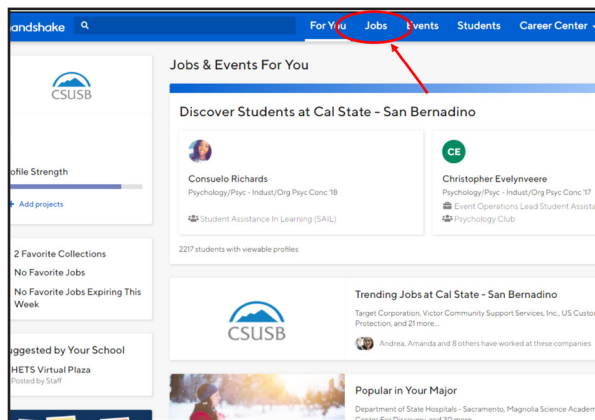


## Apply for On-Campus Jobs

The following is a guide on how to apply for on-campus jobs through your Handshake account. Handshake not only includes on-campus and off-campus job postings, but it also includes fellowships, graduate school applications, internships and volunteer opportunities.

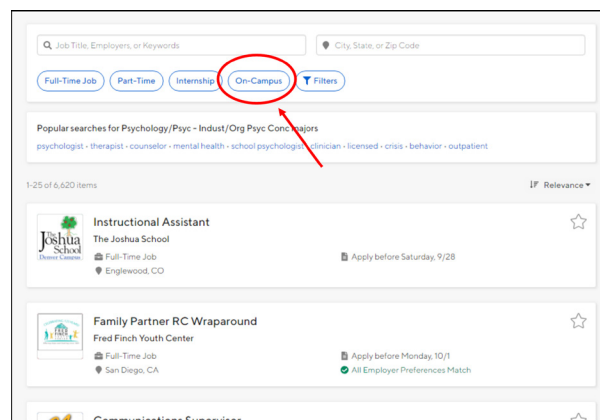
### STEP 1

Click on the "Jobs" tab on the right side of the Handshake toolbar. You will then be sent to the job board which will show you all open and available job positions.



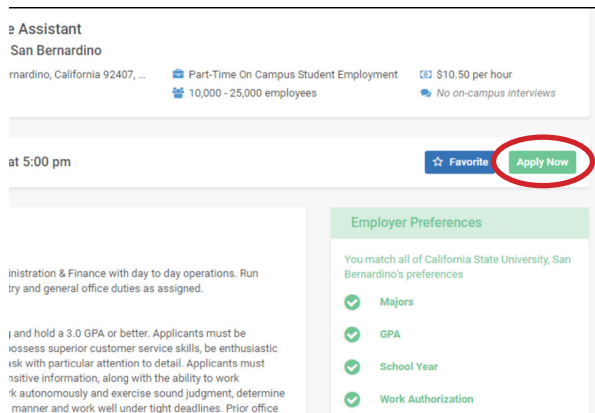
### STEP 2

On the left side of the screen under "Filters," select "On Campus Employment" under the "Job Type" filter. This will bring up a comprehensive list of on-campus employment.



### STEP 3

When you find a job position you want to apply for, select the job name to view its profile. When you are ready to apply, click on the green "Apply Now" button on the right hand side. The "Apply Now" button will be green if you meet all of the job's preferences.



### STEP 4

Upload the documents requested by the employer and click "Apply." Ensure appropriate "Document Type" is selected before uploading your document(s). These include resumes, cover letters, and class schedules.

