

Wittenberg University

Instructions for Students Applying to Positions in Handshake

*****All positions available are posted on Handshake.*****

1. Login to Handshake using your Wittenberg email and password at <https://app.joinhandshake.com/>
2. At the top of the page, there will be a "Search" box, enter "Wittenberg University" or the position number provided to you by your supervisor.
3. The position you are searching for should show up on the main page.
4. Read through the job description and click "Apply" when you are ready.
5. Complete any requirements (upload resumé, etc.) and click "Submit Application"
6. The supervisor will receive and review your application.
 - a. Supervisors may require you to participate in a selection or interview process.
 - b. Supervisors will contact you with the status of your application and will update your status in Handshake.
7. Statuses you will see and what they mean
 - a. **Declined** – Someone else was chosen for the position. We encourage you to try again with another opportunity!
 - b. **Hired** – Congratulations! You've been selected for the position and should have received or will receive more information about your new position.
 - c. **Pending** – This the default status of your application and will appear immediately after you submit your application. Your application is waiting to be reviewed.
 - d. **Reviewed** – This means your application has been downloaded and is being reviewed by the hiring supervisor.
8. For students "Hired" who have never worked on Wittenberg's campus before, you will need to schedule an appointment in Handshake to complete employment verification and tax forms in Student Employment.