From Wright State University Career Services

On-Campus Student Employment:

How to post jobs via Wright State University On-Campus Student Employment account in Handshake

1) All hourly-wage, on-campus student employment jobs paid through Wright State University payroll must be posted in Handshake.
   a) The job must be posted each time you are seeking a new round of applications for the position.

2) For access to the job posting form, request a staff member account by sending email to career_services@wright.edu
   a) DO NOT send your account request via the Handshake website – that causes problems with access and will delay your account setup.

3) Slideshows with step-by-step instructions for posting, editing, duplicating jobs and reviewing job applicants will be sent to you with your account setup confirmation letter.
   a) Follow the instructions from the slideshows when interacting with the Jobs module in Handshake.
   b) Can’t find the slideshows that were sent to you or want to learn if there is an updated version? Email career_services@wright.edu.

4) Before you post a student employment job in Handshake:
   a) Questions? Email career_services@wright.edu
      i) We prefer questions first, to avoid errors later.
   b) Review the On-Campus Student Employment pages on the Career Services website, to learn policies, procedures and protocols.
      i) Job posters, students, supervisors, and time card approvers are all accountable for compliance.

5) Complete the Position Description form with a job class, pay rate and description that conforms to the Student Employment Job Class and Pay Range Chart.
   a) Going forward, the hourly pay rate for a position must remain at the originally assigned rate EXCEPT when the hourly pay rate is minimum wage and the minimum wage increases due to state of Ohio mandate.
   b) The hourly pay rate is always linked to the position description.
      i) All student employees in the same position earn the same hourly rate of pay.
      ii) It may not be adjusted for individual students.

6) For every position created in the department, retain the completed position description form(s) in your office or unit files for audit purposes.
   a) There must be a position description on file for each position.

7) Does the position require a background check? Contact the Human Resources Department
   a) Include that information in the position description and in the job posting.
   b) Human Resources recommends making a conditional offer until a background check is completed.
   c) 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 a required background check, Human Resources will
advise the hiring official on the pending offer.

ii) In any case of student employment onboarding, student employees are not
authorized to begin working until after the student and time card approver
have received an email from Career Services confirming that the student has
been successfully processed as an employee and may begin working on the
start date included in the email.

8) NOW YOU ARE READY TO CREATE THE JOB POSTING AND SUBMIT IT FOR
REVIEW!
   a) To post your job, follow the slideshow instructions that were sent to you.
   b) The job posting in Handshake must match the position description in all respects.
   c) Only Wright State University students are eligible for Wright State on-campus student
      employment.
      i) Never submit your student employment jobs to other schools.

9) Submitting a posting enters it into Pending status.

10) All submitted postings are subject to Career Services review.
    a) Expect at least two business days for review of the submission.
    i) During busy student employment processing periods, review may require longer.
    b) Editing may be required before the posting can be approved.
    c) Monitor your posting and your email to learn when the submission is moved to Approved
       status.

11) Hiring decisions for the job must be deferred for the minimum required 5 business days after
    the job posting in Handshake has entered Approved status.
    a) Refer to the review period as described in item number 10a, 10b and 10c.

12) To review applications to your job posting, follow the slideshow instructions that were sent to
    you.
    a) Can’t find them or want to know if there has been an update? Email
career_services@wright.edu

13) To protect sensitive information, always sign out of Handshake when done.
    a) Do not save your Handshake password to your machine.

14) Review and periodically revisit policies, procedures and protocols in the On-Campus
    Student Employment section of the Career Services website.
    a) Job posters, students, supervisors, and time card approvers are all accountable for
       compliance.