

From Wright State University Career Services

For on-campus Student Employment supervisors: How to post jobs via Wright State University On-Campus Student Employment account in Handshake

1. Before you post a job:
 - a. If a position description for the job (including job class and pay rate) is not already on file in your department, complete a [Position Description form](#) with a job class and pay rate that conforms to the Student Employment [Job Class and Pay Range Chart](#).
 - i. Pay rate for a position must remain at the originally assigned rate EXCEPT when the pay rate is minimum wage and the minimum wage increases due to state of Ohio mandate.
 - ii. Pay rate is linked to the position description and may not be adjusted for individual students.
 - b. For every position created in the department, retain the completed position description(s) in your office or unit files for audit purposes.
2. **All Wright State student employment positions must be posted in Handshake a minimum of five business days before a hiring decision is made.**
 - a. **You must first have a staff member account set up in Handshake – email career_services@wright.edu**
 - b. Do not send your account request via the Handshake website – that will delay your account setup.
3. After Career Services has set up your account, then log in with your wright.edu email address via [Handshake Employer Login](#)
4. The job posting in Handshake must match the Position Description in all respects.
5. Inside Handshake Jobs module:
 - a. Search all job postings using your department name as the search term, to learn if the same position has been posted in the past.
 - i. If same job was previously posted, use Duplicate Job link to copy the previously posted job.
 1. Edit the duplicated job to collect a new round of applications.
 - ii. If you are posting a new Job Title, select Create job.
 - b. The job posting must match the position description, including job class and pay rate.
 - c. **In the Job Title field, always enter the department name first, then the title of the job.**
 - i. Enter the hiring unit name exactly as it has been entered to identify previous jobs posted in Handshake.

Instructions continue on next page . . .

- d. In the Description field:

- i. Enter at the beginning of the description the position type, from one of the following choices: Regular Only; Work Study Only; Regular or Work Study; or GA/GTA/GRA.
 - ii. Next, specify the application instructions in the job posting description field.
 1. You may collect applications via Handshake or via email, or both.
 2. If collecting applications via Handshake, you may require some or all of the following documents: the standard [student employment application \(PDF\)](#), a resume, a cover letter and one other supporting document
 - iii. Next, describe the duties, responsibilities and other details of the job.
 - e. All student employment jobs are temporary/seasonal, part-time positions.
 - f. Wright State University On-Campus Student Employment is for Wright State University students only. When you use Handshake, never connect to or submit your student employment jobs to other schools.
 - g. After submission in Handshake, all job postings are subject to review. Edits may be required.
6. Hiring decisions for the job must be deferred for 5 business days after the job posting in Handshake has entered Approved status.
7. **Does the position require a background check?** Include that requirement in the description. Contact the [Human Resources Department](#)
 - a. **HR recommends** making a conditional offer until a background check is completed.
 - b. If a conditional offer of employment is made, the student is not allowed to begin working until the background check is complete.
 - i. After receiving the results of the background check, Human Resources will advise the hiring official on the pending offer.
8. **To protect sensitive information**, always sign out of Handshake when done. Do not save your Handshake password to your machine.

Review and periodically revisit policies and procedures in the On-Campus Student Employment section of the [Career Services website](#).