

HANDSHAKE TUTORIAL

SEARCHING AND APPLYING



SEARCH FOR JOBS

Start by clicking on Jobs on the top navigation bar. You will be taken to the Job Postings page. From here, there are various options available to view available jobs and narrow your search:

- To search for jobs using keywords **Enter a few keywords** in the search box and click **Search**
- Another great way to search for jobs and internships is to use the filters and create a saved search. If you are looking for an internship in a specific city, such as Superior, you can set these as filters in your search!
- To sort the job listings, use the drop down arrow next to **Sort By: Relevancy** button on top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided
- As mentioned above, Handshake offers a variety of criteria to filter your search and create customizable search lists. **Click** on the drop down arrow just to the right of the criteria you'd like to filter. Options to select will appear. **Select** your options and **click** on **Search** at the top of the page. You may select as many options as you need
- To save a custom search, simply **select** your filter options and **perform** your search. **Click** on **Save these filters**. **Enter** the name and description of your search and **click Save**. It will now appear under **My Saved Filters**. To view jobs based on one of your saved lists, **click** on that list from **My Saved Filters**
- You can also create a filter for "Favorited Jobs". If you favorite a group of jobs, you can return to the list at any point by clicking **My Favorite Jobs** on the left hand navigation bar

APPLY FOR JOBS

1. **Select** the job that you are interested in applying for by **clicking** on **View Details**
2. Review the details and qualifications for the job
 - Note: You can take **notes** at the bottom of the page if you would like to come back to this job at a later date
3. If you are ready to apply click **Apply Now** located on the right side of the screen
4. **Select** the documents you would like to upload from your document library or upload from your computer
5. **Click** the green **Apply** button when you are ready to submit your application
 - If this job has additional application instructions you will see a message with directions that you will need to follow to complete this application. **Click** any links here to be directed to external applications
6. You will see that your application has been submitted!

**If you have any questions regarding Handshake, please contact Career Services
at: 715-394-8024 or career@uwsuper.edu**