

Guide to Using Handshake for On-Campus Employment

Ursinus College will be using Handshake for all on-campus employment opportunities. This online portal allows campus employers to easily post and manage their jobs.

Before getting started, please do the following:

- Identify a point of contact (POC) for your department.
- Note: many people can post and manage jobs. Instructions are included in the steps below.

How to set up a Handshake Account:

1. Go to <https://app.joinhandshake.com/register>
2. **Note: You must use this formula for creating your company account: Ursinus College: Name of Department. For example: Ursinus College: Human Resources.** After this is done and it is approved, others in your department can go to the same link to create an employer account and link to your “company”. Multiple people from a department can post and manage jobs. The one POC just creates the company account and approves those who request to post to it.
3. See [here](#) for further directions.

How to post a Job on Handshake:

1. Log in to your Handshake account at <https://app.joinhandshake.com/>.
2. Click on “**Post a Job**” on your home dashboard. Then select “**Create a Job**”.
4. **BASICS SECTION-** There are two options for posting the job. It is up to you to choose what information you need.
 - A. Option 1- externally through a wufoo form
 1. **Under “Where should students submit their application?” choose “Apply through External System” and enter this link <https://ursinuscollege.wufoo.com/forms/oncampus-job-application/> below where it says “Website or Applicant Tracking System URL”.**
 - a. (This will direct students to the same online application form which was used in the old system. This will collect general application info as well as previous work experience and their availability and it will be emailed directly to you).

Where should students submit their application?

- Apply in Handshake
 Apply through external system

Job title

TEST JOB

Website or Applicant Tracking System URL

<https://ursinuscollege.wufoo.com/forms/oncampus-job-application/>

[+ add instructions for external applications](#)

- B. Option 2- apply in Handshake

Where should students submit their application?

- Apply in Handshake
 Apply through external system

Job title

TEST JOB

4. Fill out “Basics” information as follows:

Display your contact information to students?

Name only
 Don't show my info

Job Type

Internship
 Cooperative Education
 Experiential Learning
 On Campus Student Employment
 Fellowship
 Graduate School
 Job
 Volunteer

Employment Type

Full-Time
 Part-Time

Duration

Permanent
 Temporary / Seasonal

Is this a Work Study job?
Work study jobs are for eligible students only.

Yes
 No

Status

Approved
 Pending

*Work study students will still be able to apply- this just keeps the job open for non-work study students as well

5. **DETAILS SECTION-** If you **SELECTED OPTION 1** Please put the following at the top of your job description in the description box: **“IMPORTANT: You will need to put this email address in the external application form: enter your full email address. (ex: ldoe@ursinus.edu). See example below.**

Description

Heading 1 **B** *I* U **A**

IMPORTANT: You will need to put this email address in the external application form: kmagers@ursinus.edu

Reporting to the Human Resources Department, the Human Resources Student Associate assumes responsibility for assisting the department with ongoing employment tasks as well as managing the student employment process. Responsibilities include:

- Overseeing the applicant management process for staff employment such as sorting incoming resumes, logging applicant information to corresponding spreadsheets and responding to applicants accordingly.
- Coordinating the monthly billing cycle to participants of our retiree medical insurance.
- Assisting with the organization and collection of new hire forms and packets.

You can copy and paste a description directly from your website — we'll retain all the formatting.

6. If you choose Option 2 or want additional documents WITH the Wufoo form check off what you would like to receive under the “required documents” section

7. **PREFERENCES SECTION – Make sure the person who is reading the application is marked as a recipient and that they receive an email each time a student applies.**

Applicant package recipients

Choose recipient

Not seeing the recipient you're looking for? [Create a new contact](#)

✕ Olivia Correll, Ursinus College: Career and Post-Graduate Development

- Email a summary of all applicants once my job expires
- Email every time a new student applies
 - Send all applicants
 - Only send applicants who match all preferences

Additional Resources

- If you need assistance, [Handshake employer support articles](#) are a helpful resource.
- How to have another member of your department [join your account](#).