All campus jobs must be posted onto Handshake, Wesleyan’s job board for students, for employers to collect applications and for students to explore opportunities and apply.

Create a Handshake Employer account with your wesleyan.edu email address and follow the prompts to join the employer, Wesleyan University Campus Employment.

Once your account is verified you will be able to create and post opportunities using this step-by-step guide and this required job posting template.

Check out the Handshake How-To Resources listed on the On-Campus Employers webpage for instructions on how to review applications, send out hiring decisions, and more.

Once a student accepts your hiring offer and successfully submits their Payroll forms, you can then add them to the Student Employment System on WesPortal. NOTE: Allow at least 2 business days between adding the hire to the Student Employment System and their first work day.

If the job is an existing position, click “Hire Student” and input details including the position ID #. If the position is new, click “New Position Request” at the top and input details including the smartkey.

After the student and employers have completed the above steps, the student is added to Workforce Time and will be able to clock into their shifts.

Student employees should submit their timesheets weekly and supervisors must approve their timesheets before every Tuesday at noon.