How to Post Wright State University On-Campus Student Employment Jobs in Handshake
Login to Handshake
Enter your Password.
Select Post a Job.
Enter **Department Name** followed by **Job Title**. For Example: University Career Center, Front Desk Assistant.

From drop down list, select the type of position.

Instructions for the remainder of this Handshake screen appear on next slide.
Always select **Apply in Handshake**.

Select contact information viewable by students.

Always select **On-Campus Student Employment**.

Always select **Part-time**.

Always select **Temporary/Seasonal**.

Optional fields. Start and end date of position.

Always select **NO**.

Select Next to continue.
Enter Application Instructions First; Then Enter Job Description. You can copy and paste from a previous posting. For example:

**Application Instructions:** Email student employment application, resume and student availability grid to: firstname.lastname@wright.edu

**Job Description:** Responsible for checking student employment forms for accuracy. Schedule appointments using multiple calendar system...

Select Job functions from drop down menu. If NONE apply, select OTHER.

Enter # of students expected to be hire for this job. ALWAYS select Paid.

Enter rate of pay. Select per hour from drop down menu.

Job Location will autofill.

Instructions for the remainder of this Handshake screen will appear on next slide.
Select documents applicants are required to submit.

If applicable, select Other & enter the names of other documents requested. All items listed in the Application Instructions in the Description section above must also be listed in this section.

Select Next to continue.
Select class standing(s) eligible for this job.

If appropriate, enter minimum GPA requirement.

Instructions for the remainder of this Handshake screen appear on next slide.
If job requires specific majors, select click here for Wright State Majors.

If job is OPEN TO ALL MAJORS, DO NOT CHECK ANY BOXES.

Instructions for the remainder of this Handshake screen appear on next slide.
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Select all of the Wright State majors that apply. Then select finish.

Instructions for the remainder of this Handshake screen appear on next slide.
Select frequency and type of email delivery of applicant information to you, from Handshake.

Select Next to continue.
Select only Wright State University.
Wright State University appears as the school to which your job will be posted. DO NOT select Interviews on campus. Jobs are required to be posted for a minimum of 5 business days. Default posting period is 60 days. You may enter apply start and expiration date, but posting must be for at least 5 business days. Select Create to post. Job will be pending until approved.
ALWAYS **Sign Out** when exiting Handshake.