

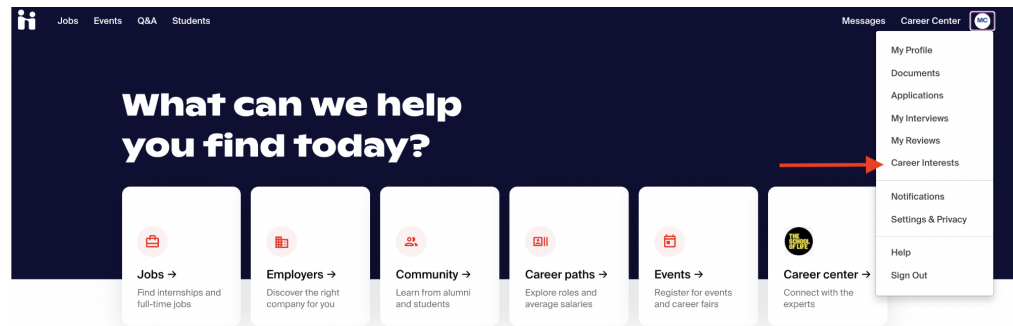
A Guide to Searching for Jobs on Handshake

Finding the right job or internship can be overwhelming, but Handshake makes things easier by allowing students to find opportunities based on their interests. Using the filters feature allows for a limiting search results.

Helpful Tips and Steps:

1. Enter career interests in Handshake

- Career interests helps Handshake filter internships and jobs based on type, location, and role
- To enter career interests in Handshake go to Career Interests, found under your name in the top right corner



New Jobs Recommended for You
Jobs you might be interested in based on your views and applications

- Select your desired interests in each section and click the green button in the bottom right to save your preferences

A screenshot of the "Your Career Interests" form. The form is titled "Your Career Interests" and has a subtitle "Handshake wants to help you find the career and job that's right for you. Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually interested in." The form contains three sections of questions with checkboxes:

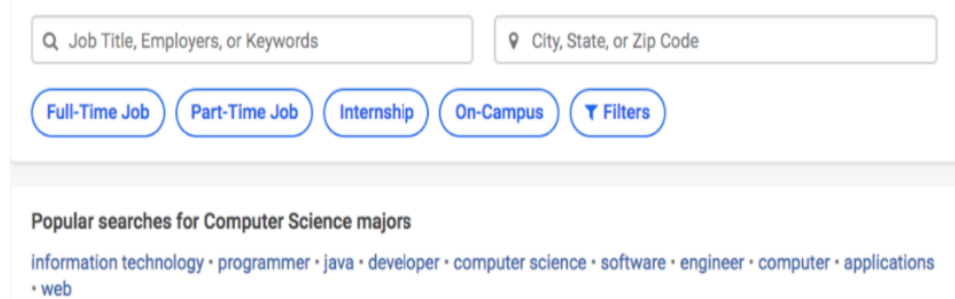
- What type of job are you looking for?** (Please select all that apply)
 - Full-Time Job
 - Internship
 - Part-Time
 - On-Campus Job
- How can Handshake help you?** (Please select all that apply)
 - I want a job
 - I want an internship
 - I'm interested in grad school
 - I want to find out about career center events (fairs, info sessions, appointments)
 - I want to build my network
 - I'm not sure / just checking it out
- What options are you considering after graduation?** (Please select all that apply)
 - Working
 - Graduate School
 - Gap Year
 - Military Service
 - Volunteering

A green button labeled "Save My Career Interests" is located at the bottom right of the form.

- Learn how to [Update Your Career Interests](#)

2. Utilize filters and preferences to limit your search

- Filters allow you to focus on jobs that fit your preferences including, location, time, concentration, industry, employer, etc.
- Keywords are another helpful tool in limiting one's search
 - i. Handshake now suggests popular keywords related to your concentration when searching for jobs (as shown below for a Computer Science major)



The screenshot shows the Handshake search interface. At the top, there are two search input fields: "Q Job Title, Employers, or Keywords" and "City, State, or Zip Code". Below these are five filter buttons: "Full-Time Job", "Part-Time Job", "Internship", "On-Campus", and "Filters". Underneath the filters, there is a section titled "Popular searches for Computer Science majors" with a list of keywords: "information technology", "programmer", "java", "developer", "computer science", "software", "engineer", "computer", "applications", and "web".

- ii. Handshake has found that students who utilize keywords are twice as likely to find jobs they are interested in
- iii. Learn more about using filters at [How to Help Students Filter for Jobs](#)

3. Save jobs

- Saving jobs helps to keep you organized and allows you to stay updated on any important updates or deadlines related to the job
 - i. Saving jobs help Handshake find similar jobs that align with your interests
- To save jobs on Handshake, you click the bookmark icon next to job postings
 - i. The bookmark is located to the right of job title on the jobs page

Full-time · Internship

2023 Corporate & Investment Bank Markets Associate Program -...



JPMorgan Chase & Co.
New York City, NY

 [Talk to peers](#)

- ii. The bookmark is located by the apply button when looking at specific job posting

JPMorgan Chase & Co.
New York City, NY

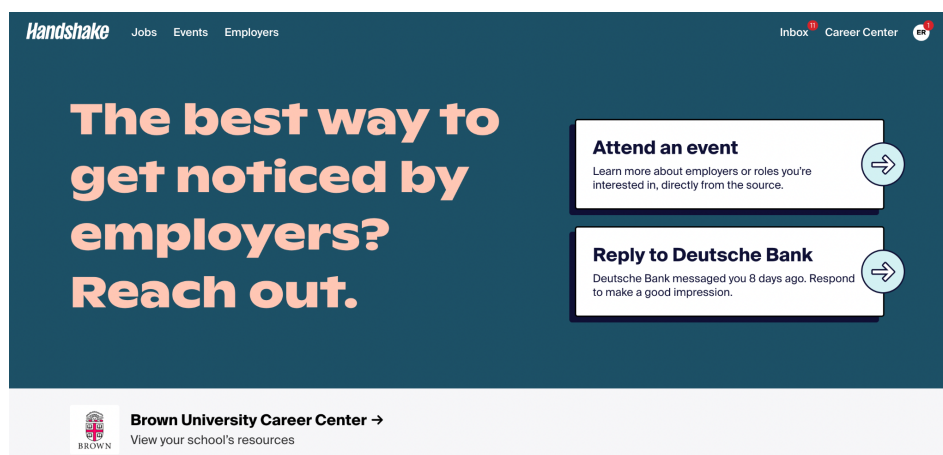
About the role

Application deadline	Posted date	US work authorization
December 10, 2022 1:30 PM	September 15, 2022	Not required



Apply Externally

- To locate saved jobs, click the jobs tab in the upper-left corner of your home page



- i. Under the jobs tab, click on the tab in the upper left corner



Your saved jobs

1 job

Full-time · Internship

2023 Corporate & Investment Bank Markets Associate Program - Summer Internship - Quantitative Research (New York)



Apply

JPMorgan Chase & Co.
New York City, NY

Apply by December 10, 2022
Resume needed

- Saving jobs helps keep track of opportunities you are interested in and when applications are due
 - i. Handshake will send you a notification email about 2 days prior to an application deadline, as seen below

 Handshake



Hi Robert, heads up - applications for your favorited job are due on Saturday, November 27th 2021. Here are the details:

Job: [Sales Intern](#)

Company: [FedEx](#)

Expiration date: Saturday, November 27th 2021 4:46 pm PST

[Apply Now](#)

- ii. Handshake will also send notifications when a saved job has been updated

4. Apply!!

- When looking at a job on Handshake, under the header “About the role” you will be able to see if you want to apply for the position
 - i. Information about the position, deadline, employer, and events can be found in this section
 - ii. Some job posts offer a direct channel to [connect with employers](#) or [a peer](#) about their experience
- Before you apply, check to make sure your profile is up to date and expresses your interests, preferences, and skills
 - i. Reference A Guide to Getting Started – Setting up your Handshake Profile
- If the job interests you, there will be an option to apply, quick apply, or apply externally
 - i. Apply will pop up when one of the following are true:
 1. If you don't meet all of the employer preferences
 2. If at least one document is required and you don't have any documents uploaded
 3. If more than one document is required
 4. If you are accessing a job via Saved that has an external application.

- ii. Quick apply will pop up when the following are true:
 1. You meet all the employer's requirements
 2. No documents are required or your resume is already uploaded
- iii. Apply externally will pop up when one of the following are true:
 1. If you don't meet all of the employer preferences
 2. If at least one document is required and you don't have any documents uploaded
 3. If more than one document is required
 4. If you are accessing a job via Saved that has an external application.
- After clicking apply, the following pop-up should appear in which you can attach your resume, cover letter, etc

Apply to CSB Logistics



Your school year does not match what is requested for this job. If this information is incorrect, please update it [here](#).

Details from CSB Logistics:

Applying for Product Designer requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

or

Recently Added

- [2020 resume](#)
- [CSB resume updated April 2021](#)

2. Attach other required documents

Instructions from employer: Document

or

- Once submitted, congratulations you applied to a job using Handshake and shortly later should receive a confirmation email!