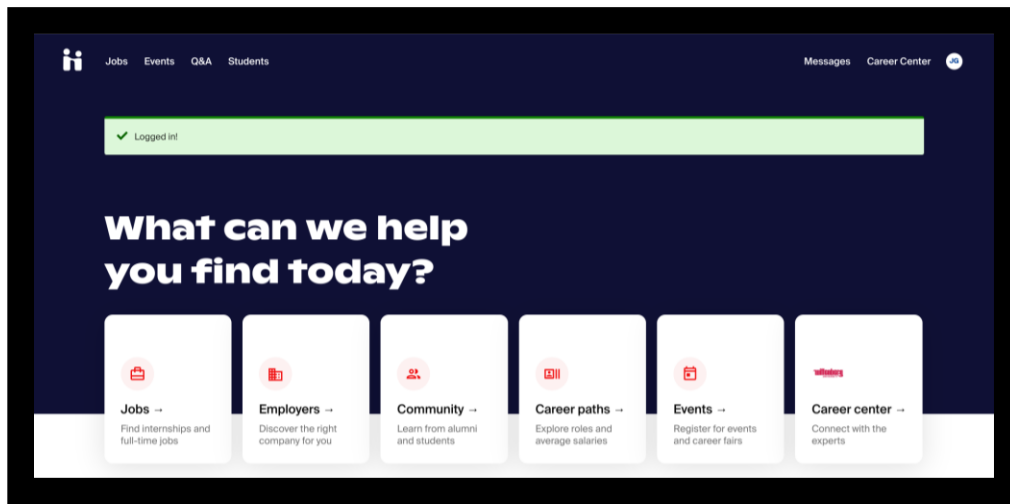




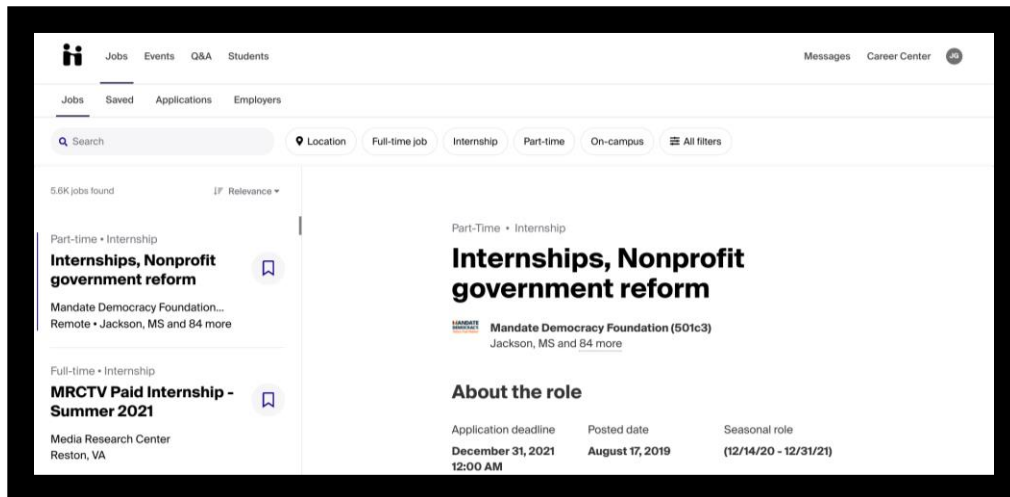
## Instructions for Students Filtering Positions in Handshake

1. Login to Handshake using your Wittenberg email and password at <https://app.joinhandshake.com/>

2. Upon initial login, you should see a screen that looks like the one below:



3. To search both student employment and career jobs: Click any of the “Jobs” links
  - a. Click “All Filters” (see image below)

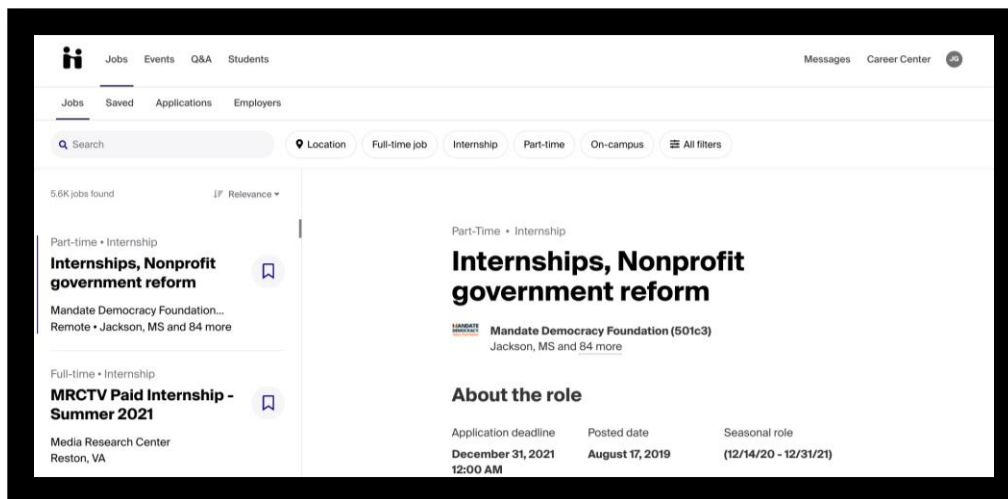


- b. You have the option to choose:
  - i. **Job Type** – Part Time vs Full Time; Internship, On Campus, Job; Paid Roles, etc.
    1. On-campus student employment and Hagen Ctr 50/50 program positions are always “Part Time”

- ii. **Job Role** – Select the kind of work you’re looking for (Teacher, Business Manager, etc.) \*this is a way to narrow down your search. If you’d like to keep the option open, don’t select anything here.
- iii. **Industry** – Select the industry you’re looking for (Education, Marketing, etc.)
- iv. **Employer** – For on campus student employment and Hagen Ctr 50/50 program positions, you ***always*** want to enter “Wittenberg University” here. Otherwise, unless you’re looking for a specific company’s postings, you’ll want to leave this blank.
- v. **Major** – Enter your major if you want to see jobs posted by employers that require that specific major.
- vi. **Employer preferences** – This option allows you to find jobs that match details of your profile. Unless you feel confident that your profile is updated and complete, we do not recommend using this.
- vii. **Work Authorization - This is not required for most searches.** If you are searching for a job where work authorization or special work visas are required, you will select options here.
- viii. **Labeled by your school – This does not apply to most searches.** You will be given specific instructions by the employer if you need anything here.

c. Click “Show Results”

4. Now that you have filters in place, you can sort by Relevance



- a. You can choose from the following:
  - i. Relevance
  - ii. Application Deadline
  - iii. Date Posted