instructions- Students Filtering Positions

1. Login to Handshake using your Wittenberg email and password at <https://app.joinhandshake.com/>
2. Upon initial login, you should see a screen that looks like the one below:



3. Click “Jobs” on the left navigation bar
 - a. Click the “Filters” button in the top navigation bar. A side sheet will open on the right side of the page.

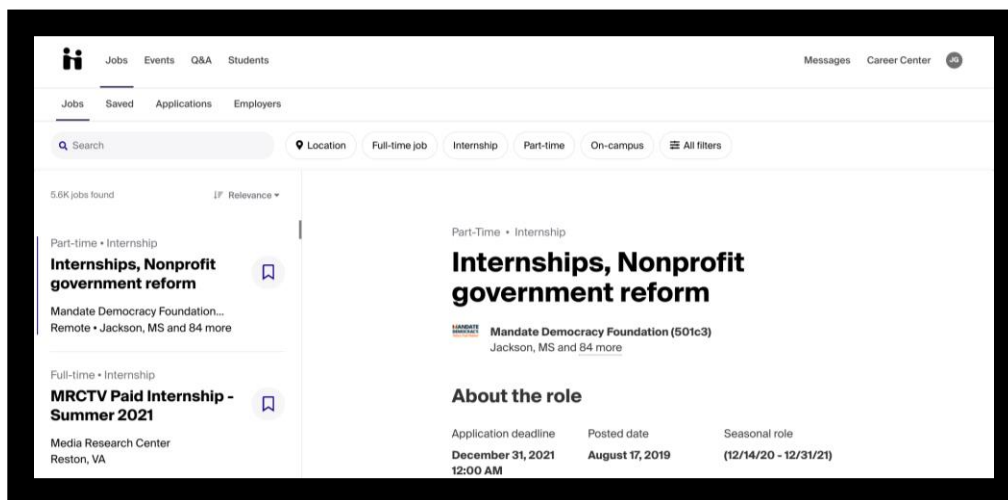


- b. You have the option to choose:
 - i. **Job Type** – Part Time vs Full Time; Internship, On Campus, Job; Paid Roles, etc.
 1. On-campus student employment positions are always “Part Time”

- ii. **Job Role** – Select the kind of work you’re looking for (Teacher, Business Manager, etc.) *this is a way to narrow down your search. If you’d like to keep the option open, don’t select anything here.
- iii. **Industry** – Select the industry you’re looking for (Education, Marketing, etc.)
- iv. **Employer** – For on campus student employment positions, you **always** want to enter “Wittenberg University” here. Otherwise, unless you’re looking for a specific company’s postings, you’ll want to leave this blank.
- v. **Major** – Enter your major if you want to see jobs posted by employers that require that specific major.
- vi. **Employer preferences** – This option allows you to find jobs that match details of your profile. Unless you feel confident that your profile is updated and complete, we do not recommend using this.
- vii. **Work Authorization - This is not required for most searches.** If you are searching for a job where work authorization or special work visas are required, you will select options here.
- viii. **Labeled by your school – This does not apply to most searches.** You will be given specific instructions by the employer if you need anything here.

c. Click “Apply”

4. Now that you have filters in place, you can sort by Relevance



- a. You can choose from the following:
 - i. Relevance
 - ii. Application Deadline
 - iii. Date Posted