The Job Poster's Guide to Creating and Submitting a Job Posting Form in Handshake: Helpful tips from the Wright State University On-Campus Student Employment Program

- Learn about the On-Campus Student Employment Program
  - Review policies, procedures and protocols at [http://www.wright.edu/human-resources](http://www.wright.edu/human-resources) > select Student Employment.
- Questions? Email studentemployment@wright.edu
- To avoid violations and other challenges, please ask before you act.

IN THIS DOCUMENT:

- General Information
- Looking for a new applicant pool for an existing job posting?
  - How to Duplicate (and Edit) an Expired Job Posting to Collect a New Group of Applicants
    - To edit the duplicated job posting, follow instructions in How to Fill Out the Fields in the Job Posting Form (a section of this document).
- Creating a new Position Description and want to create the corresponding job posting?
  - How to Create a Blank Job Posting Form
- How to Fill Out the Fields in the Job Posting Form (applies to both duplicated and new postings).

General Information

1) On Campus Student Employment positions are hourly wage positions compensated through the student employment biweekly payroll, with [limits on the number of hours](http://www.wright.edu/human-resources) students are allowed to work each week.

2) All on-campus student employment positions must be posted in [Handshake](http://www.wright.edu/human-resources).

3) For access to the Handshake job posting form, request a staff member account by sending an email to studentemployment@wright.edu
   - Do not send an account request via the Handshake website – that causes problems and will delay your account setup.

4) Before initiating the job posting process, consult with your budget manager to confirm that there is an existing budget line for student employment containing sufficient funds to cover anticipated student employment wages.

5) Create the position description using a [Position Description Form](http://www.wright.edu/human-resources).
   - Your department must retain a copy of the position description, for future reference and in case of audit.
   - The job posting in Handshake must match the position description in all respects.
     - The Handshake job posting form may require additional information.
     - The hiring processes will require additional information.

6) Does the position require a background check?
   - Contact Human Resources, human_resources@wright.edu about background checks.
How to Duplicate (and Edit) an Expired Job Posting to Collect a New Group of Applicants

Questions? Please ask before you act: studentemployment@wright.edu

1. Visit joinhandshake.com

2. Log in to Handshake as an employer.

3. Select Or log in using your Handshake credentials
   a. These credentials will be your wright.edu email as your username and the Handshake password you created.
      i. Do not select Log in with Wright State Campus Username
      ii. If you have previously used Handshake and your device is recognized, you may be taken directly to the password entry page – enter your Handshake password.

4. Inside your Handshake account, select the Jobs module from the site navigation options.

5. A list of jobs will be presented to you.

6. Select Clear Filters.

7. Locate the Search field.

8. Enter your department name in the Search field.
   a. Ideally, all postings from your department will start with an identical name.
      i. Use of a standard department name is requested so that all job postings for your department can easily be found all together using one search.
   b. However, someone in the past may have entered a non-standard department name.
      i. To find these anomalies, use the shortest relevant search word that will isolate your postings but might also capture non-standard, previous entries.
      ii. Try various versions to be sure you have located all previous postings.

9. Review all search results listed that are jobs for your department.
10. When you find a job posting that matches the title you want to use for the new post, you can duplicate and then edit that posting:
   a. From the list, select the specific job posting you now want to duplicate.
   b. When the overview window for the job opens, select the ellipsis (...)
   c. From the ellipsis dropdown menu, select *Duplicate job.*
   d. **The duplicate job posting will now load on your screen.**
      i. The Created date at the top of the page will reflect the current day as the creation date.
      ii. The job number automatically assigned to the duplicated, newly loaded job will be different from the job number of the original posting.
   e. On the duplicated, newly loaded job Overview page, locate and select the ellipsis.
   f. From the ellipsis dropdown menu, select *Edit job.*
   g. Select the pencil icon / *Edit* in each section to edit information.
      i. To retain your edits, you must select *Save* in each section that you edit.
         1. If you forget to select Save for each section, your edits will be lost.
   h. Review and edit each field, following instructions from the section of this document: How to Fill Out the Fields in the Job Posting Form.
1. Visit joinhandshake.com

2. Log in to Handshake as an employer.

3. Select **Or log in using your Handshake credentials**
   a. These credentials will be your wright.edu email as your username and the Handshake password you created.
      i. Do not select Log in with Wright State Campus Username
   b. If you have previously used Handshake and your device is recognized, you may be taken directly to the password entry page – enter your Handshake password.
   c. Inside your Handshake account, select the Jobs module from the site navigation.

4. A list of jobs will be presented to you.

5. On this jobs list page, select **Create job**.

6. The blank job posting form will open on your screen.

7. Complete each field of the job posting form, following instructions in the next section of this document: How to Fill Out the Job Posting Form
How to Fill Out the Fields in the Job Posting Form

This section includes:
- Screenshots of the fields on the job posting form in Handshake.
- Screenshots are followed by:
  - Blue highlighted items for your attention and consideration.
  - Non-highlighted items = content you may copy/paste/edit into the job posting form.
  - Copy your job posting information from the Position Description Form.
    - The job posting must match the position description.

Questions? Please ask before you act: studentemployment@wright.edu

ON THE JOB POSTING FORM:

After completing each section, select the Continue button to advance through the job posting form.

BASIC INFORMATION

- Job Title
  Compose the title of your job posting using the following elements, in the following order:
  - Your College/Department/Unit Name
    - Use the standard naming scheme, as has been used for previous job postings by your college/department/unit.
  - The job title (aka position title).
If there are several positions with the same title but each is associated with a particular course, lab or professor, or there are different levels of responsibility for the same title (I, II, III), list that specific information at the end of the job title:

- Examples:
  - Physics, Teaching Assistant III, 2400L-2410L
  - Pharmacology & Toxicology, Laboratory Research Assistant for Dr. Khalid Elased
  - Molecular Biology, Student Teaching Assistant (BMB 7520)
  - CaTS Video Technology Services Production Assistant I

- **Position Type:** [always select On Campus Student Employment]
- **Work-Study program:** [always leave this box unchecked; whether or not the position type is funded by Federal Work-Study award or not will be included in the Job description field and the Company Division field.]

Next: **Job description field**

Following are items to include in **Job Description** field of the posting form, in the order indicated. Many of these items are required for compliance with federal regulations. Use bold font, as shown, for each description subsection header to appear within the **Job description** field:

In the **Job description** field:

**GENERAL ELIGIBILITY** for On-Campus Student Employment:
[http://www.wright.edu/human-resources/student-employment/students-on-campus-jobs#eligibility](http://www.wright.edu/human-resources/student-employment/students-on-campus-jobs#eligibility)

**FUNDING SOURCE FOR THIS POSITION:**
[what you enter for Compensation Source here must match what you will later select in the Company division field, in the Hiring Team section of the form. Enter one of the following options:]

- Compensated by regular dept. budget only.
- Compensated by regular dept. budget or using Federal Work-Study award.
- Compensated using Federal Work-Study award.
Although GA positions are not compensated via the student employment payroll, courtesy postings are allowed – contact studentemployment@wright.edu for special instructions if you would like to post a GA position.

for GA postings, select:
Compensated by GA-GRA-GTA contract.

APPLICATION INSTRUCTIONS:
Apply in Handshake by submitting the following required documents:
[ list only those documents from the following list that you require for the application ]
Resume
Cover Letter
Transcript
Other Document(s): [ specify the name of Other document(s) ]

[ if you require more than one Other Document, include the following statement: ]
Handshake allows the upload of only a single file for Other Document.
If more than one document is named in the list of Other Documents, save each document as a single PDF and then combine those multiple PDFs into a single file.

PHYSICAL LOCATION WHERE DUTIES WILL BE PERFORMED:
[ Enter the name of the office, the room number and the building if duties are confined to a particular office space. ]
If duties extend beyond the home office, include and explain the additional locations.

TYPICAL WORK SCHEDULE:
[ Indicate days of week, times of day, number of hours per week. ]
There are limits on the number of hours a student may work each week, in all jobs combined; allowed hours may vary for each student.
Review weekly work hour limits.

POSITION OVERVIEW:
[ Describe the mission and goals for the position and other general information. Describe what the person in the position will be accountable for. ]

GENERAL QUALIFICATIONS FOR THE POSITION:
[ List the broad scope qualifications necessary for this position ].

SPECIFIC QUALIFICATIONS FOR THE POSITION:
[ List both the required qualifications (must have) and the preferred qualifications (desired but not required). ]

NAME AND TITLE OF DIRECT SUPERVISOR:
[ Enter first name and last name, title. ]

PURPOSE / ROLE OF THE POSITION WITHIN THE HIRING DEPARTMENT:
[ Describe the purpose of this position / role as it relates to achieving the department mission. ]

DUTIES AND ESSENTIAL FUNCTIONS ASSOCIATED WITH THE POSITION AND HOW THEY RELATE TO THE ROLE:
[ Groups of essential functions may be listed in titled groups, with percentage of time for each group indicated next to the group heading. ]

EVALUATION PROCEDURES AND SCHEDULES:
[ Indicate how the employee’s performance will be evaluated and on what schedule. ]
Location requirements:

Location type: [typically Onsite, but if position also involves some remote, select Hybrid]

Onsite location:
[Enter the location where the work will actually be performed.]

If the work location is on the Dayton Campus, enter:
3640 Colonel Glenn Highway, Fairborn, Ohio 45324, United States of America

If the work location is on the Lake Campus, enter:
7600 Lake Campus Drive, Celina, Ohio 45822, United States of America

If the work will be performed in an off-campus location:
- Enter the address of the off-campus location.
- Contact studentemployment@wright.edu

*************************************************************************************************
Next section: Time requirements
Time requirements: **always select Part time**

Employment duration: **always select Temporary or seasonal**

Estimated start date: **enter the date you would like employees to begin in the job**

Due to the multiple employee onboarding processes which must first occur and a required review of student eligibility, your preferred start dates are not guaranteed. An employee is not permitted to begin working until the time card approver and the student have received an email from Student Employment confirming employee status and including a permitted start date when the student may begin working, if they have been scheduled to do so. For best results, post jobs at least six weeks prior to the desired start date.

Estimated end date: **if the job is time-limited and has a discreet end date, enter that end date.**

If the job does not have a discreet end date inside the academic year, then enter the pay period end date – a Friday – for the last payroll period of the academic year in which the student is being employed. All positions are automatically terminated on this date. Hiring departments have the option to specify rehire of each student for the following semesters, during the annual Summer Rehire and Fall Rehire periods initiated by the Student Employment Program.
Compensation and benefits:

[Select Rate = Per hour; to enter Amount, select Exact amount; then enter the amount of the hourly rate you will pay. Hourly rate must comply with Job Classes and Pay Ranges chart.]

Additional compensation, Benefits, Perks, Additional benefits:

[No items to select from these options.]
Categorize your job:

[Type in a word or string of words to generate a dropdown list and find the most appropriate job role groups for this position – you may select multiple groups. Students may search on these job role groups to find positions of interest].
Candidate qualifications

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

**School year (optional)**
- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Masters of Business Administration
- Doctorate
- Postdoctoral Studies
- Certificate Program
- First Year Community / Technical College
- Second Year Community / Technical College
- Alumni

**Latest graduation date (optional)**
- Month
- Year

**Major groups (optional)**
Major groups combine related majors from every school on Handshake. Choose majors by school.

- Educational Leadership

**Minimum GPA (optional)**
Only include if your job has specific requirements.

---

Candidate qualifications

When you make selections in this section, Handshake compares your selections to the profile of each student who selects the Apply button for your job posting.

- If the interested student does not exactly match the selected qualifications OR has not completed that particular field in their profile, they will receive an alert from Handshake that they do not qualify for the position, which may discourage them from applying. Recommended: leave all of these fields in Candidate qualifications section blank to collect applications from the largest number of interested candidates; Do include qualifications in the Job description field as per the instructions.

School year: [review bullet point note]
Latest graduation date: [review bullet point note]
Major Groups: [review bullet point note]
Minimum GPA: [review bullet point note]
Choose schools:

[Enter Wright State University into the Post to specific schools field and select Wright State University from the dynamic dropdown list.]

Only students enrolled for minimum credit hours at Wright State University are eligible for our on-campus student employment positions.

Therefore, do not select other schools.

*******************************************************************************

Application process

Application open date:

[Enter the date that you prefer for students to begin submitting applications. Allow a time buffer to accommodate the Student Employment compliance review of the posting, any edits that might be needed, delays that may occur during heavy workload periods. Remember: for best results, submit your
posting six weeks in advance; when submitting the posting early, manage the application process by selecting the future date in this section.

**Application close date:**
[After review by Student Employment and converted to Approved status, postings must be in Approved status for a minimum of five business days before a hiring decision is made, so set the Application close date to accommodate the review period and the required five business days. Student Employment will adjust Application Close dates as necessary.]
- Exceptions may apply in some cases with highly specialized qualifications. Email studentemployment@wright.edu to inquire.

How many students do you expect to hire for this position?
[Enter your estimated number of hires. This is an estimate only. You may ultimately hire more or less, as you choose.]

---

**How will candidates submit applications?**
[select *On Handshake* unless you have an application process that proceeds through an external link or portal approved in advance by Wright State Information Technology. If that is the case, email studentemployment@wright.edu]

**Documents required for application**
[What documents do you want to require applicants to submit?
The documents you select here must match the documents that you specified in the Job description field. Whatever documents you select here will prompt Handshake to require students to submit those documents with their application.
[Check boxes next to any and all that you require:]
Resume]
Your hiring team

Company division: [from the dropdown list, select the option that applies to this position. It must match information included in the Job description field.]

Job owner: [your name will appear in this field because you are creating the job posting]
Do you want to add others to the hiring team, to receive copies of the application materials?

[Begin typing the name of the additional Wright State staff or faculty member into the Hiring team members field.]

- A dynamic popup list will appear.
- Select the appropriate name from the list.

For each person added to the hiring team, choose the preferred option(s) for receiving applications.

If you do not find the staff or faculty name on the list: email studentemployment@wright.edu for assistance.

- Please note: Only Wright State faculty, staff and administrators with wright.edu email addresses are permitted.
- External emails and partners are not permitted.

***************************************************************************************************

One last check:

Handshake will present you with a screen reflecting the data you entered.

- If you are not done creating the job, you may select Save as draft.
- If you are satisfied with your job posting information, select Post Job.
a. Keep a record of the job posting number automatically assigned by Handshake, accompanied by the job title and the date you submitted the posting for Student Employment Program review.
   i. Use this record next time you need a new applicant pool and want to search for your most recent job posting.
   ii. You will also need the Handshake job number to complete a Personnel Action Grid in some cases.

b. Submitting a posting enters it into Pending status.

c. All submitted postings are subject to review by Student Employment.
   i. Expect at least two business days for review of the submission.
      1. During periods of heavy student employment workload, expect longer review periods.
   ii. Editing may be required before the posting can be approved.
   iii. Monitor your posting in Handshake and your wright.edu email to learn when the submitted job posting is moved to Approved status.

d. After review and approval, the submitted posting must be in Approved status in Handshake for at least five business days before a hiring decision is made.

e. Each time you are seeking a new round of applicants for an expired job description, you must first duplicate the previous job posting and then edit it, as described at the beginning of this document.

To protect sensitive information, always sign out of Handshake when done.

- Do not save your Handshake password to your computer.