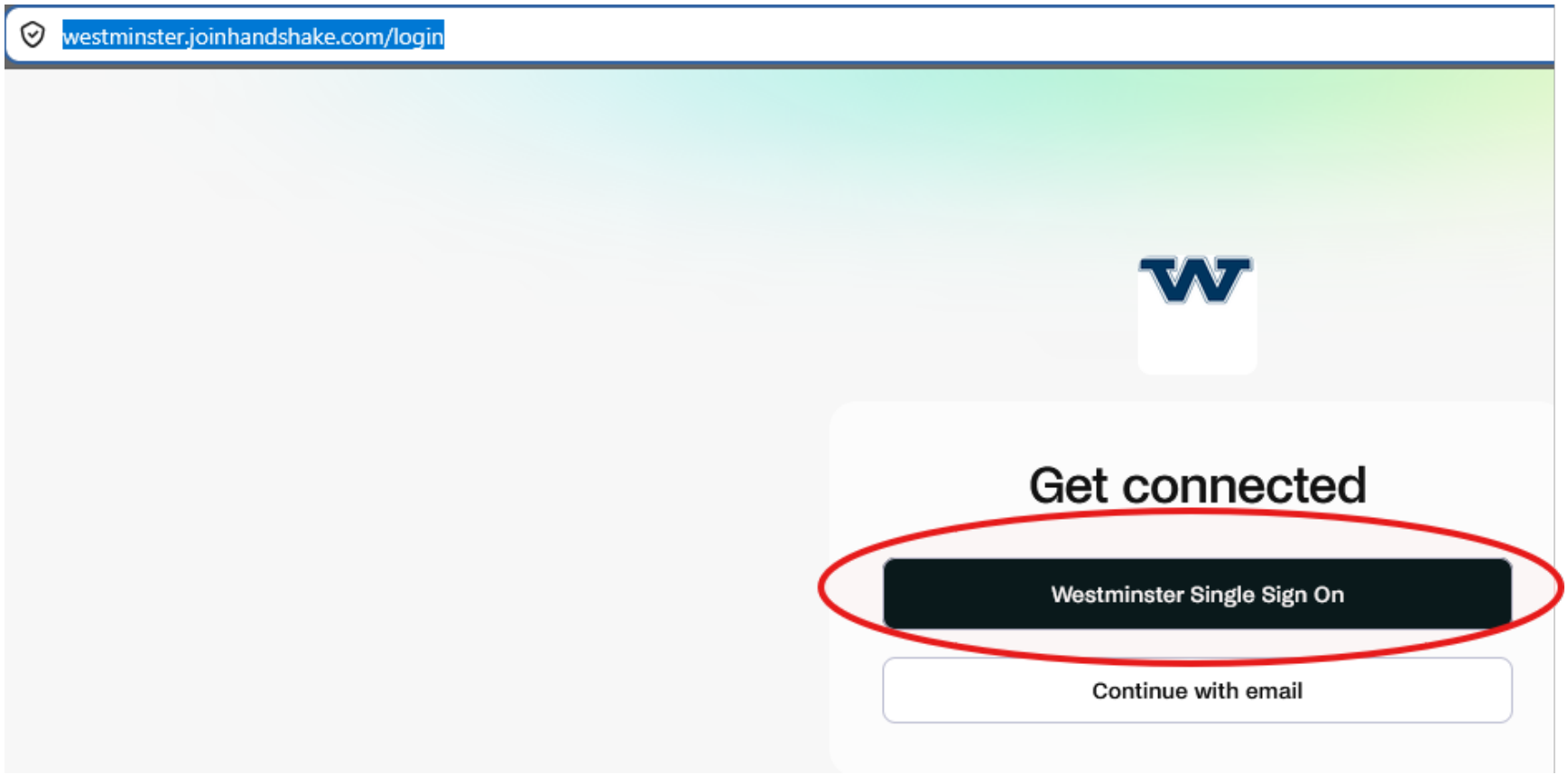
Applying for a Job on Handshake

Step 1.

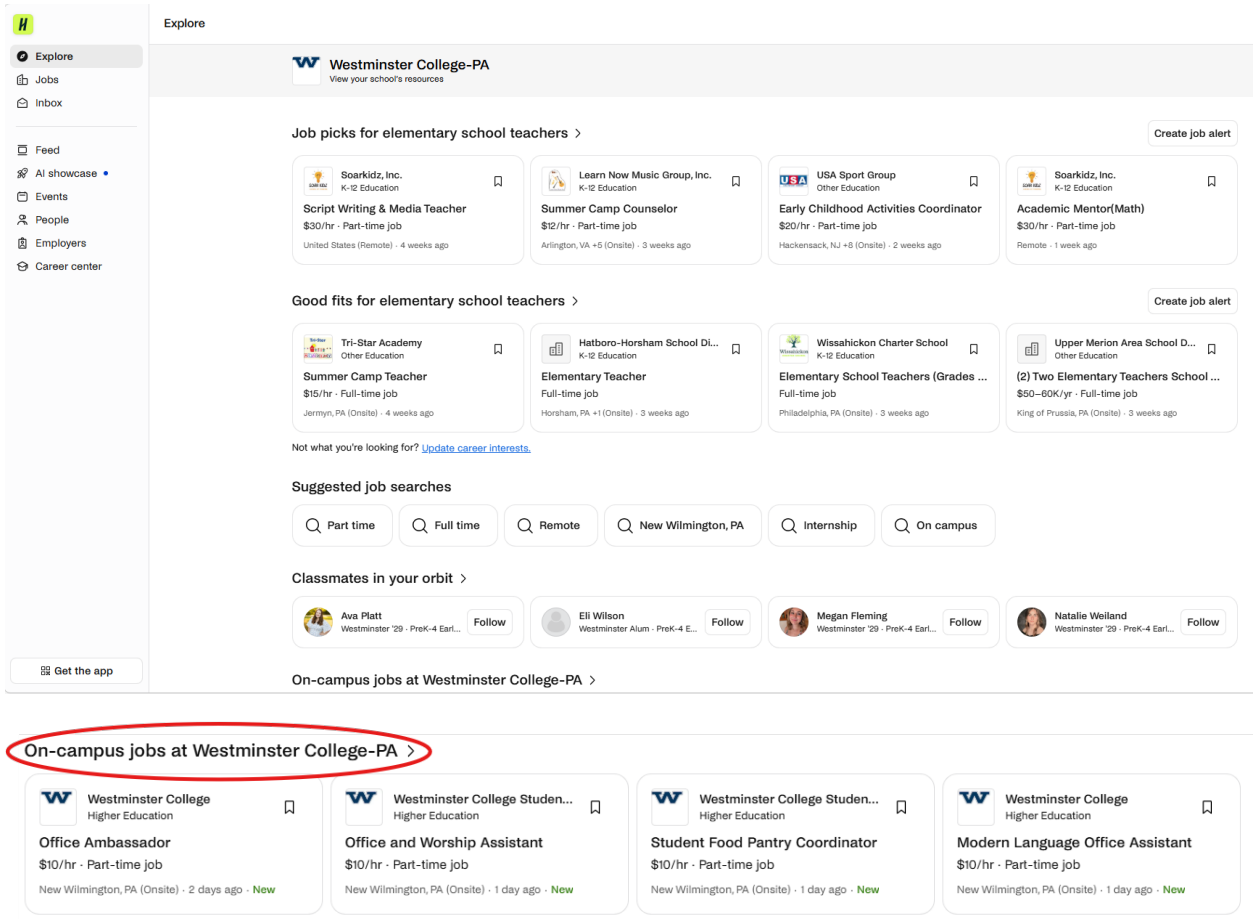
You should be able to login to Handshake using your Westminster College credentials. You will be asked to initially setup your account information.



Step 2.

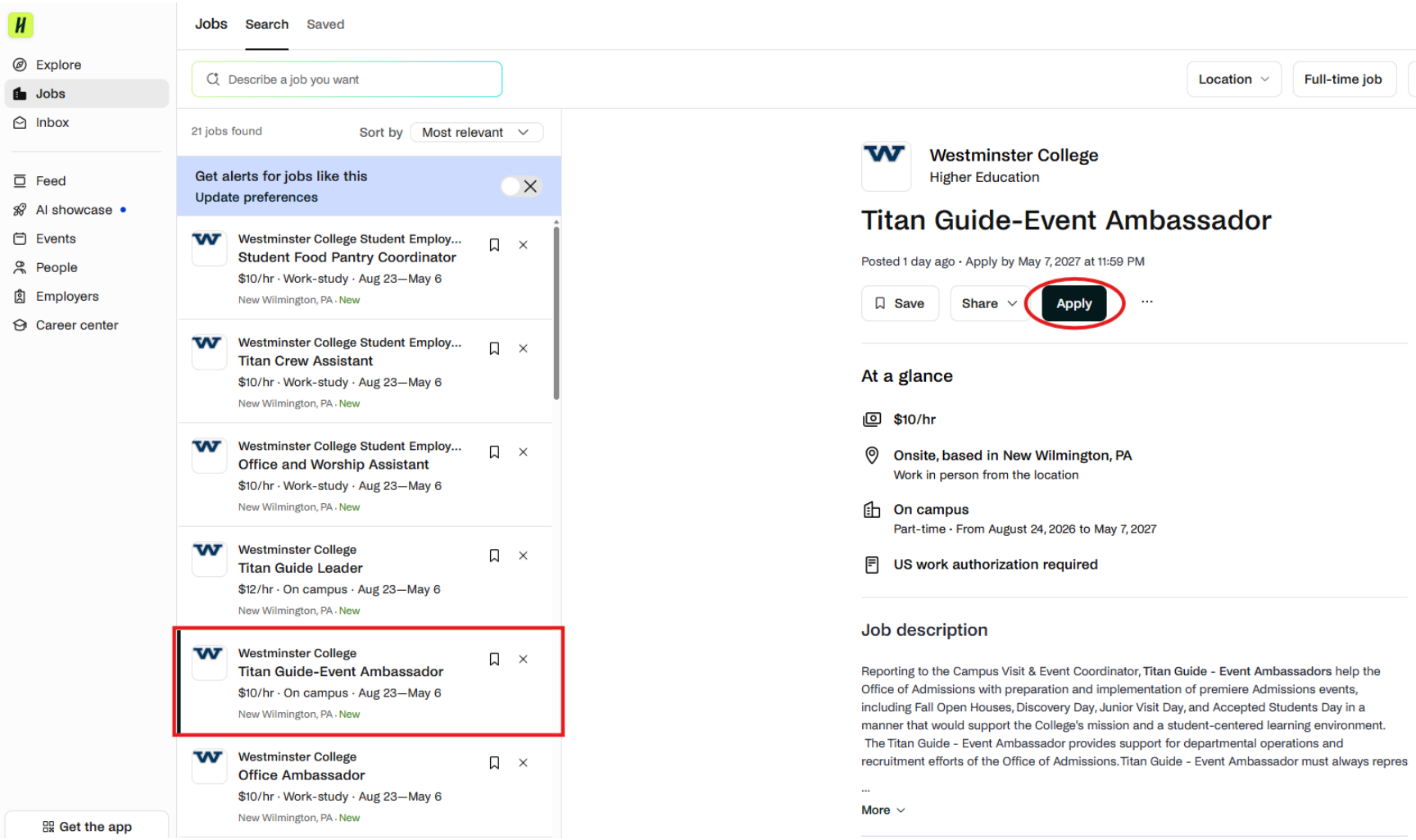
Once you are logged in, you will see a screen similar to below that allows you to view available, open jobs. The number of jobs will vary throughout the year. We close positions as they are no longer available.

Click On-campus jobs at Westminster College-PA.

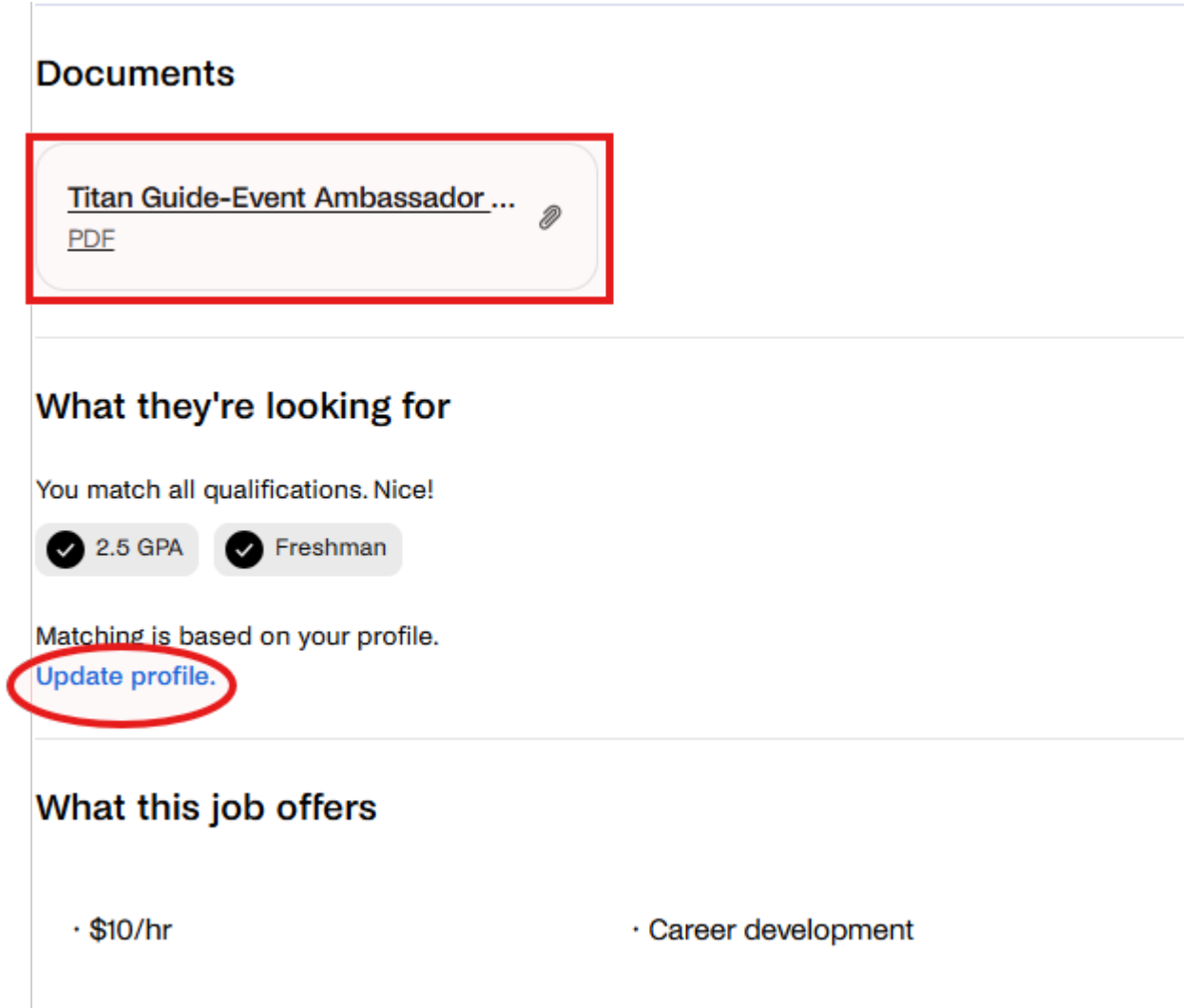


Step 3.

You will see a listing of positions on the left side of your screen. As you click on positions, they will appear to the right. Once you find a position you are interested in, click “Apply” to begin the process for that position.



When you are viewing a position description, there are several additional sections that can provide you with additional information. Below you will see where you can find the attached, full position description, as well as qualifications, pay and who the contact for the position is and if you can directly message them, if they have enabled this feature



Ask Jillian

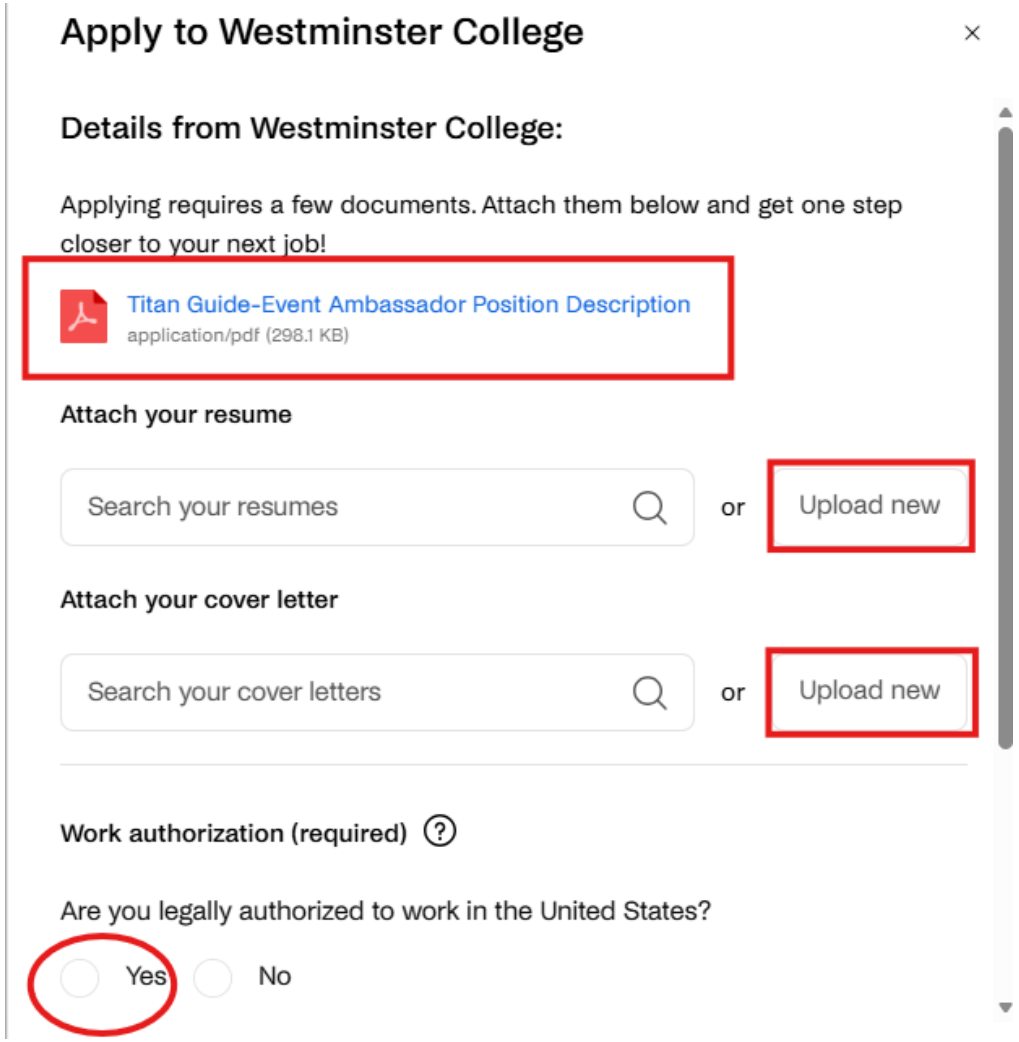
Message the hiring team to ask questions about the role or how to succeed in the interview process.

Jillian Herrick
Athletic Trainer Westminster College Student Employment

Message

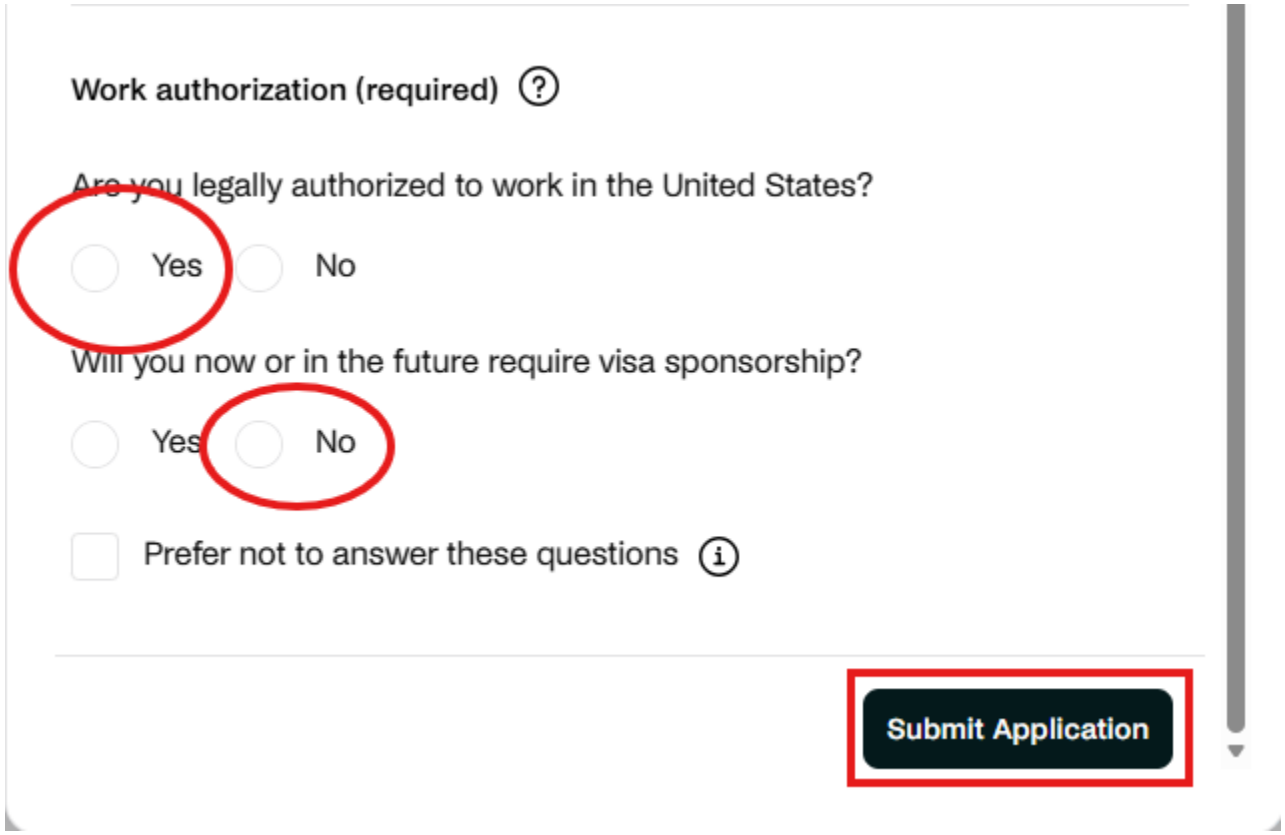
Step 4.

After you have clicked “Apply”, you will be brought to the next steps to upload documents required for the position. Most positions will require a resume and may additionally ask for a cover letter or other position specific information.



After you have attached your resume and/or other documents, you will be asked to answer a few questions and should select the answers as noted above and below.

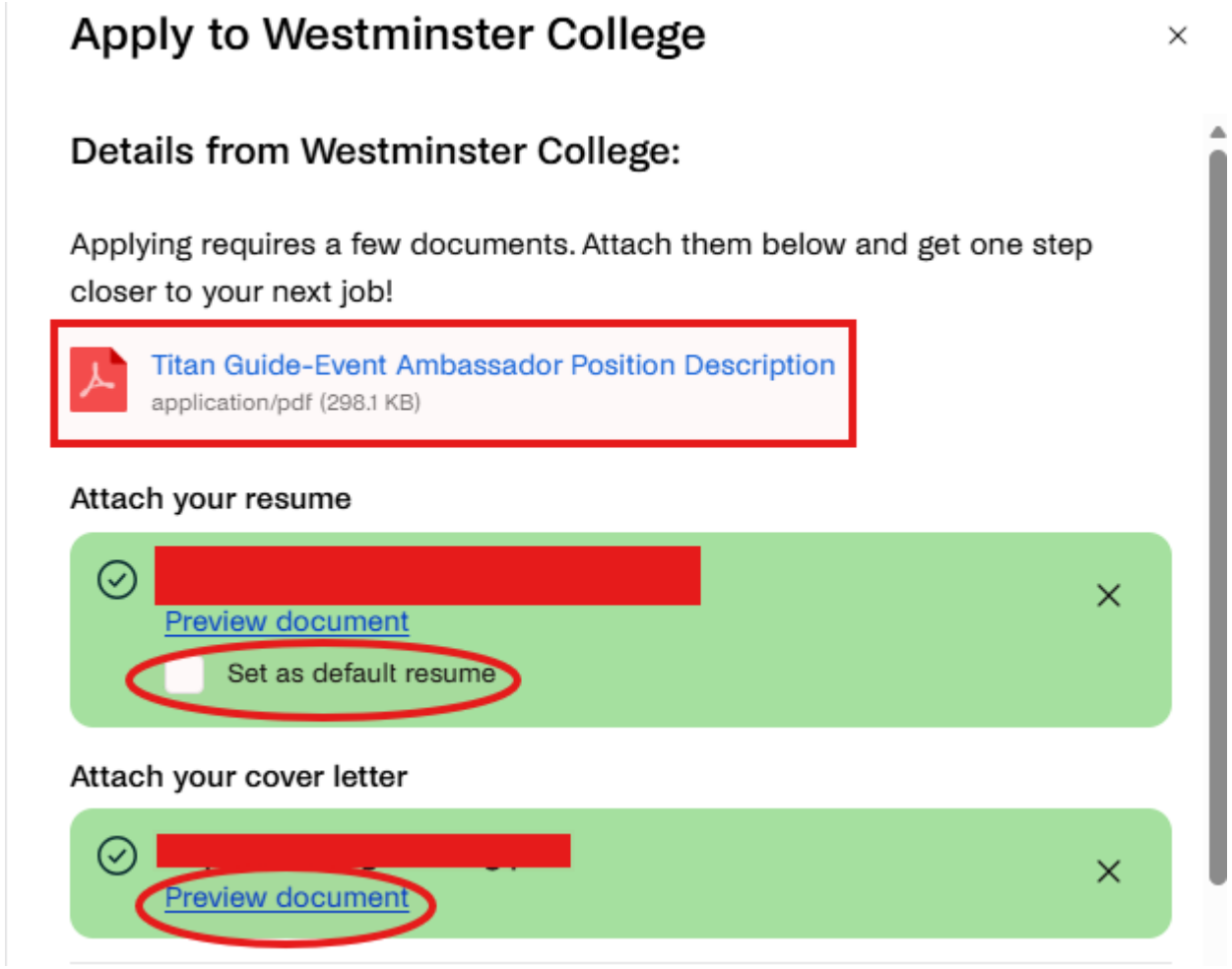
For international students, you must speak to Westminster College's Designated School Official (DSO) to ensure compliance with federal immigration regulations, prior to applying.



Click “Submit Application” once done.

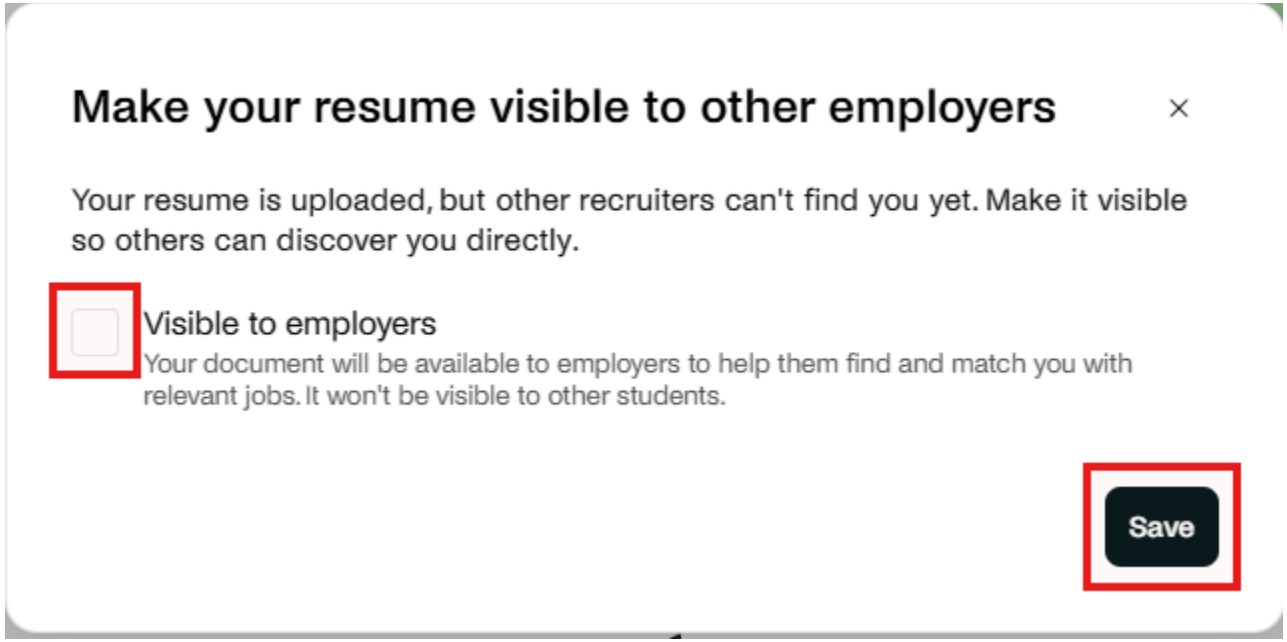
Step 5.

Once you have attached your document(s) and clicked “Submit Application”, you will see a confirmation page that will list the file names you have attached, with the option for you to select the resume you uploaded as your default resume to use for other applications.



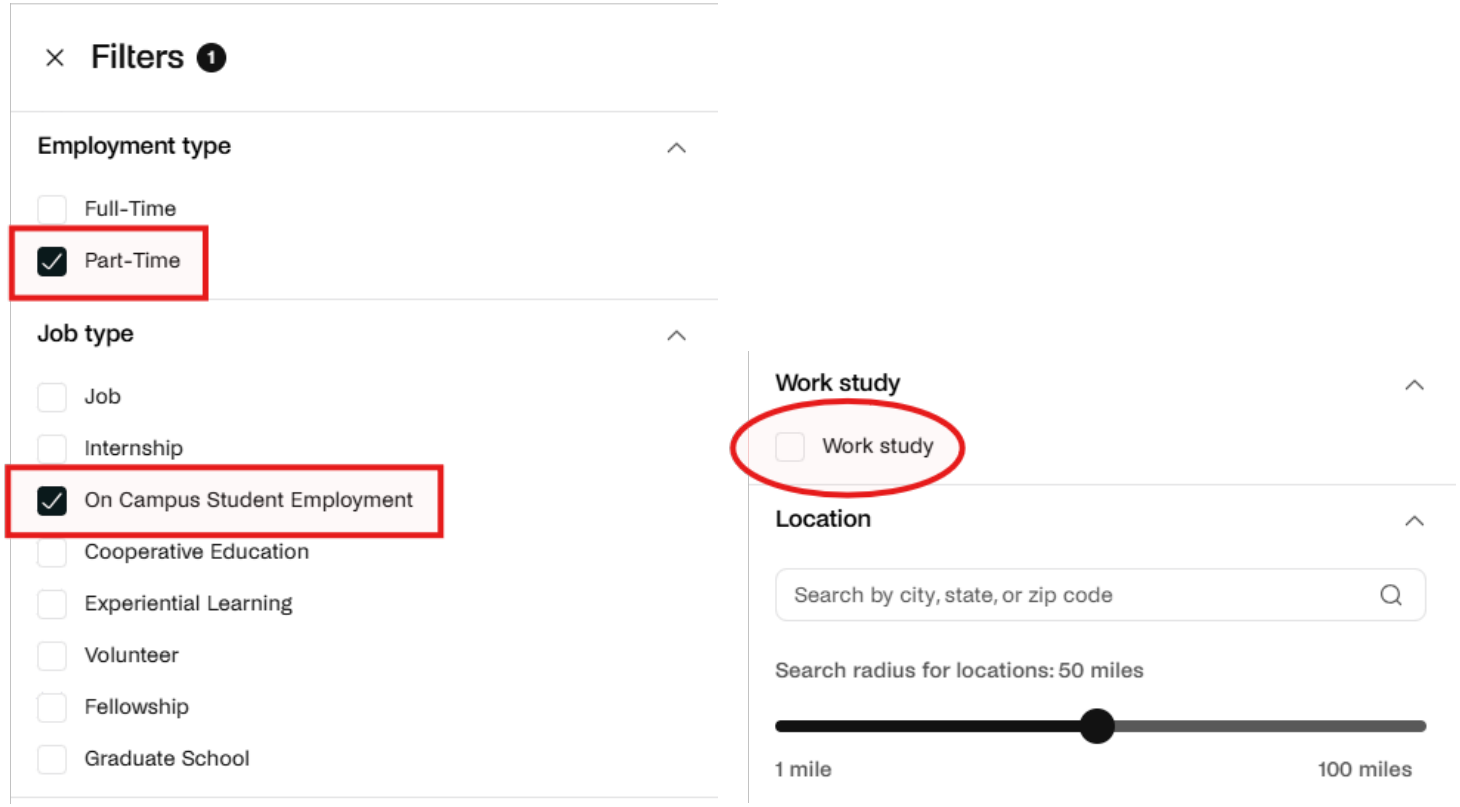
Step 6.

You may choose whether to have your resume available to recruiters on Handshake, that are outside of Westminster College. You can check or leave this unchecked, at your discretion, and then click “Save”.



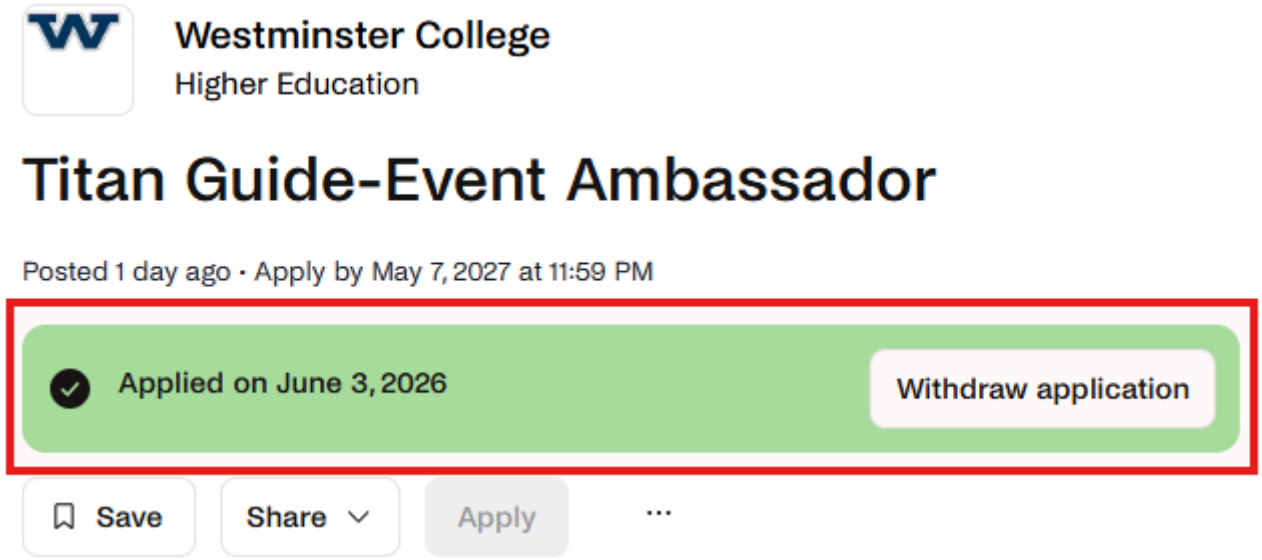
Step 7.

Students may filter their search results when looking for positions. Students should select “Part-Time” and “On-Campus Student Employment” to see Westminster College positions only. Students may also select “Work-Study” if they are only looking for work-study eligible positions.

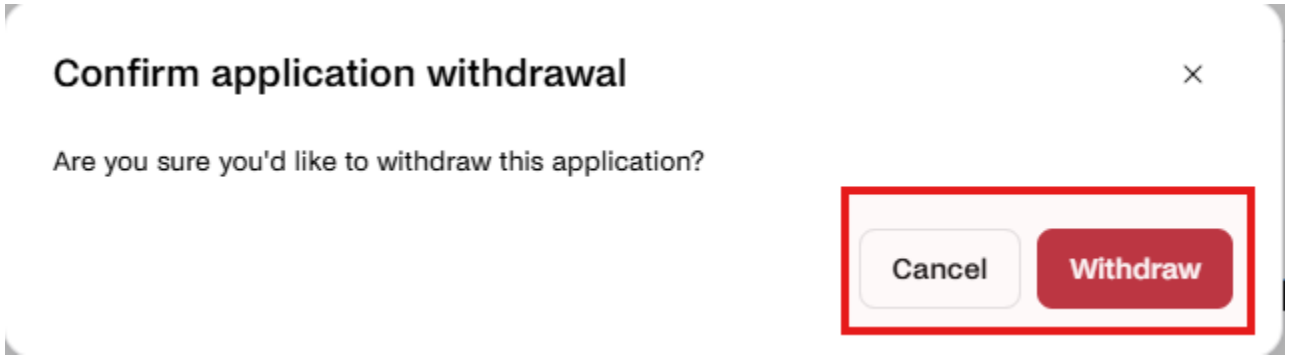


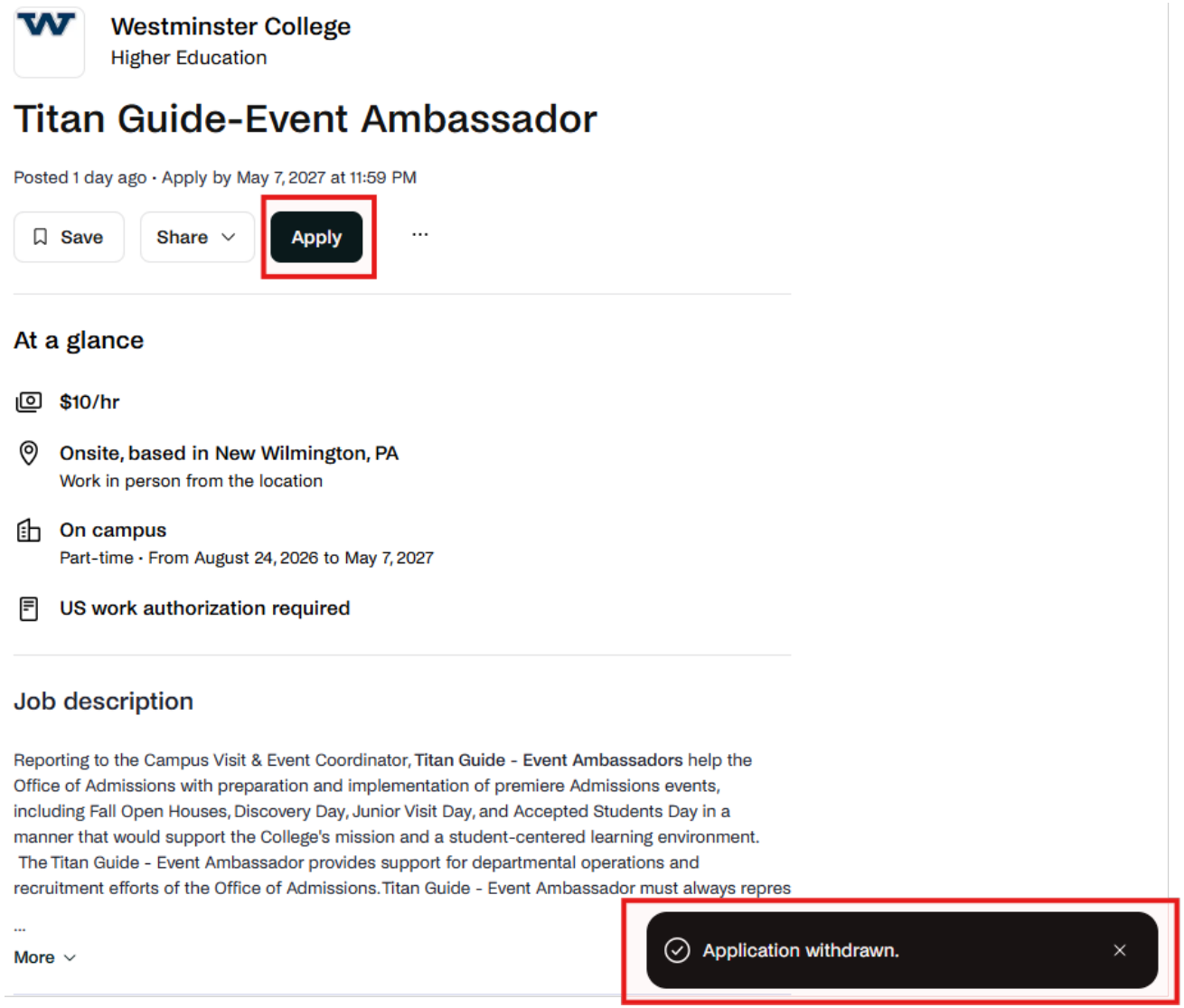
Step 8.

If after applying for a position, a student wants to withdraw their application, they can select the position and click on “Withdraw application”.



You will be asked to confirm your application withdrawal. Click “Withdraw”.



Step 9.

You will receive a confirmation message that your application withdrawal is complete.