

## The Job Poster's Guide to Creating and Submitting a Job Posting Form in Handshake

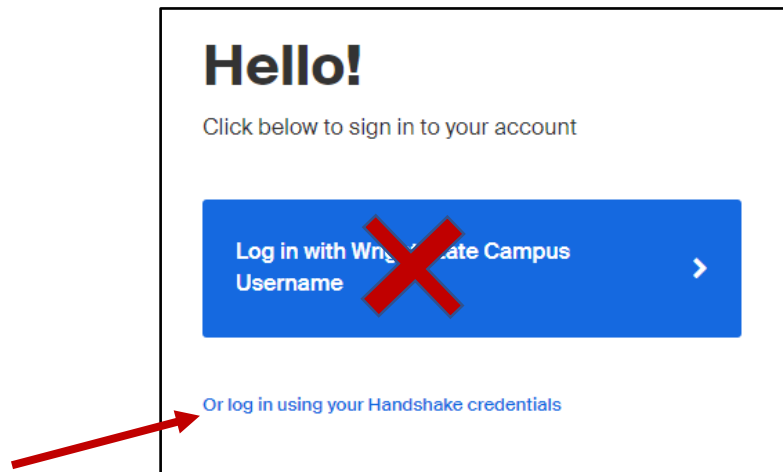
- Learn about the On-Campus Student Employment Program
  - Review policies, procedures and protocols at <http://www.wright.edu/human-resources> > select Student Employment.
- Questions? Email [studentemployment@wright.edu](mailto:studentemployment@wright.edu)
- To avoid violations and other challenges,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

### HOW TO CREATE A JOB POSTING THE FIRST TIME IN HANDSHAKE:

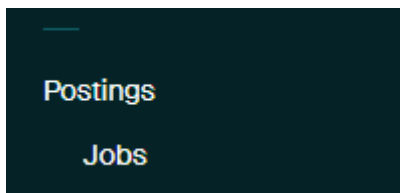
#### Duplicate the TEMPLATE and then edit the duplicate

Questions? Please ask before you act: [studentemployment@wright.edu](mailto:studentemployment@wright.edu)

1. Have your Position Description form ready for reference when you prepare to create a job posting.
  - a. The job posting information must match the position description information.
2. Visit [joinhandshake.com](https://joinhandshake.com)

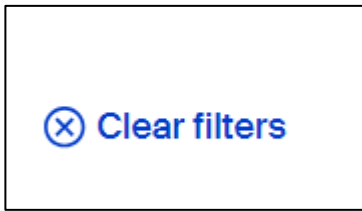


3. Log in to Handshake as an employer.
4. Select *Or log in using your Handshake credentials*
  - a. These credentials will be your wright.edu email as your username and the Handshake password you created.
    - i. Do not select Log in with Wright State Campus Username
  - b. If you have previously used 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.



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

6. On this jobs list page, select: *Clear filters*



7. In the Search field, enter 8735993

8. The job posting TEMPLATE provided by Student Employment will appear as the only Job title in the list of results when you search for 8735993.

- a. You will *duplicate* this template and then edit the duplicate.
  - i. Do *not* edit the template.
- b. Student Employment will review your job posting against the TEMPLATE.

9. **To *duplicate* the TEMPLATE:**

- a. Select the job from the list of results.
- b. On the Job Overview page, locate and 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.
    1. The Created date on the original TEMPLATE is 2/27/2024.
    2. If the Created date on the duplicated, newly-loaded job does not at this point reflect the current day and is not *different* from the creation date on the original TEMPLATE, do not advance. Contact [studentemployment@wright.edu](mailto:studentemployment@wright.edu)
  - ii. The job number automatically assigned to the duplicated, newly-loaded job will be *different* from the job number of the original TEMPLATE.
    1. The original TEMPLATE job number is 8735993.
    2. If the job number at this point is not different from the job number for the Template, do not advance. Contact [studentemployment@wright.edu](mailto:studentemployment@wright.edu)
- e. If you do have a creation date and a job number that are different from the original Template, you are ready to edit the contents.
- f. There is a pencil icon attached to each editable section of the job posting form.
- g. Select the pencil icon for each section of the job posting form
  - 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 as necessary each section of the job posting form.**
  - i. In particular, you must include and provide details for all subheaded sections already populated in the Job Description field of the form.

10. Job Title

- a. Delete the word Template from the Job title field.
- b. **JOB TITLE:**  
 Edit the *Job title* field using the format indicated in the field: Department Name, Job Title – (course#, professor name, level I, II, III)
  - i. For Department Name, use the standard naming scheme as has been used for previous job postings by your college/department/unit.
  - ii. If there are several positions with the same job title but each is differentiated by association with a particular course, a particular 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:
    1. Examples:
      - a. Physics, Teaching Assistant III, 2400L-2410L
      - b. Pharmacology & Toxicology, Laboratory Research Assistant for Dr. Khalid Elased
      - c. Molecular Biology, Student Teaching Assistant (BMB 7520)
      - d. CaTS Video Technology Services Production Assistant I

11. **POSITION TYPE:**

*[always select On Campus Student Employment]*

12. **WORK-STUDY PROGRAM:**

*[always leave this box unchecked! It isn't what it seems to be]*

13. **JOB DESCRIPTION:**

*[The following subheadings are included in the TEMPLATE.*

*In the same order as in the template, include all of the subheading sections in your posting, and the specific information relevant to them.*

*Job poster instructions appear in brackets inside the Job description field on the Template.*

*Delete the job poster instructions after entering your information into each subheading section.]*

a. **GENERAL ELIGIBILITY FOR ON-CAMPUS STUDENT EMPLOYMENT:**

<http://www.wright.edu/human-resources/student-employment/students-on-campus-jobs#eligibility>

b. **FUNDING SOURCE FOR THIS POSITION:**

*[Job poster: delete from the following list the sources that do not apply.]*

*[Content here must match content selected later in Company Division field.]*

*[contact [studentemployment@wright.edu](mailto:studentemployment@wright.edu) if GA-GRA-GTA contract is the funding source for the position]*

Compensated by regular dept. budget only.

Compensated by regular dept. budget or using Federal Work-Study award.

Compensated using Federal Work-Study award.

Compensated by GA-GRA-GTA contract

Learn about funding sources: <http://www.wright.edu/human-resources/student-employment/students-on-campus-jobs#position>

c. **APPLICATION INSTRUCTIONS:**

*[Do not request submission of applications via email.]*

*[If someone other than the job poster is to receive applications that are submitted via Handshake, add that individual using the Invite new teammate, in the section Your hiring team.]*

Apply in Handshake by submitting the following required documents:

*[Job poster: delete from the following list any documents you do not require]*

Resume

Cover Letter  
Transcript  
Other Document(s): *[specify the name of other document(s)]*

*[If you require a Student Employment Application Form as Other Document, also include the following instructions:]*

A completed Student Employment Application Form is required: <http://www.wright.edu/sites/www.wright.edu/files/page/attachments/student-employment-application.pdf>

Applicants: 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 PDF and then combine those multiple PDFs into a single file.

*[If you have an existing, secure application portal other than Handshake, through which students must apply, email [studentemployment@wright.edu](mailto:studentemployment@wright.edu) to learn how to present that external portal in this job description field. In addition to special instructions here, you will specify the application portal URL and instructions for that portal, in the later section of this form that is called Application process. In such cases, Handshake will allow you to require students submit only a resume via Handshake (or not).]*

d. **PHYSICAL LOCATION WHERE DUTIES WILL BE PERFORMED:**

*[Job poster: 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 a single, specific location, include and explain the additional locations.]*

*[Job poster: if the position is not fulfilled in an on-campus location, contact [studentemployment@wright.edu](mailto:studentemployment@wright.edu) before submitting the job posting.]*

e. **TYPICAL WORK SCHEDULE:**

*[Job poster: Indicate days of week, times of day, number of hours per week.]*

Applicants: 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 limits on work hours each week, in all jobs combined.](#)

f. **POSITION OVERVIEW:**

*[Job poster:*

*Describe the mission and goals for the position and other general information;  
Describe what the person in the position will be accountable for.]*

g. **GENERAL QUALIFICATIONS FOR THE POSITION:**

*[Job poster: list the broad scope qualifications necessary for this position.]*

h. **SPECIFIC QUALIFICATIONS FOR THE POSITION:**

*[Job poster: list both the required qualifications (must have) and the preferred qualifications (desired but not required).]*

i. **NAME AND TITLE OF DIRECT SUPERVISOR:**

*[Job poster: enter first name and last name, title of the direct supervisor for this position.]*

j. **PURPOSE / ROLE OF THE POSITION WITHIN THE HIRING DEPARTMENT:**

*[Job poster: describe the purpose of this position / role as it relates to achieving the department mission.]*

k. **DUTIES AND ESSENTIAL FUNCTIONS ASSOCIATED WITH THE POSITION AND HOW THEY RELATE TO THE ROLE:**

*[Job poster: list groups of essential functions in groups, with subheadings, indicating percentage of time for each group of functions next to the group heading.]*

**I. EVALUATION PROCEDURES AND SCHEDULES:**

*[Job poster: indicate how the employee's performance will be evaluated and on what schedule.]*

m. *[Job poster: if this position requires a background check, indicate:]*

**This position requires a background check.**

*[Job poster: department contacts [human\\_resources@wright.edu](mailto:human_resources@wright.edu) to inquire about and arrange background checks.]*

n. *[Job poster: when you later select application start date and application end date, provide at least two weeks time range, to accommodate Student Employment review period and any required editing, as well as required period of five business days for job posting to be in Approved status before a hiring decision is made]*

o. *[Job poster: For other information about On-Campus Student Employment Program, visit [wright.edu/human-resources](http://wright.edu/human-resources) - Student Employment. Send questions to [studentemployment@wright.edu](mailto:studentemployment@wright.edu)*

**14. LOCATION REQUIREMENTS:**

c. **Location type:** *[typically Onsite, but if position also involves some supervised remote work, select Hybrid.]*

d. **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

*[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,*

*contact [studentemployment@wright.edu](mailto:studentemployment@wright.edu) -*

*You will need to enter the address of the off-campus location but some restrictions may apply.]*

**15. TIME REQUIREMENTS:**

a. **How much time should the candidate expect to work?** *[always select Part time.]*

b. **Employment duration:** *[always select Temporary or seasonal.]*

c. **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.]*

d. **Estimated end date:**

*[If the job is time-limited and has a discreet end date inside the academic year, enter that end date.*

*If the job does not have a discreet end date that occurs 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 the last day of the last payroll period of the academic year.*

*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.]*

#### **16. COMPENSATION AND BENEFITS:**

*[Select Rate = Per hour;*

*to enter Amount, select Exact amount,*

*then enter the exact amount per hour of the hourly rate for this position.*

*The rate you enter must be consistent with rates at which the same position was posted in the past, except when a change is needed to adjust to the current minimum wage.*

*To inquire about conditions under which an hourly wage increase may be assigned to a positions, email [studentemployment@wright.edu](mailto:studentemployment@wright.edu) ]*

*[Hourly rate must comply with [Job Classes and Pay Ranges chart.](#)]*

**Additional compensation, Benefits, Perks, Additional benefits:**

*[No items to be selected in this section.]*

#### **17. CATEGORIZE YOUR JOB:**

*[Selections in this section are used by students to search Handshake for groups of jobs in the particular category.*

- *When selecting the category, use one of the following standards:*

- **Office and Administrative Support Worker** *for positions providing office support, (front desk, filing, data entry, scanning, phones, cataloguing, customer service, copying, etc). This category will be the most appropriate selection for a large number of on-campus job postings.*
- **Other standard selections:**
  - **Building and Grounds Cleaning and Maintenance Workers** *for facilities maintenance.*
  - **Computer User Support Specialists** *for Help Desk and other computer support positions.*
  - **Home Health and Personal Care Aides** *for positions providing assistance to other students for personal care activities.*
  - **Library Technicians** *for positions assisting in the libraries.*
  - **Musicians and Singers; Actors;** *etc. for performers [search for and select the specific performer type].*
  - **Public Relations Specialist** *for positions where providing social media content is the primary responsibility.*
  - **Recreation Workers** *for positions that train, lead or otherwise support recreation programs, and/or monitor facilities check-in/check-out.*
  - **Residential Advisors** *for positions that provide on-site support as resident advisors in residence halls.*
  - **Teaching Assistants, Postsecondary** *for teaching assistants providing support to classes.*
  - **Tutors** *for positions where the primary responsibility is providing tutoring or mentoring.*
  - **University Student Researchers** *for research assistants helping in faculty labs.*



If you believe none of the preceding standard selections covers your particular posting, email [studentemployment@wright.edu](mailto:studentemployment@wright.edu) for a recommendation.]

## **18. CANDIDATE QUALIFICATIONS:**

[Options in this section include **School year; Latest graduation date; Major Groups; Minimum GPA.**

HOWEVER:

Selections in this section are problematic because they initiate automated Handshake messaging as follows:

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.

- Graduation dates, which must be manually entered, are often blank in student profiles.

Applications submitted by students who do not have any information in the fields you select in this section or who have different information than what you select, will enter your applicant pool as not qualified for the position, even though that may not be an accurate assessment of their eligibility.

Instead of selecting here: Include the required and preferred qualifications in the Job description field and then review incoming application materials for evidence of those qualifications.

Request a completed [Student Employment Application Form](#) to learn some student qualifications.

As GPA is updated automatically on a nightly basis, a minimum GPA can be entered in this section, if critical to student success in the position.

However, specifying a GPA may still negatively affect your applicant pool, as newly admitted students who have not completed a semester at Wright State will have no GPA, and returning students who have not yet completed a semester will have the GPA from their previous program until a new GPA is established after their first completed semester.]

## **19. 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 student employment-required minimum credit hours at Wright State University are eligible for our on-campus student employment positions.]

## **20. APPLICATION PROCESS**

**Application open date:**

[Enter the date that you prefer for students to begin submitting applications.

Allow a 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.

For best results, submit your posting six weeks in advance; when submitting the posting early, you will manage the application process by selecting the appropriate future date in this section.]

**Application close date:**

[After review by Student Employment and conversion to Approved status, the posting must be in Approved status for a minimum of five business days before a hiring decision is made.

*Set the Application close date to accommodate both the expected review period and the required five business days.*

*Exceptions may apply in some cases with highly specialized application processes requiring specific prerequisites. Email [studentemployment@wright.edu](mailto:studentemployment@wright.edu) to inquire.*

*Student Employment will adjust Application Close dates as necessary, without consultation, if all other aspects of the job posting merit Approved status.]*

**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 your application requires submission to a portal other than Handshake, select On a separate website and enter the URL that opens your application portal.]*

*[Test your URL before submitting your job posting, to verify that the URL is accurate and functioning correctly. You are accountable for the accuracy and data protection of applications through any separate website you specify.]*

**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

Cover Letter

Transcript

Other Document(s)

*[in the Other Document pop-up box, name the other document(s) you require.]*

*[As this field has character limits, if you require the Student Employment Application form, you may indicate here: Student Employment Application Form required – find link in Job Description field.]*

**21. YOUR HIRING TEAM:**

**Company division**

*[In the Company division field, select from the dropdown list the funding source for this position's wag. Your selection here must match the funding source indicated in the Job description field.]*

[More information about funding sources.](#)

**Job owner**

*[The job poster's name will automatically appear in the Your hiring team section.*

- *Do not delete your name. Student Employment needs to know who created the job posting, in case we need to contact you.*

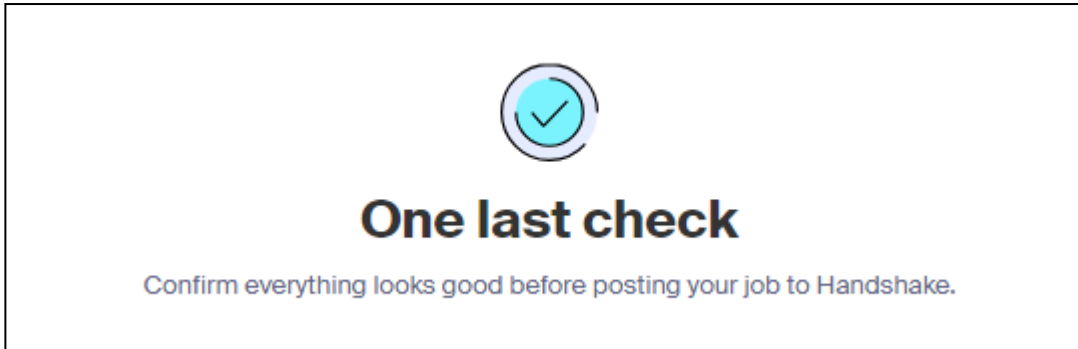


- Select or deselect **Email settings**, which determine whether or not you, the job poster will receive emails at various stages of the application process.]

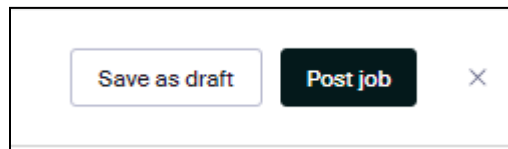
### Hiring team members (optional)

*[If someone other than you or in addition to you should receive automated emails related to applications, select **Invite new teammate** to fill out the teammate form, which will add that person to this posting. After the person is added, select their **Email settings**. Questions? Email [studentemployment@wright.edu](mailto:studentemployment@wright.edu)]*

## 22. 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]*



### ADDITIONAL NOTES, RECOMMENDATIONS:

- e. Keep a record of the job title, the date you submitted the posting, and the job posting number that is automatically assigned by Handshake.
  - i. The next time you need to generate a new applicant pool, search for the job posting by the Handshake #, duplicate the job posting, then edit the duplicate.
    1. Duplicating the job removes the previous round of applicants.
  - ii. You will also need the Handshake job number to complete a Personnel Action Grid in some cases.
- f. Submitting a posting enters the posting into Pending status.
- g. All submitted postings are subject to review by Student Employment.
  - i. Expect at least two business days for review of the submission, during regular workload periods..
    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 if editing is required and to learn when the submitted job posting is moved to Approved status.
- h. 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.
- i. 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.

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

24. Do not save your Handshake password to your computer or other devices.