

On-Campus Student Job Application Instructions for Candidates

1. All on-campus student positions will be posted on the [Handshake career website](#). Once you find a job of interest on Handshake, the following instructions will apply:
 - a. **If you have an existing on-campus job (or worked on campus recently)**, you should log-in to Dayforce, go to the Main Menu → Careers and search for the position you identified on Handshake that you would like to apply for. Review all instructions for the position and click on “Apply Now”. All instructions must be followed in order to be considered for the position.
 - b. **If you have never worked on campus and do not have a Dayforce log-in**, you should click on the “Apply Externally” button in the “Handshake” website, which will direct you to the Albright position listing
2. Once you find the position you want to apply for, please be sure to read the “Instructions” section thoroughly as all steps must be completed before you will be given consideration for the position. Each position could have different requirements. Once you are sure you qualify, click on the “Apply Now” button:

Job Search Sign In

 **ALBRIGHT**
COLLEGE

Apply Now

Library Student Circulation Manager Regular Hours
STUDENTS ONLY - Reading, PA, Reading, Pennsylvania, United States of America Req #3
Date Posted: Monday, April 15, 2019

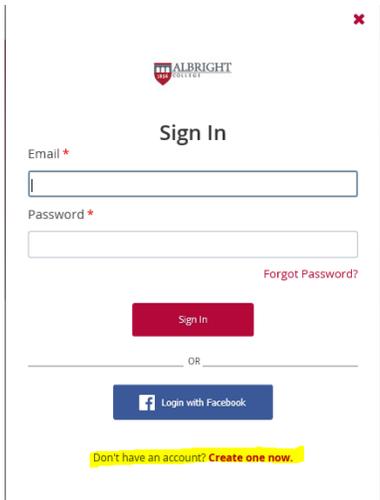
Gain some valuable work experience while making a difference on campus!

Instructions for Applying to this Position

1. Click the “Apply Now” button at the top or bottom of this page
2. E-mail 2 letters of reference to cdeegan@albright.edu
3. Complete the [Supplemental Questionnaire](#) by [clicking here](#)

Position Summary:

3. PLEASE NOTE – there is NOT an option to save the application and come back to it. Please be sure you are prepared to complete the application in its entirety (this includes education history, employment/volunteer history, GPA information, work study eligibility, etc.)
4. If you have an existing on-campus job and are logged in via Dayforce (Main Menu→Careers), it will bring you right to the job application. If you do not have an existing on-campus job, on the sign-in page, click on the “Don’t have an account? Create one now” link to create a new candidate account:



ALBRIGHT UNIVERSITY

Sign In

Email *

Password *

[Forgot Password?](#)

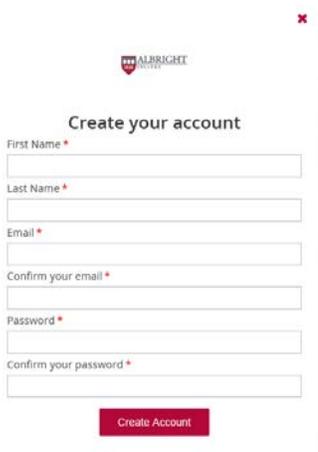
Sign In

OR

 Login with Facebook

[Don't have an account? Create one now.](#)

5. It is suggested that you use your Albright e-mail account to register, as all e-mails and communications regarding the position will be sent to the e-mail you register with.
6. Fill out all of the required fields to set up your account:



ALBRIGHT UNIVERSITY

Create your account

First Name *

Last Name *

Email *

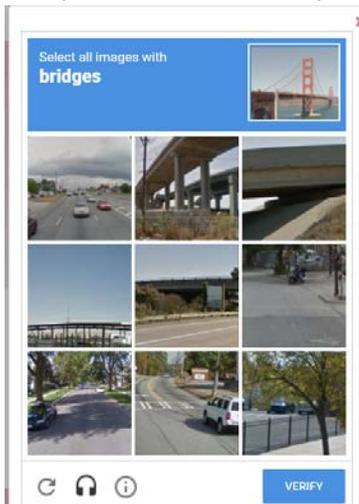
Confirm your email *

Password *

Confirm your password *

Create Account

7. A security photo may be shown to you in order to prove you are not a robot. If so, complete the task as requested.



- As a new account, you will need to enter your personal information and then click “Continue” to move to the next section (you will not need to enter this basic demographic information if you have an existing on-campus job):

The screenshot shows a web application form titled "Personal Information". On the left, there is a navigation menu with "Personal Information" selected and "How to Apply" below it. A progress indicator shows "Step 1 of 2". The main content area has the title "Personal Information" and a paragraph of instructions: "Please enter your Personal Information. When you have finished, click 'Continue' to move to the next section of the application. NOTE - AT THIS TIME, THERE IS NO ABILITY TO SAVE A DRAFT AND COME BACK TO IT. PLEASE BE SURE YOU ARE PREPARED TO FULLY COMPLETE THE APPLICATION BEFORE BEGINNING." The form contains several fields: "Prefix" (dropdown), "First Name" (text, value: Fred), "Middle Name" (text), "Last Name" (text, value: Moyer), "Suffix" (dropdown), "Address" (text), "Apt." (text), "City" (text), "State / Province" (dropdown, value: Select a State/Province), "Zip / Postal Code" (text), "Country" (dropdown, value: Select a Country), "Phone Number" (text), "Phone Type" (dropdown, value: Home Phone), "Preferred Contact Method" (dropdown, value: Select an Option...), and "How did you hear about this job?" (dropdown, value: Albright External Career Site - Students).

- Be sure to read the instructions at the top of each page, as they provide valuable advice for completing each section.
- On the “How to Apply” screen, choose whether you want to upload an existing resume (“Upload Resume”) or enter your education and employment/volunteer history by hand (“Create Your Resume” button):

11. If you choose “Upload Resume”, you will be prompted to choose your file and upload it. Please note, only 1 file may be uploaded per application. Your resume file data will then be parsed into the education and employment/volunteer history sections of the application. You will still want to review those sections for accuracy/completeness.
12. If you choose “Create Your Resume”, you will be taken to the next page to type in your education history.
13. Enter/review your “Education History”. If you are still enrolled in the educational institution (i.e. for your time at Albright), type “In Progress” into the “Degree” field. Please note, you do NOT need to only use the options in the drop-down boxes. Most fields will let you type in a custom answer if needed. Use the “+” icon to add additional educational experiences. Click “continue” to proceed to the next section.

14. On the “Employment/Volunteer History” screen, enter any work or volunteer experience you have had. If you have no prior experiences, you can click the “trash can” icon to delete the section. If you have multiple experiences to enter, use the “+” icon to add more. Click “continue” to proceed to the next section.

Personal Information

How to Apply

Education History

Employment/Volunteer History

Additional Questions - Students

Submit Application

Step 4 of 6

Employment/Volunteer History

Enter the information to document your work/volunteer experiences.. If you are unsure of exact dates, please use the first day of the month in which you started. Use the "+" button in the upper right corner to add additional work/volunteer experiences. If this is your current job, mark the "current job" checkbox and enter "Still Employed" in the "Reason for Leaving" field. If you have no prior work/volunteer experience, click the "trash can" icon to delete this section. Press "Continue" when finished.

Employer Name * Division / Dept. Position Title *

Start Date * End Date Country

State / Province City Salary

Supervisor Current job

Reason For Leaving?

Duties and Responsibilities

Become part of Albright's remarkably diverse team of people, backgrounds and thoughts. No Boxes. No Borders. No Limits.

[Previous](#) [Continue](#)

15. Complete the "Additional Questions- Students" section of the application. Any field with a red star is required. The text boxes may look small, but can accommodate a lengthier response. Click "continue" to proceed to the next section.

Personal Information

How to Apply

Education History

Employment/Volunteer History

Additional Questions - Students

Submit Application

Step 5 of 6

Additional Questions - Students

Please complete the additional questions below. Click the "Continue" button when you are finished.

- List any extra-curricular activities or organizations you are involved with. List any leadership positions you may hold. Separate multiple organizations with a comma or semi-colon.
- Have you ever worked for another department on campus? If yes, list which department and your manager's name.*
 Yes
 No
- Have you previously applied for this position? If yes, list approximate date(s)*
 Yes
 No
- Are you currently employed elsewhere (on or off campus)? If yes, please list other positions and approximate time commitment per week.*
 Yes
 No
- Class Year *
- Major(s) of Study *
- Current GPA *
- Are you in good standing with the Office of Community Standards?*
- I authorize my supervisor to verify my GPA and standing with the Office of Community Standards at any time.*
- How many hours per week are you available to work? *
- What hours are you available to work during the week (approximate)?
- Are you eligible for work study? If selecting "unsure", please describe why in the additional comments field.

16. This will bring you to the "Submit Application" page:

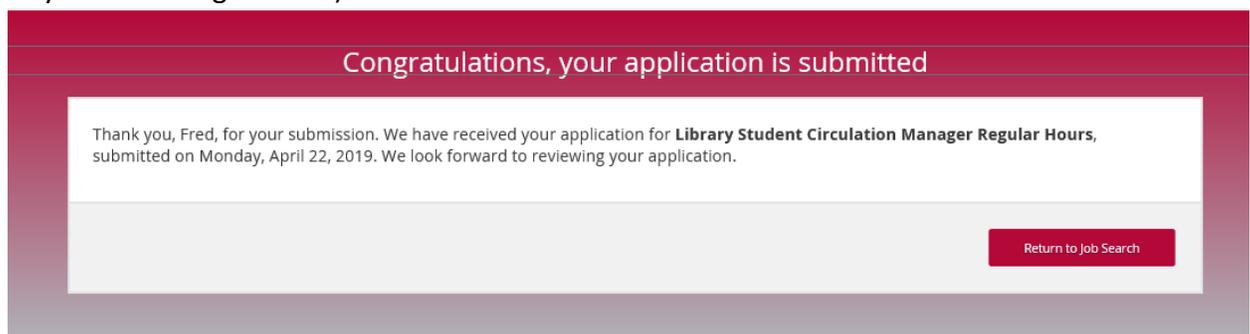
Personal Information	<h2>Submit Application</h2> <p>If you wish to review or edit any information provided so far, click on the appropriate tab on the left side of the page. You will not be able to edit this application after you click "Submit Application." If you are ready to complete the application, click the "I agree" checkbox and the "Submit Application" button to finalize your information and apply for this position.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <h3>Candidate Acknowledgement</h3> <p>I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.</p> <p>Albright College is an Equal Opportunity Employer. We seek and welcome diverse candidates and employees. Information sought in this application is solely for the purpose of finding and hiring the most qualified and suitable candidates, and no information offered will be used for purposes prohibited by applicable law.</p> <p>If I am hired, I understand that my employment is at-will and nothing in the application or hiring process should be understood to create a contract of employment for any period of time.</p> <p>I understand that Albright College participates in the E-Verify program and will provide the federal government with my I-9 information to confirm that I am authorized to work in the United States. This will only occur after I have accepted an offer of employment and have completed the I-9 form with the College.</p> <p><input type="checkbox"/> I agree</p> </div>
How to Apply	
Education History	
Employment/Volunteer History	
Additional Questions - Students	
Submit Application	

Step 6 of 6

← Previous Submit Application ✓

Become part of Albright's remarkably diverse team of people, backgrounds and thoughts. No Boxes. No Borders. No Limits.

17. If you would like to review any information you entered, click on the appropriate tab on the left-hand side to navigate backwards in the application and edit/review any portion. If you are ready to complete the application, read the Candidate Acknowledgement and click the "I agree" checkbox and the "Submit Application" button to finalize your information and apply for the position.
18. You should receive a confirmation letting you know that your application has been submitted. You should also receive an e-mail notifying you that your application has been accepted (if you have a current on-campus job, this e-mail will show up in your Dayforce message center)



19. Please be sure to complete any additional steps that were listed in the "Candidate Instructions" section of the original job posting, otherwise you will not be considered for the position.