Introduction to Handshake

for Wesleyan University Student Employment

Student Employment Office
North College, 2nd Floor
237 High Street
Middletown, CT 06459

Tel: (860) 685-2800
studentemployment@wesleyan.edu

To access handshake, visit **https://wesleyan.joinhandshake.com/**.

You do NOT want to use the single sign on option.

You should always choose to log in with your email address.

Please note that Handshake works best on Google Chrome and is not supported by Internet Explorer.

Status Messaging Preferences https://support.joinhandshake.com/hc/en-us/articles/360004424894

To post a job to Handshake: from the home page, click on

Follow the prompts to post a job. *Below are the questions tha[*● Post a Job*]* *required for Wesleyan University Student Employment.*

BASICS

1. **Where should students submit their application?** Choose on Apply in Handshake.
2. **Job Title:** Enter the job title in the following format:
    a. 'Department Name - Job Title (Position Number)'
3. **Job Type:** Always choose 'On Campus Student Employment'
4. **Employment Type:** Always *select* 'Part-Time' (excluding summer, which may be full-time).
5. **Duration:** *Always* select 'Temporary/Seasonal'
    a. The earliest start is the first day of classes of the fall semester. For the 2019-20 academic year, the first day of class is 9/2/19. The latest end date is the last day of finals of the spring semester. For the 2019-20 academic year, the last day of finals is 5/15/20.

DETAILS

6. **Description:** See below for the job description and the notes regarding the description requirements.
7. **Allow remote workers**: This should be used in limited cases and ONLY for jobs that cannot/are not performed at a specific location.
8. **Required documents:** NONE! *Please note that students cannot be restricted from applying for a position because of a required document. You can ask for a document in the job description's qualifications section but you cannot restrict them from submitting an application without documentation.*

SCHOOLS

9. Do NOT select 'Interview on campus'. *This is for off campus employers only.*

A guide to posting a job is also available in the Handshake Help Center:
https://support.joinhandshake.com/hc/en-us/articles/218693198-How-to-Post-a-Job