

Handshake Reference Guide for Timekeepers

Please contact Student Payroll/Human Resources with any questions:

studentpayroll@ship.edu * 717-477-1124 * Old Main 109

Posting an On-Campus Job on Handshake

How to Log In

Step 1: Go to https://app.joinhandshake.com/login?requested_authentication_method=standard

Step 2: Under “Employers & Career Centers,” enter your Ship email and click Next.

← → ↻ 🔒 https://app.joinhandshake.com/login?requested_authentication_method=standard A 🏠 📌 🧑

Get the job done

- Students**
Launch the next step in your career.
- Employers**
Hire the next generation of talent.
- Career Centers**
Bring the best jobs to your students.
- [Learn More](#)

No account? [Sign up here.](#)

Sign in

Students & Alumni (USA)
Please select your school to sign in.

Please select your school to sign in

New to Handshake? Select your school to get started.

Employers & Career Centers (USA)
Please sign in with your email.

email@example.edu

[Next](#)

[Coming from the UK? Visit our UK site](#)

Step 3: Click on “Or log in using your Handshake credentials”

↻ 🔒 <https://ship.joinhandshake.com/login?ref=app-domain> /

SHIPPENSBURG UNIVERSITY

Shippensburg University of Pennsylvania

[Shippensburg University Student Login](#)

[Or log in using your Handshake credentials](#)

Is this not you? [Switch Accounts.](#)

Step 4: Enter your password, then select "Sign in"



Welcome back,



Please enter your password to sign in.

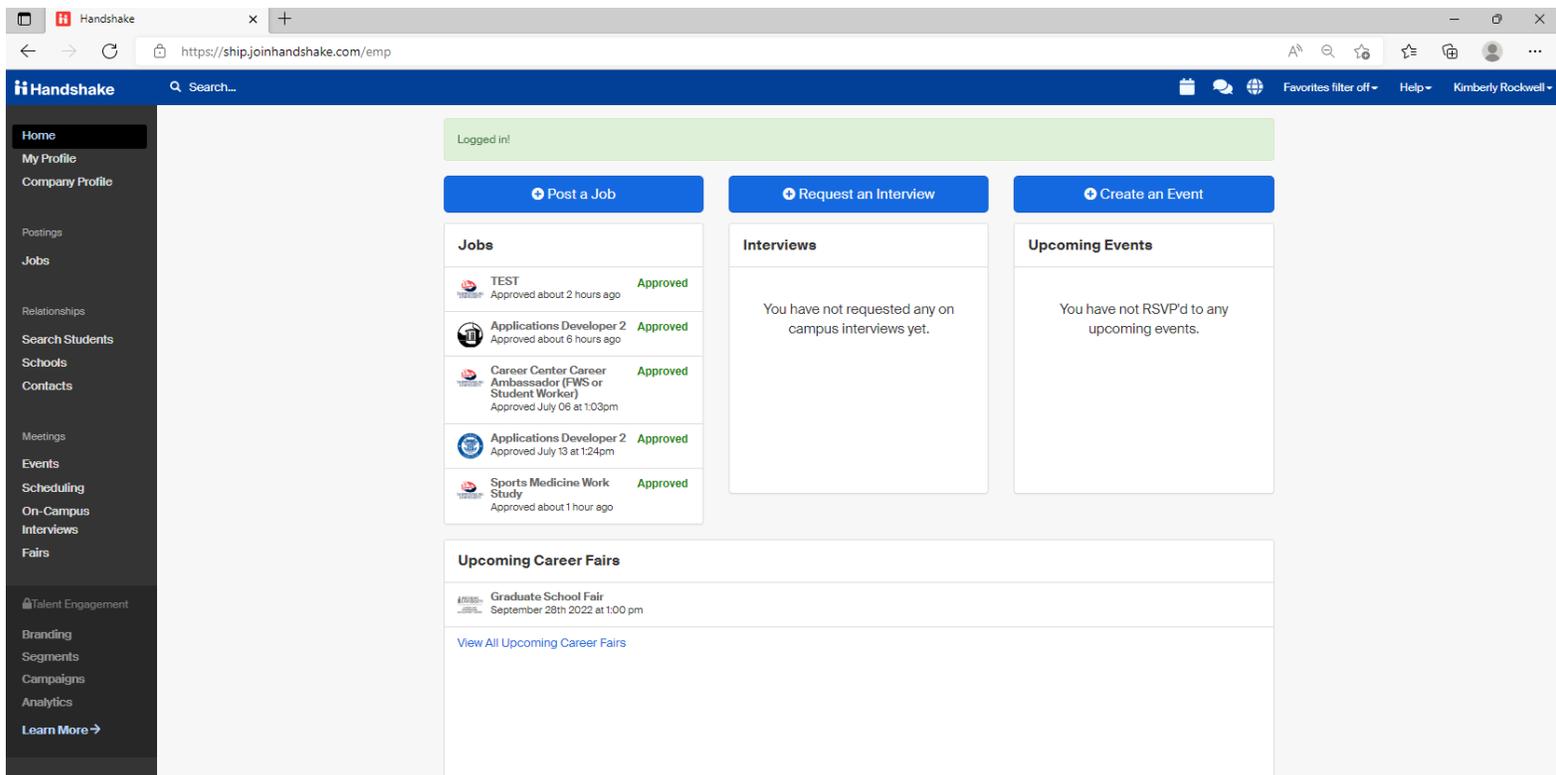
Sign In

[Forgot your password?](#)



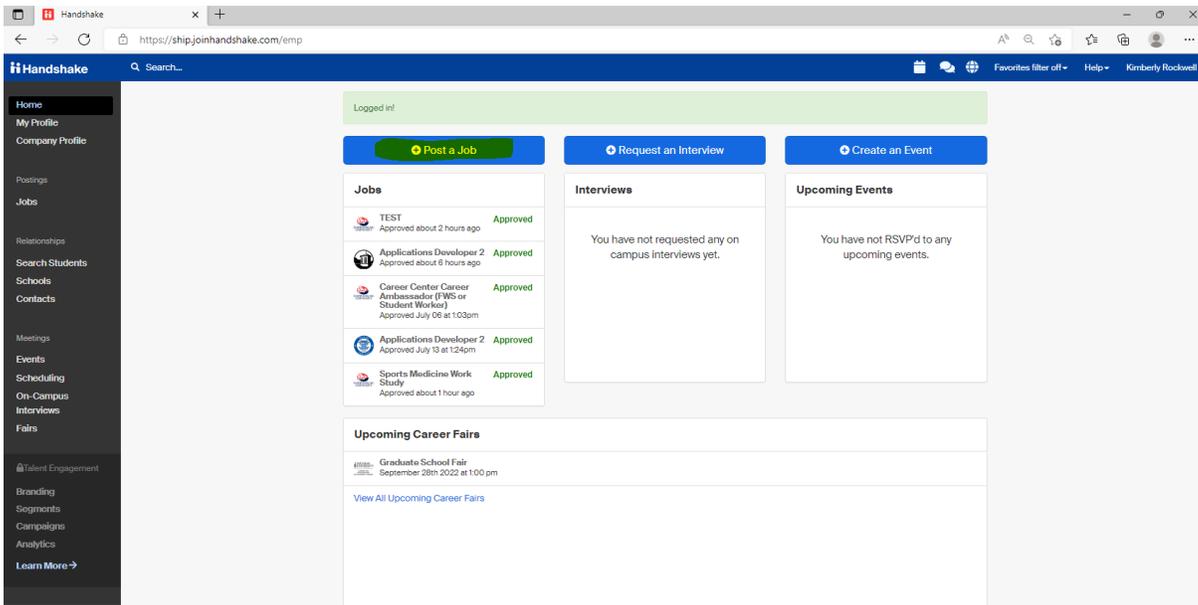
Shippensburg University Student Login

Step 5: You should come to a page that looks like the one below.



How to Post a New On-Campus Job

Step 1: Click on "Post a Job"



Step 2: Page 1 - Fill out the fields as shown below in relation to relevant job information

- Always select "Apply in Handshake"
- Insert Job Title
- Job Type = On Campus Student Employment
- Select whether this is a Work Study position
- Add/insert or copy the job description. If copy, you can choose a previous job description to auto populate
 - If copying, make sure to click "Add description" to save

➔ Continue

Basic information

Autofill your job post
Type or paste your job description, and we'll fill in the job form for you. 

Job title

Tips for good job titles:

- Spell out words instead of using abbreviations ("Senior" instead of "Sr").
- Avoid using all caps.
- Avoid numbers or special characters.
- Keep it concise at 2-5 words.

Position type

Job

Internship

On Campus Student Employment

Other

Work-Study program

Job description

[Copy description from existing job](#)

Be sure to include specific skills you're looking for, minimum requirements, and expected responsibilities.

B I U    

Note: Add the below paragraph at the bottom of the job description if this is a Federal Work Study position:

*****HOW TO DETERMINE IF YOU HAVE FEDERAL WORK STUDY*****

To determine if you have received federal work study funds, log in to your myShip portal, click on "Student," then "Paying For College," then "Financial Aid Home." Select the current academic year (i.e. 2023-2024). To see your award for the current academic year, click on the tab labeled "Award Offer." There you should see what funds you have available. If you have questions about your aid package, please contact the Financial Aid office: (717) 477-1131 or finaid@ship.edu."

Step 3: Page 2 - Choose Location requirements, then -> Continue:

Note: if Onsite, a city and state location will need added in the pop up

Location requirements
Where should candidates expect to work?

Onsite
Employee works in person from a specific location.

Remote
Employee works from home.

Hybrid
Employee works a combination of onsite and remote.

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Step 4: Page 3 - Choose Time requirements and Employment duration Note: Number of hours/ week is optional

Time requirements
How much should candidates expect to work?

Full time
30 hours per week or more

Part time
Less than 30 hours per week

Hours (optional)
10 hours per week

Employment duration
 Permanent
 Temporary or seasonal

Estimated start date: 2024-08-26
Estimated end date: 2025-05-09

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Step 5: Page 4 – Choose Expected Pay, Compensation and benefit (optional)

Note: for expected pay you can choose range, custom range, exact amount, unpaid options

Compensation and benefits

What should candidates expect to earn?

Expected pay [Don't show pay](#)

Jobs located in jurisdictions that require a pay range (including jobs performed remotely from those jurisdictions) must include pay on the job post.

Range Custom range Exact amount Unpaid

Rate Amount Currency

Per hour USD

Additional compensation (optional)

Signing bonus Bonus Commission Tips Equity package

Benefits (optional)

Medical Vision Dental Paid time off Paid sick leave

Parental leave 401(k) match FSA or HSA plans Life insurance

Disability insurance Student loan repayment Tuition reimbursement

Relocation assistance Commuter assistance Pet insurance

Perks (optional)

Learning stipend Home office stipend Career development

Gym membership

Additional benefits (optional)

Have more to offer? Add a link to your company benefits page.

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Step 6: Page 5 – Categorize your job

Note: most of them will fall under Office and Administrative Support Workers, but you are free to categorize

Categorize your job

Tell us the type of job you're hiring for by adding job role groups.

Job role groups

Search by job role or job role group. Add up to 3 groups. [Learn more or request a new job role group.](#)

[Back](#) [Continue](#)

Step 7: Page 6 – Complete the Candidate qualifications (optional), -> Continue

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

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Major groups (optional)

Major groups combine related majors from every school on Handshake. [Choose majors by school.](#)

Q

Minimum GPA (optional)

Only include if your job has specific requirements.

Back Continue

Step 8: Page 7 – Choose schools, -> Continue

Note: you should only be choosing SHIP for on-campus jobs

Choose schools

Where would you like to post your job?

Post your on-campus job to just 1 school, unless you have special permission. X

Post to specific schools

Choose from schools where you have permission to post Work-Study jobs. [View permissions.](#)

Search by school name or location Q Lists

Shippensburg University of Pennsylvania X

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Step 9: Page 8 – Set your application open and close dates, number of hires, application submission On Handshake.

Make sure to mark **Additional required documents as Resume and Other** (this being the Student Employment Application)

➔ Continue

Application process
What's the application window and process?

Application open date
2024-04-11 06:00 AM GMT-4

Application close date
2024-10-11 06:00 AM GMT-4

Number of hires
This will not show up to candidates.
1

How will candidates submit applications?

- On Handshake
Keep all your applications in one place.
- On a separate website
Enter a website or Applicant Tracking System URL.

Additional required documents on Handshake

- Handshake profile
- Resume
- Cover letter
- Transcript
- Other

Instructions for applicants
Student Employment Application
30/150 characters

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Step 10: Page 9 – Add the company division (your office), job owner name, and hiring team (if applicable).

Choose email settings on how you want to be notified when applications are submitted.

Your hiring team
Set up your hiring team to keep everyone informed, and manage how they receive updates.

Company division (optional)
Company divisions are managed by your administrator. Your hiring team can use them to organize and filter jobs.
Career Center

Job owner
Carole Rosenberry
Career Center Coordinator
Remove

Messaging availability
Give candidates the option to message you through the job post. Messages from candidates will not count against your message limit.

- Feature Carole Rosenberry as available for candidate messages

Email settings

- Send summary email once application period closes
- Send email when a candidate who meets qualifications applies
- Send email when a candidate applies

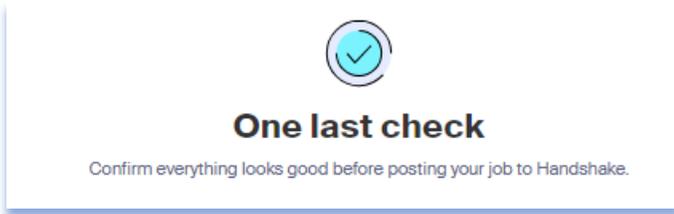
Hiring team members (optional)
Invite new teammates
Choose team member

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➔ Continue

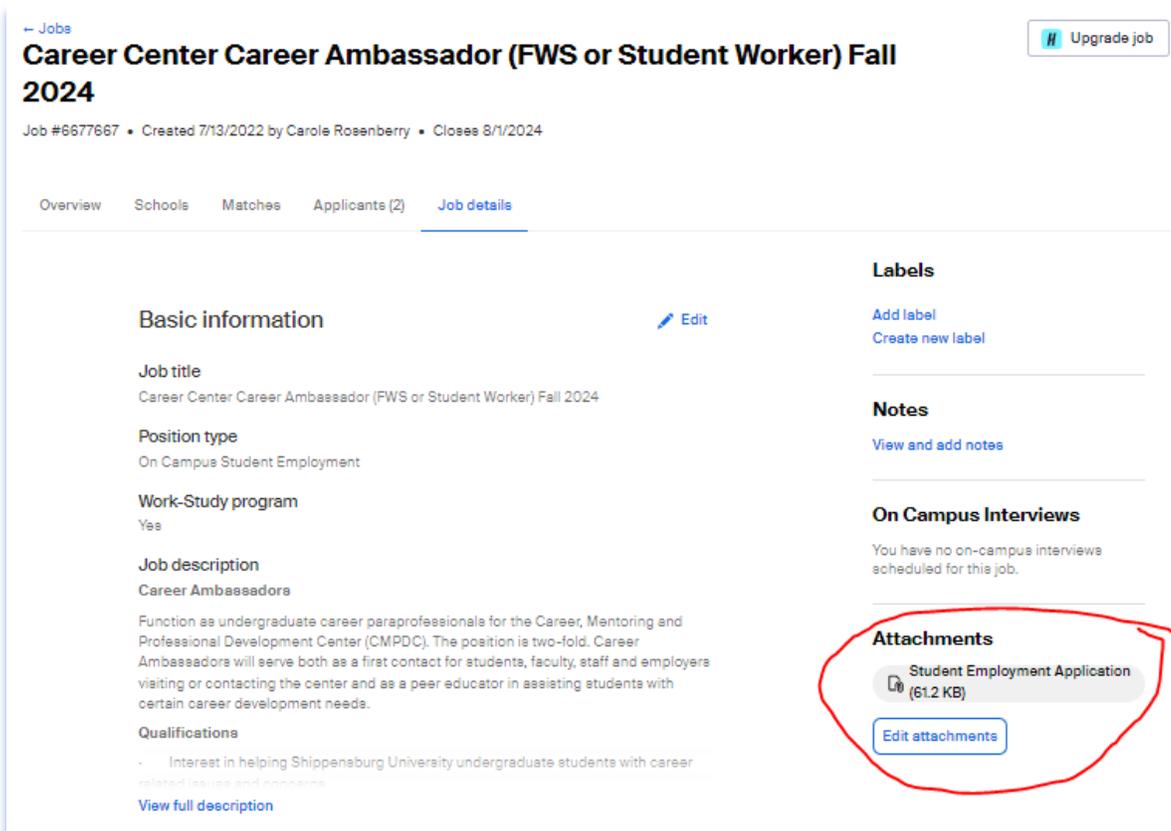
Step 11: Page 10 (Finally!) – One last check,

...then,



Just kidding! This is the last step.

Please make sure to add the Student Employment Application as an attachment in the Job Details tab. If you do not have the Student Employment Application, please contact studentpayroll@ship.edu and they will send you the form/link.



Please note: Once your job is submitted, it will be reviewed by HR/Career Center for accuracy and then approved for posting.