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.

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

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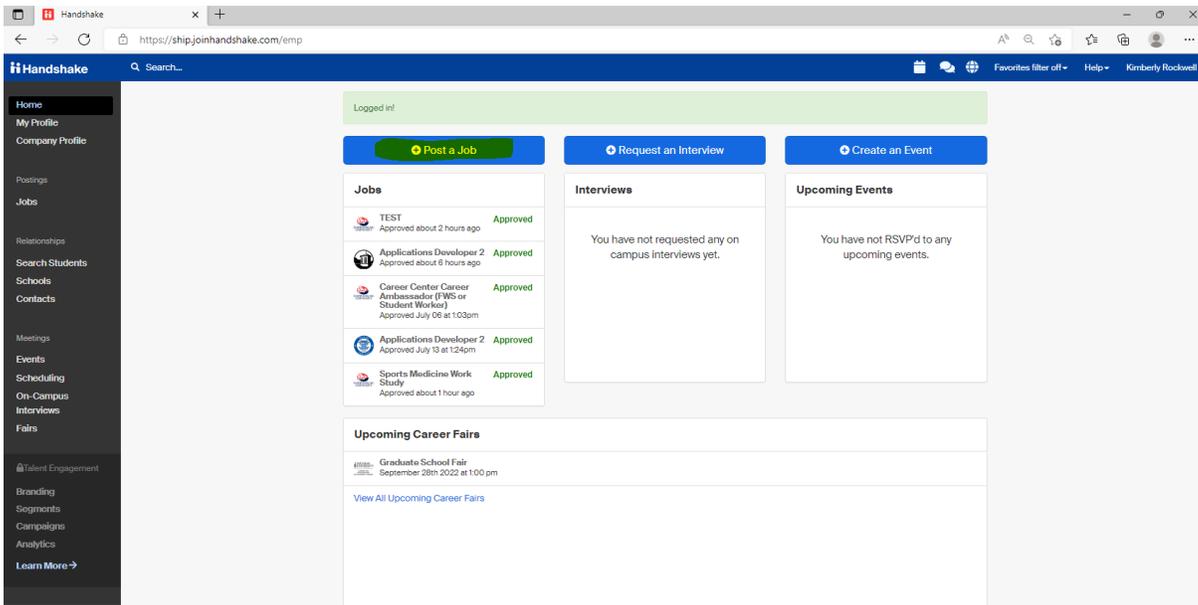

Step 5: You should come to a page that looks like the one below.
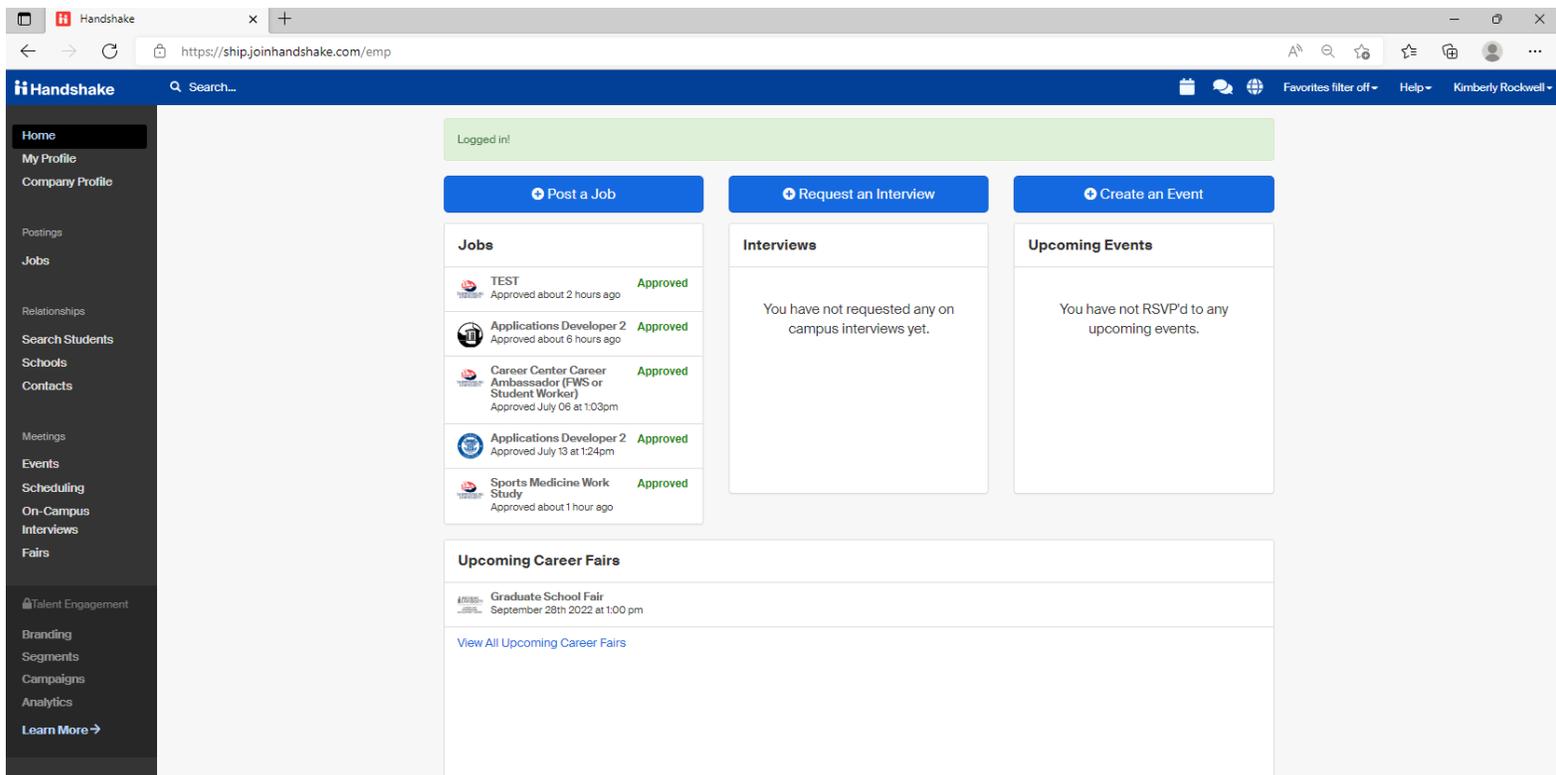
How to Post a New On-Campus Job

<mark>Step 1:</mark> Click on "Post a Job"

<mark>Step 2: Page 1</mark> - 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

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	Remote	Hybrid
Employee works in person from a specific location.	Employee works from home.	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	Part time
30 hours per week or more	Less than 30 hours per week

Hours (optional)

[10] hours per [week ⌄]

Employment duration

◯ Permanent

⦿ Temporary or seasonal

Estimated start date   Estimated end date

[2024-08-26]   [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

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

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

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

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

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   Remove ⊗
Career Center Coordinator

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
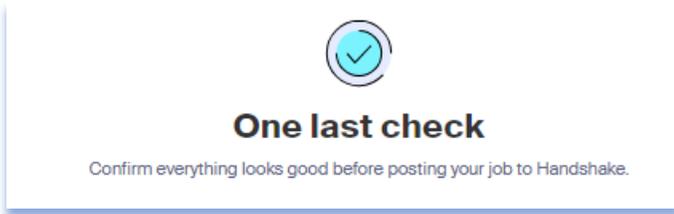
☑ Send email when a candidate applies

Hiring team members (optional)   Invite new teammate

Choose team member   🔍

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-> Continue

Post job

One last check

Confirm everything looks good before posting your job to Handshake.

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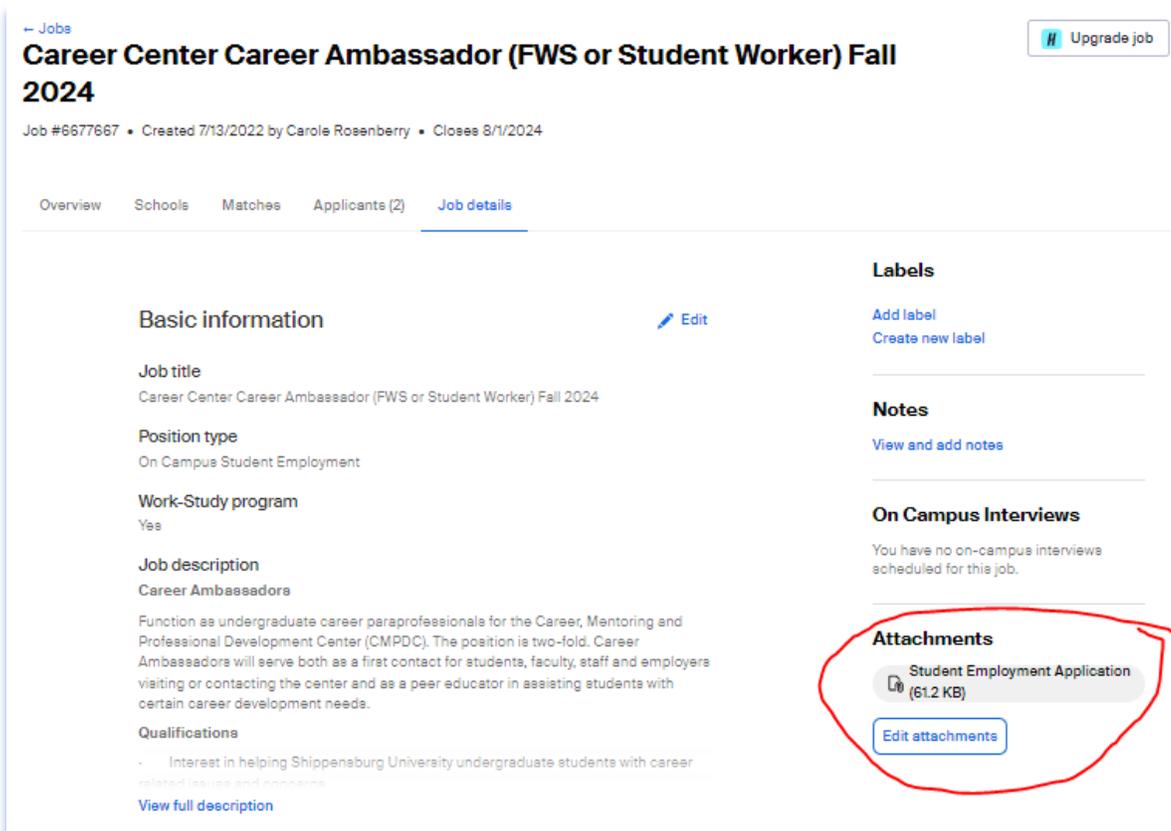
Please note: Once your job is submitted, it will be reviewed by HR/Career Center for accuracy and then approved for posting.