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:

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:

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:
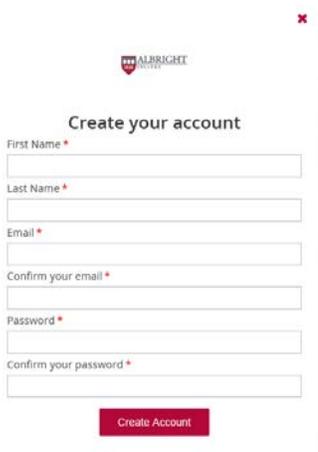
7. A security photo may be shown to you in order to prove you are not a robot. If so, complete the task as requested.
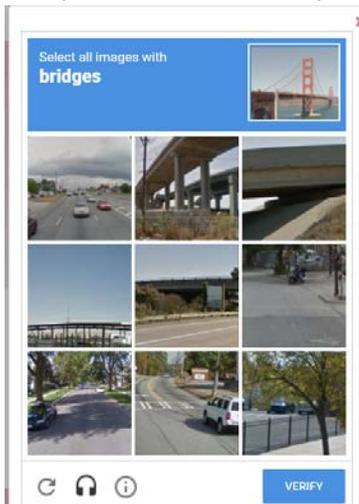
8. As a new account, you will need to enter your personal information and then click "Continue" to move to the next section (you will not need to enter this basic demographic information if you have an existing on-campus job):

9. Be sure to read the instructions at the top of each page, as they provide valuable advice for completing each section.
10. 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.

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.

Personal Information
How to Apply
Education History
Employment/Volunteer History
Additional Questions - Students
Submit Application

Step 4 of 6

Employer Name * : Wawa
Division / Dept. :
Position Title * : Cashier

Start Date * : 1/1/2016
End Date : 8/25/2017
Country :

State / Province : Pennsylvania
City : Hatfield
Salary : 8.25/hour

Supervisor : John Jones
☐ Current Job

Reason For Leaving? : went to college

Duties and Responsibilities
Attending to customers needs
Stocking Shelves
Taking payments and making change

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
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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.

1. 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.

2. Have you ever worked for another department on campus? If yes, list which department and your manager's name.*
   ○ Yes
   ○ No

3. Have you previously applied for this position? If yes, list approximae date(s)*
   ○ Yes
   ○ No

4. Are you currently employed elsewhere (on or off campus)? If yes, please list other positions and approximate time commitment per week.*
   ○ Yes
   ○ No

5. Class Year *

6. Major(s) of Study *

7. Current GPA *

8. Are you in good standing with the Office of Community Standards?*
   ○ Yes
   ○ No

9. I authorize my supervisor to verify my GPA and standing with the Office of Community Standards at any time.*
   ○ Yes
   ○ No

10. How many hours per week are you available to work? *

11. What hours are you available to work during the week (approximate)?

12. Are you eligible for work study? If selecting "unsure", please describe why in the additional comments field.
    ○ Yes
    ○ No
    ○ Unsure

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

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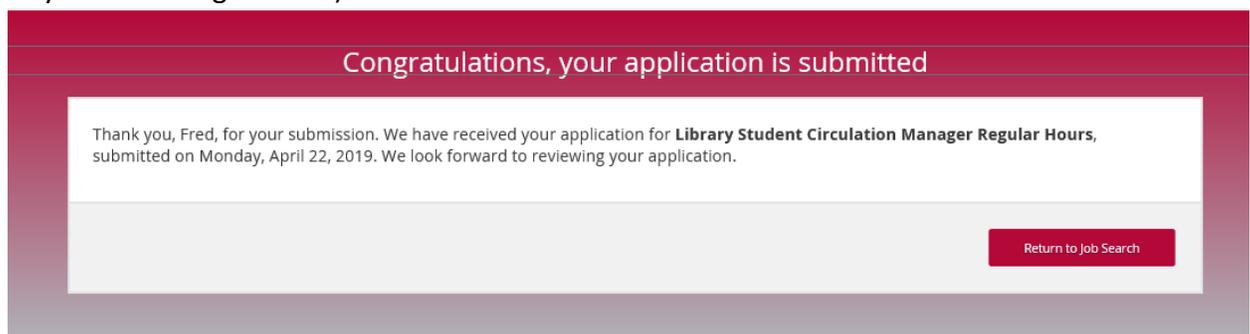
19. Please be sure to complete any additional steps that were listed in the "Candidate Instructions" section of the original job posting, otherwise you will not be considered for the position.