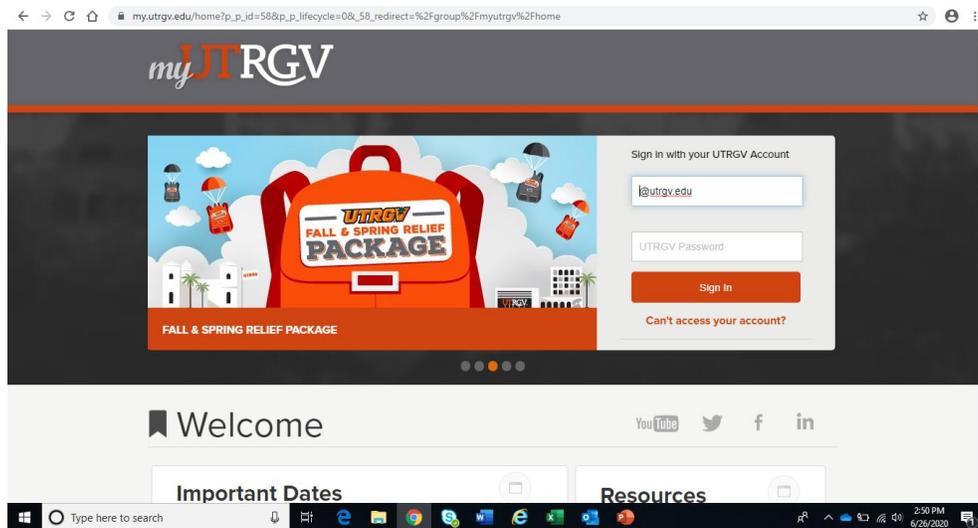


How to Apply for a Job in Handshake

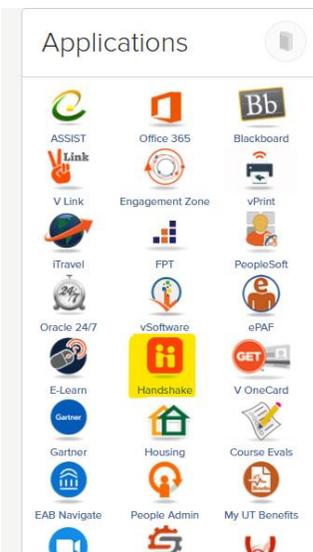
Handshake has job postings just for students that will give you personalized job recommendations based on the information you provide on your profile—so you can find jobs and internships that are right for you. Recruiters are five times more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

Every student who would like to apply for a position using handshake needs to create their application by following the steps below:

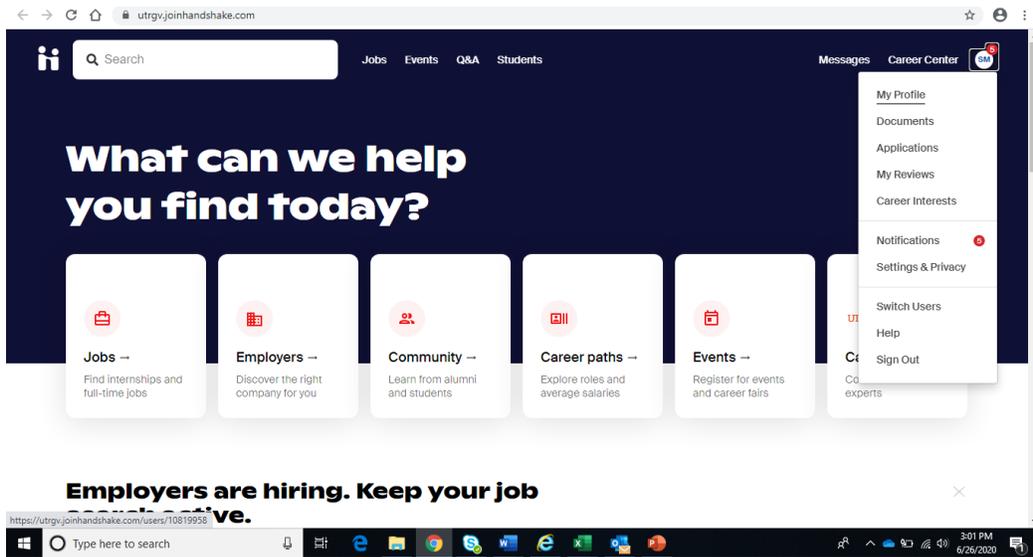
Log in to www.my.utrgv.edu and enter your UTRGV credentials



Click on the Handshake icon on the left-hand side from the **Applications** menu:

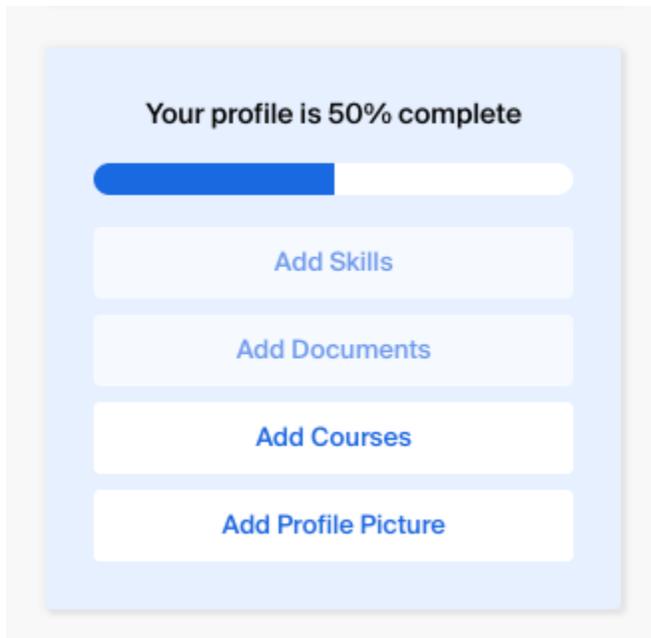


Go to your initials top right corner and click on “My Profile” to get started:



Completing “Your Profile”

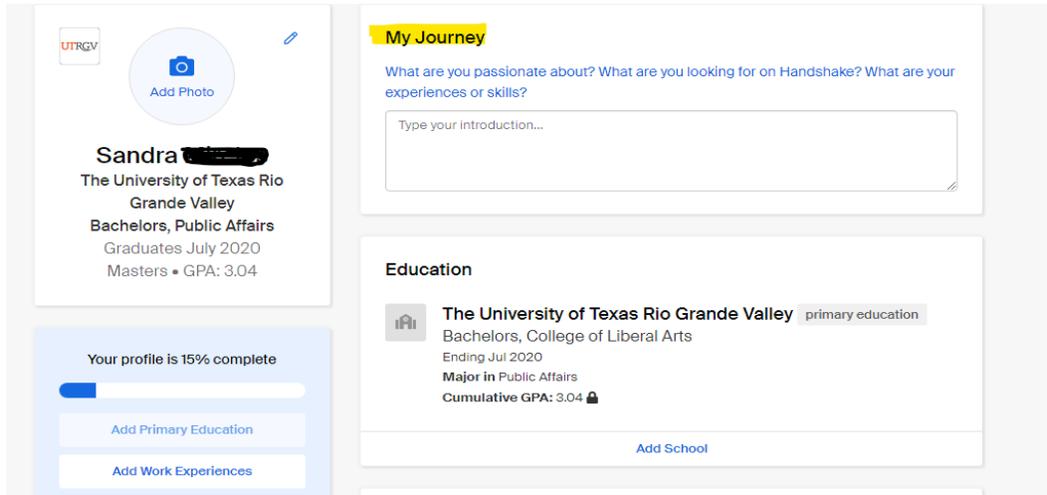
In Handshake, every student profile has a "Profile Level" bar or what we call a Profile Completion bar. Once the percentage is at 100%, this means all the sections of your profile are complete.



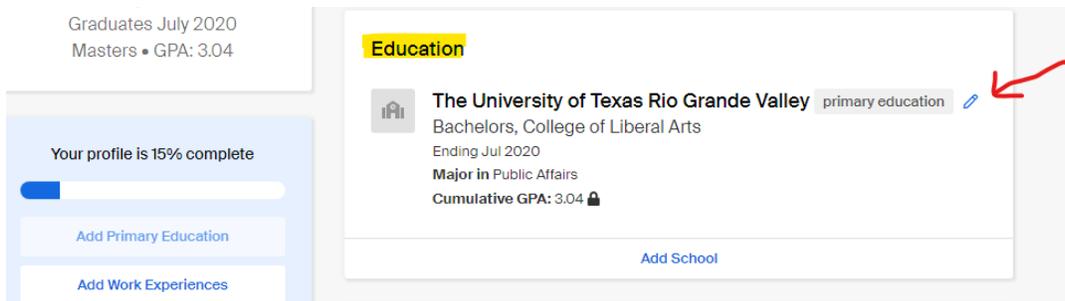
You can drive up your profile completion, thus making your profile more appealing to employers, by filling out all the different areas of your profile. Here are the steps you can take to drive that Profile Level up to green.

If there are already details in your profile, this means that UTRGV has pre-loaded your information, usually based on data from the school registrar. Check to be sure all pre-loaded information is correct, especially your major and GPA (if included); if you find any errors, contact Career Center to correct it, as Handshake is unable to change any of your profile data.

1. Begin with **My Journey** and list your experiences and skills.



2. Fill out your **Education Section**. Click the pencil next to UTRGV name and the fields will open. Make sure you have your Major and Start/End Dates filled out.



Masters • GPA: 3.04

Your profile is 15% complete

Add Primary Education

Add Work Experiences

Add Organizations

✔ Your profile is visible to employers, students and alumni across all Handshake universities.

You'll be able to message students and alumni who have similar interests or experiences.

This can be changed anytime in

Education

School Name
The University of Texas Rio Grande Valley

Education Level
Bachelors

College
College of Liberal Arts

Time Period

Start Date **End Date**

▼ ▼ July 2020

Major
Public Affairs

Minor
Type or select any minor to add it to your profile

3. Previous work experience: Have you had a part-time job, internship, work study, research position and or volunteered? Employers like to see that you've taken on responsibility, and that these experiences have helped you develop valuable skills.
 - a. Fill out your **Work Experience**, by clicking on the down arrow key and selecting one of the choices (ex. Estee Lauder Companies, Inc.) so that it takes you to the fields that need to be completed.

strong candidates like you.

Make GPA Public

Work & Volunteer Experience

Where is somewhere you have worked or volunteered?

The Estée Lauder Companies, Inc. x

The Estée Lauder Companies, Inc.

Your Interests

Only visible to employers

Continuation: Make sure your **Work Experience** has a Job title, Employer, Time Period and Location and Description of the job duties performed.

strong candidates like you.

[Make GPA Public](#)

Your Interests
 Only visible to employers

JOB HUNT
[Are you currently looking for a job?](#)

JOB INTERESTS
 On-Campus Job • Part-Time

CITIES
[What cities would you consider?](#)

ROLES
[What roles interest you?](#)

Work & Volunteer Experience

Job Title

Employer
 The Estée Lauder Companies, Inc.

Time Period

Start Date **End Date** **Current Position**

July 2020 July 2020

Location
 Enter the city in which you worked...

Description

Once all fields have been completed, click on “Save”.

Description

[Cancel](#) [Save](#)

4. **Clubs and organizations:** These signal your specific interests, affinity groups, and participation and involvement on campus.
 - a. Add an **Organization and Extracurricular Activities**, if applicable. Make sure your Position, Organization, Time Period and Location and Description are filled.

Organizations & Extracurriculars

Position

Organization
 National Honors Society

Time Period

Start Date **End Date** **Current Position**

July 2020 July 2020

Location
 Enter the city in which you worked...

Description

Description

Once all fields have been completed, click on “Save”.

5. Add **Courses** taken by clicking on the down arrow key.

Courses

What is a course that you have taken?

▼

- Public Speaking
- Linear Algebra
- Corporate Finance
- Statistics
- Calculus I
- Social Psychology

Project

ications,

6. Add **Projects** taken by completing Name, Position, Time Period, Description.

Projects

Name

Position
URL
Time Period

Start Date **End Date**

Add dates if the project is longer than a month

Description

Once all fields have been completed, click on “Save”.

Description

7. Click on **Your Interests** by clicking on the little pencil next to it to complete the categories.

Your Interests 

 Only visible to employers

JOB HUNT
Are you currently looking for a job?

JOB INTERESTS
On-Campus Job • Part-Time

CITIES
What cities would you consider?

ROLES
What roles interest you?

INDUSTRIES
What industries interest you?

8. Complete **Job Hunt**, Job Interests, Cities, Roles, and Industries. Once all are complete “Save”.
9. **Skills**: Add technical skills like SQL along with soft skills like communication. The more skills you list, the better your chances are of showing up in an employer search.
 - a. Complete **Skills** by clicking on any suggested skill listed. Click on “Add” to add more skills.

 Only visible to employers

JOB HUNT

JOB INTERESTS

Full-Time Job + Internship +

Part-Time x On-Campus Job x

CITIES

ROLES

INDUSTRIES

Cancel Save

Skills

Suggested Skills

Customer Service +

Data Analysis + Editing +

Event Planning + Excel +

HTML + Leadership +

Photoshop + PowerPoint +

Project Management +

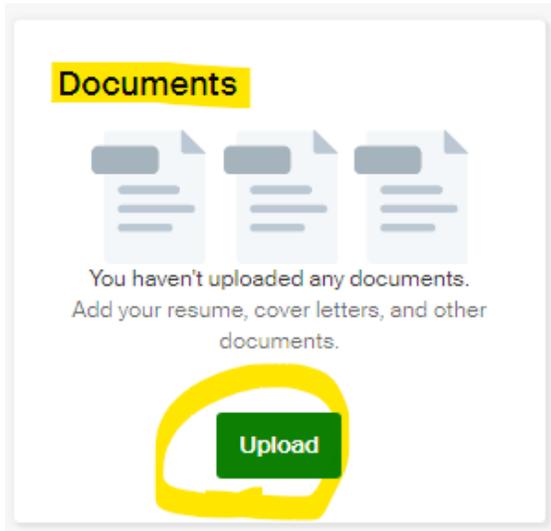
Public Speaking + Sales +

Social Media Management +

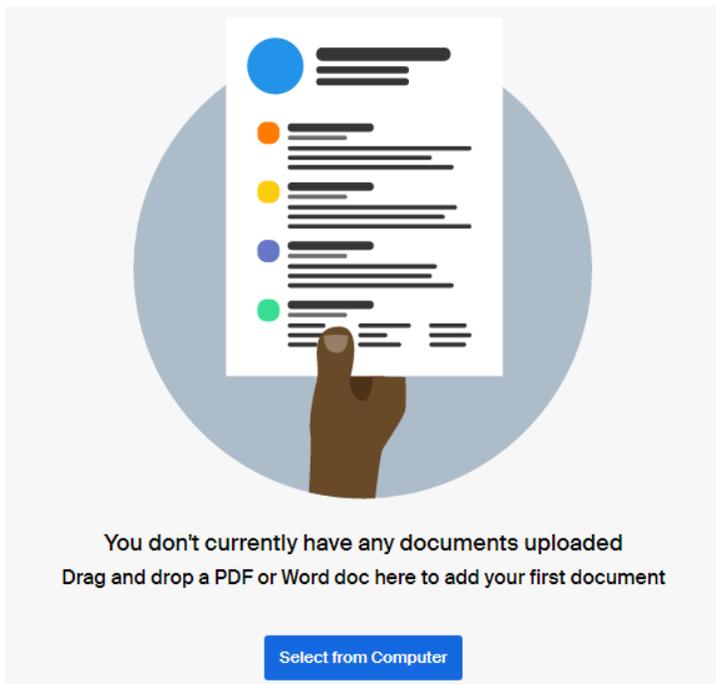
Spanish + Writing +

Add more skills Add

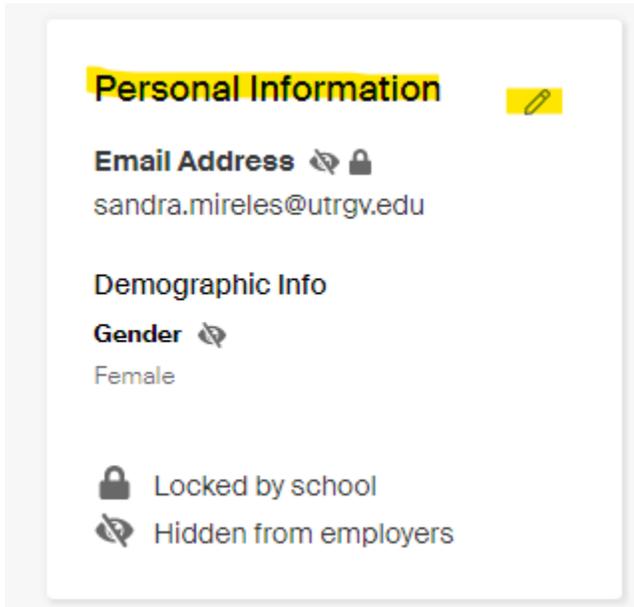
10. Add **documents** such as Resume, Cover Letter, Transcript by clicking on the Upload button.



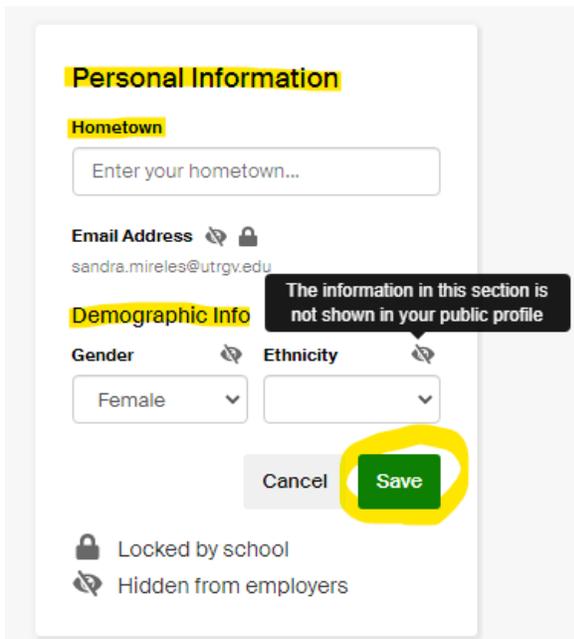
After clicking the Upload button, it will take you to the "Select from Computer" page.



11. Complete **Personal Information** by clicking on the little pencil.



In the **Personal Information** section click in the fields: **Hometown, Demographic Info, Gender and Ethnicity** in order to complete them. Any field with a lock symbol means the information cannot be updated, it is locked by UTRGV. The eye symbol with a line over it means the information in this section is not shown in your public profile as seen below.



The progress bar will hit 100% only when you complete every section on your profile.



✔ **Your profile is visible to employers, students and alumni across all Handshake universities.**

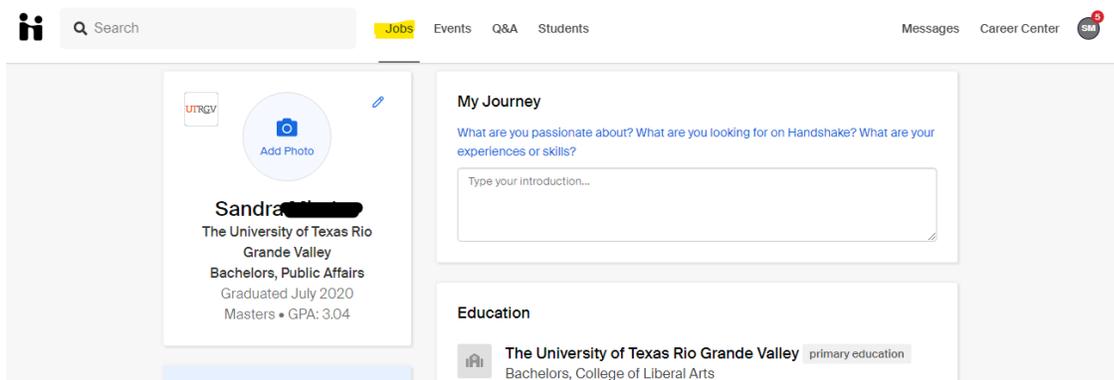
You'll be able to message students and alumni who have similar interests or experiences.

This can be changed anytime in [settings](#).

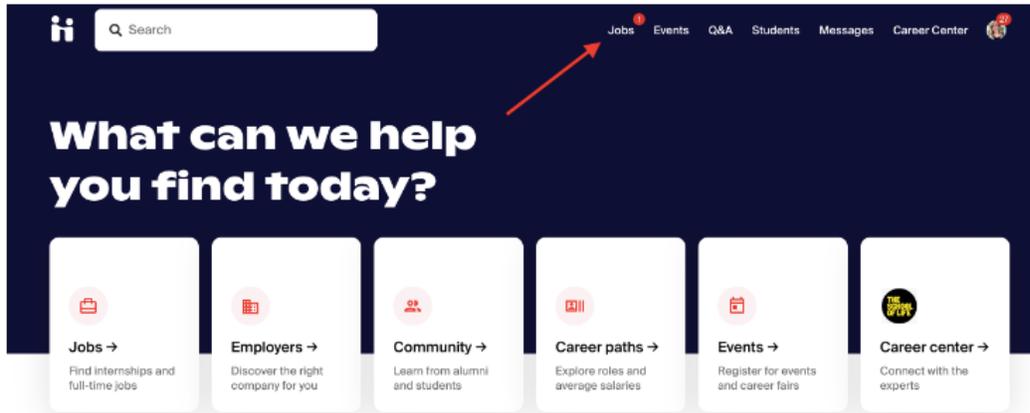
[See Employer View](#)

Searching for On-Campus Positions

Now that your profile is complete, you are ready to start searching for jobs. Within the job search, you can search specifically for on-campus positions. To do this, click **Jobs** from the top menu bar; this will take you directly to the job search page.

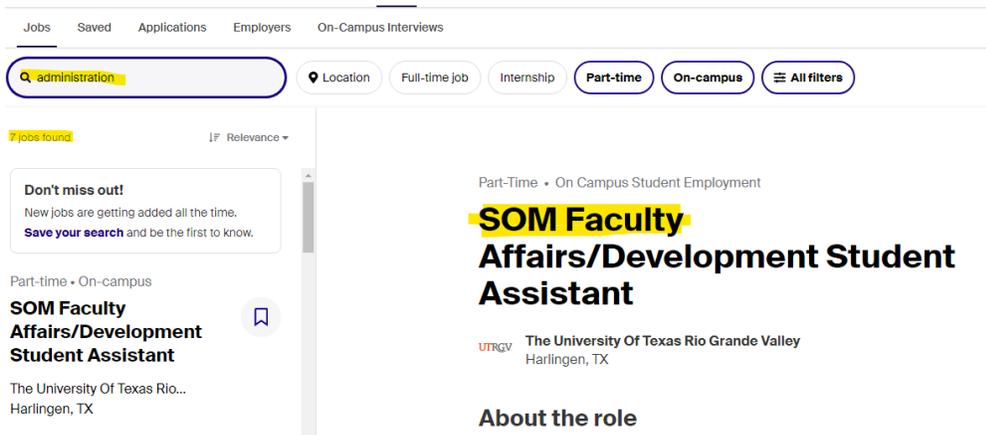


If you are searching for jobs from the Handshake home page, Click on Jobs as seen in the below screen.

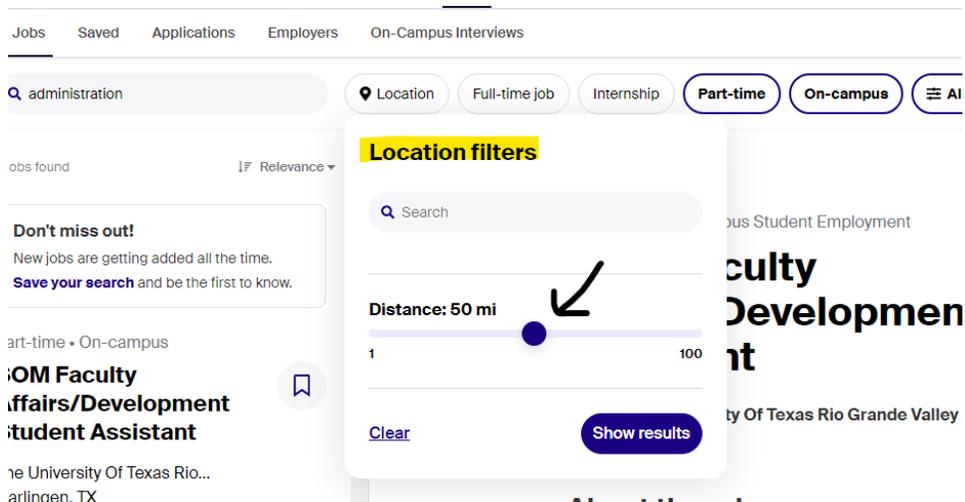


Click on the job you're interested in applying for from the list that appears on the left. You'll see the job details load on the right side of the page. The number of jobs found is indicated on the left side (in yellow). On this page, there are various options accessible to view available jobs and narrow down your search. To find positions designated as on-campus jobs, click the **On-Campus** filter. This will give you all of the jobs that have been specified as on-campus positions.

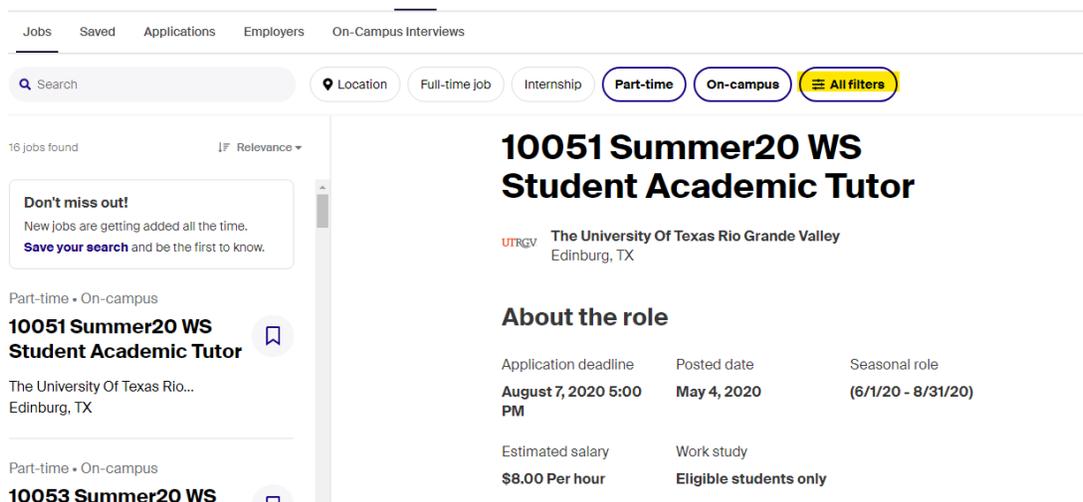
In the “Job Search” you can search by using keywords, job titles, or employers in the upper left search bar. The keyword “Administration” was entered as an example and the results were 7 jobs found.



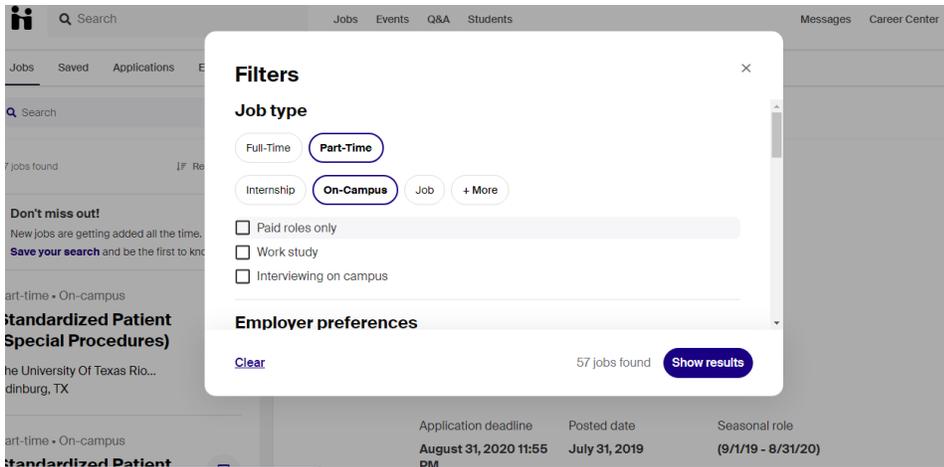
Click on Location and the location filter defaults to a 50 mile radius.



Click on **All Filters** to narrow your search.

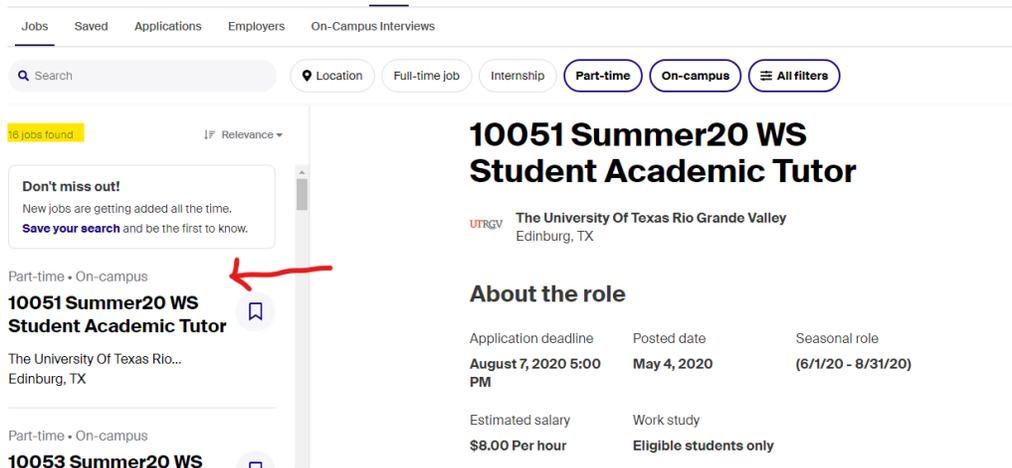


In the Filters page, you will see more filter options such as **Job Types, Paid roles only, Work Study, Interviewing on campus, Employer preferences, Work authorization, Industry, Job function, Major Employer and Labeled by your school.** *Note: If you are Work Study eligible, you will see the work study filter. You will be matched to jobs according to the filters indicated.*



Once you've added all desired search criteria, click **Show Results** in the lower-right corner of the search/filter box.

The listing of jobs are on the left side categorized according to the specified filters such as Part-time | On-Campus | Work Study etc.



When a match of your preferences have been found, Handshake will provide you with the below notice and will list the similar jobs:

You match all of The University Of Texas Rio Grande Valley's candidate preferences

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ School Year
- ✓ Majors

Similar Jobs

Full-time • Job

Aquatic Director (TX/KS/OR)

Emler Swim School
San Antonio, TX and 4 more

 Save

Full-time • Job

Site Director (TX/KS/OR)

Emler Swim School
San Antonio, TX and 6 more

 Save

Part-time • Job

Part time online Chinese teacher

Language Success
McAllen, TX

 Save

Applying for a Job

When you are ready to apply for a job, click on Apply, or Quick Apply, as applicable for that particular job.

Quick Apply: indicates that the application isn't external, there are no documents required for that job posting, and you meet all of the employer preferences. Click on "Quick Apply".

10058 Summer20 DW Student Academic Assistant

UTRGV The University Of Texas Rio Grande Valley
Edinburg, TX

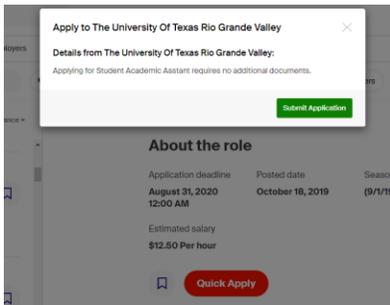
About the role

Application deadline	Posted date	Seasonal role
August 7, 2020 1:00 PM	May 4, 2020	(6/1/20 - 8/31/20)

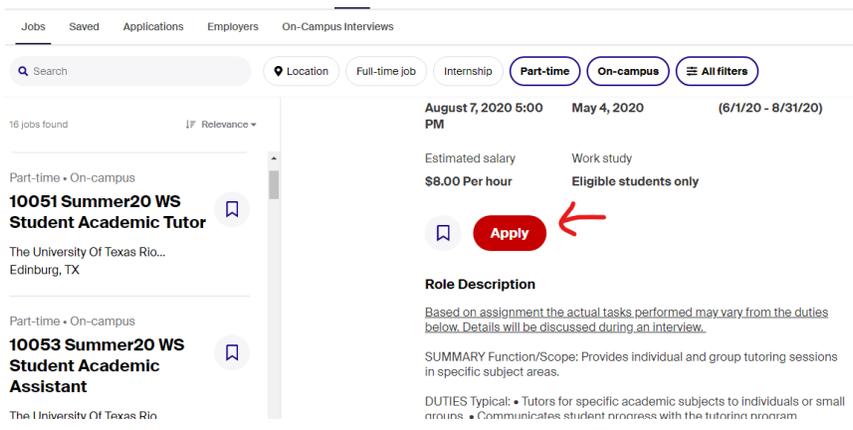
Estimated salary
\$8.00 Per hour

 [Quick Apply](#)

The “Applying to Student Academic Assistant requires no additional documents” message will appear. Click on Submit Application button.

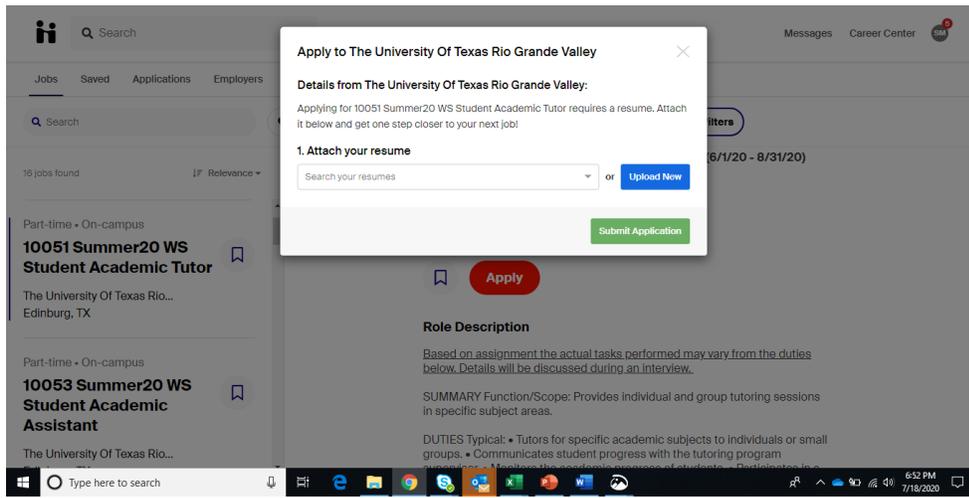


Apply: indicates that at least one document is required to apply. Click on “Apply”.



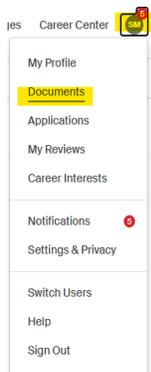
From the Apply button, you'll see a pop-up similar to the example below. It will detail what documents are required, and you can either select from existing documents or upload a new document at that time. *Note: If you do not attach the required document(s), it will not let you submit the application.* In this

example, the job posting only requires a resume. After uploading the resume click on **Submit Application** in the lower-right corner of the pop-up.



Adding a Document

If a document needs to be added, click on your initials (top right corner) and select “Documents”.



Select **Add New Document**.

handshake Search For You Jobs Events Career Center - Arwen -

Documents

Add more resumes, cover letters, or transcripts **Add New Document**

Name	On Profile	Date Added	Status
Resume	Visible	August 15th 2017	Pending
Katie Resume	Visible	November 15th 2017	Pending

Adding a New Document

Document Name

Document Type

Drag and drop a PDF or Word doc here or select a file below.

Select from Computer

Cancel **Add Document**

Once you drag or choose a document from your computer, you'll see a preview of the document. You can name it, select the document type, and then Click **Add Document**.

In the **Adding a New Document** page, name the document and enter the **type of document**.

Document Name

Document Type

transaction processing. Skilled at greeting customers and determining needs, ringing up purchases and processing refunds, and resolving billing issues and customer complaints. Specialize in improving quality and efficiency by assessing working processes.

HIGHLIGHTS

- Organizing inventory
- Processing transactions
- Bagging purchases
- Customer service
- Handling goods
- Register management
- Detail oriented

WORK EXPERIENCE

May 2009 to February 2015 Claremont Walgreens—Claremont, CA Walgreens Service Clerk

- Managed and monitored stock and inventory of certain in-store items, restocked and replaced missing items
- Produced theft and breakage reports when necessary
- Processed purchases, handled transactions, monitored the register and handling refunds and returns
- Provided comprehensive customer service and resolved customer issues

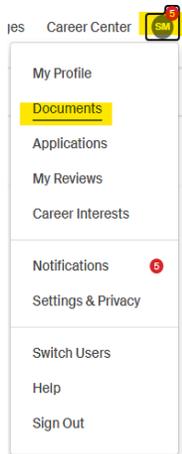
July 2004 to April 2009 CA Walgreens—New Cityland, CA Walgreens Service Clerk

- Coordinated with sales associates to ensure customer needs were met
- Maintained and organized the appearance of the register and front desk
- Responded to customer problems, provided solutions, and referred customers interdepartmentally to provide options

May 2000 to June 2004 Cityland Walgreens—New Cityland, CA Walgreens Service Clerk

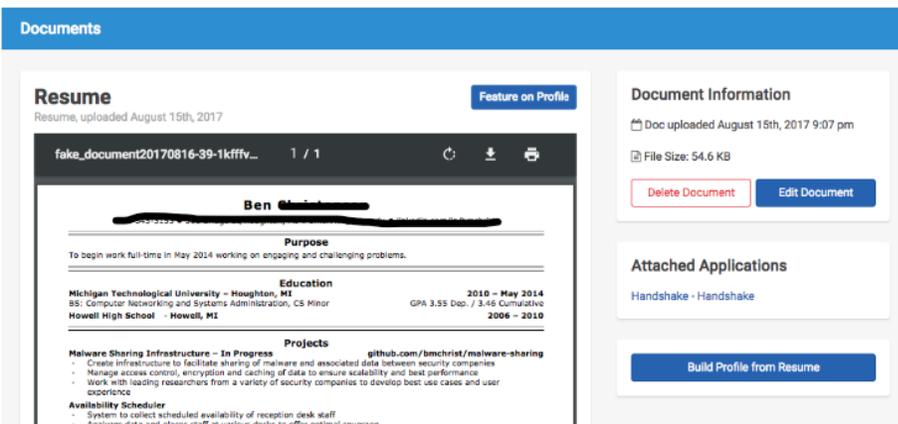
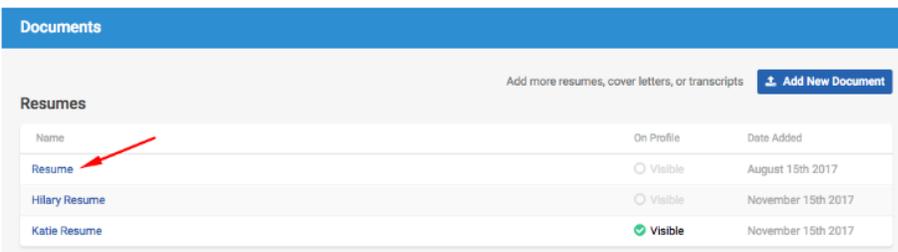
- Processed customer purchases, rang up new items, bagged purchased items for customers
- Responded to customer queries, resolves customer problems and provided billing solutions
- Managed daily revenue, monitored the register, and processed refunds and returns

To **edit or delete** a document, click on your initials on top right corner, and click on **Documents**.



Find the document you want to edit or delete and click on it.

On the Editing page, you have the option to edit information about your document, feature it on your profile, or delete the document.



To edit/replace a document: Documents stored in Handshake are in .PDF format, so you cannot make a change to the document directly within Handshake. You'll need to first make the change in original document (on your computer), save it as a .PDF, and upload it as a replacement. You can, however, make edits to the document name, type, or edit the description. Click on **Edit Document**. Make sure you save any changes you make by clicking on Update document.

Editing My Cover Letter Sample.docx

Name: My Cover Letter Sample.docx
Employers will see this name.

Document type:

- Resume
- Cover Letter
- Transcript
- Other Document

Make this Document Public?

- Public documents are displayed on your profile, where employers can download them. If kept private, documents will be stored here for use when applying to jobs and interviews.

Document: Choose File [No file chosen]
File should be .pdf, .doc or .docx files.

Description:

Buttons: Delete, Cancel, Update Document

If you edit an existing document associated with an application:

- The edit will be reflected in the application
- This includes changing the file uploaded for that document, changes to the name, etc
- Note that if the employer has already downloaded applications and documents, that they will not see the updated version

Deleting your document: Find the document you want to delete. You'll see the **Delete document** option under Document Information.

Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

Resumes

Name	On Profile	Date Added
Resume	<input type="radio"/> Visible	August 15th 2017
Hilary Resume	<input type="radio"/> Visible	November 15th 2017
Katie Resume	<input checked="" type="radio"/> Visible	November 15th 2017

Documents

Resume [Feature on Profile](#)

Resume, uploaded August 15th, 2017

fake_document20170816-39-1kffv... 1 / 1

Document Information

Doc uploaded August 15th, 2017 9:07 pm

File Size: 54.6 KB

[Delete Document](#) [Edit Document](#)

Attached Applications

[Handshake - Handshake](#)

[Build Profile from Resume](#)

Resume Content:

Ben [Redacted]

Purpose
To begin work full-time in May 2014 working on engaging and challenging problems.

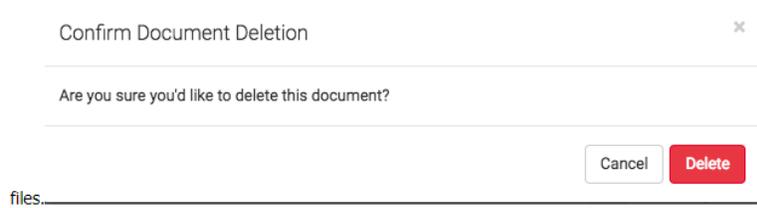
Education

Michigan Technological University - Houghton, MI	2010 - May 2014
BS: Computer Networking and Systems Administration, CS Minor	GPA 3.55 Dip. / 3.46 Cumulative
Howell High School - Howell, MI	2006 - 2010

Projects

- Malware Sharing Infrastructure - In Progress** github.com/bmchrist/malware-sharing
 - Create infrastructure to facilitate sharing of malware and associated data between security companies
 - Manage access control, encryption and caching of data to ensure scalability and best performance
 - Work with leading researchers from a variety of security companies to develop best use cases and user experience
- Availability Scheduler**
 - System to collect scheduled availability of reception desk staff
 - Analyzes data and places staff at various desks to offer optimal coverage

Once you click Delete, you will be prompted to confirm this deletion. Handshake does not store old versions of your documents, so if you edit or delete a document you think you might want to reference in the future, please keep a copy of that document in your own files.



If you delete a document associated with an application:

- You will not be able to view or recover this through your list of documents
- The document will still be associated with its applications
- A deleted document cannot be retrieved if you must resubmit your application

Making your Documents Visible

You can see which documents are currently public by clicking Manage Documents on the right side of your profile page.

Documents



You have 1 document. Click Manage Documents to select which ones to show publicly on your profile.
Add your resume, cover letters, and other documents.

[Manage Documents](#)

You have the option to have your documents visible on your profile, allowing employers to view and download these documents if they'd like. Many students have numerous documents saved to their profile, but only a couple that are listed visible for employers. Handshake only allows you to upload one visible resume to reduce confusion when employers and career services download visible documents.

Note: your profile privacy does have to be set to either Employers or Community in order for the document to become viewable on your profile.

Once you have added a document, you can quickly toggle between visible and invisible for each of your documents.

Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

Resumes

Name	On Profile	Date Added
Resume	Visible	August 15th 2017

Cover Letters

You don't currently have any cover letters uploaded. Why not [upload one?](#)

Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)

Other Documents

You don't currently have any other documents uploaded. Why not [upload one?](#)

Job Application Status

In Handshake, students are able to keep track of the status of their application in the applications section.

It's important to note that changing an application status is a feature that is completely up to the employer to update. When an application is submitted, the first status will always be set to Pending. A pending application status means that the employer has not yet changed the status of your application.

The following is a list of possible application statuses:

Pending: Application has not been reviewed

Reviewed: A department is reviewing your application

Hired: A department has hired you for that job position

To quickly view the status of your listed applications, click on **Jobs**, then **Applications**. The right side below **Filters**, will show the number of Pending and Reviewed applications.

 [Jobs](#) [Events](#) [Q&A](#) [Students](#)

[Jobs](#) [Saved](#) [Applications](#) [Employers](#) [On-Campus Interviews](#)

In the examples below, the first job shows Pending, the second shows Reviewed, and the third example shows Hired.

1-2 of 2 applications IF Default ▾



10058 Summer20 DW Student Academic Assistant
 The University Of Texas Rio Grande Valley
 i Status: Pending
 ✓ Applied Jun 18 - Applications close Aug 7

1-2 of 2 applications IF Default ▾



10058 Summer20 DW Student Academic Assistant
 The University Of Texas Rio Grande Valley
 i Status: Reviewed
 ✓ Applied Jun 18 - Applications close Aug 7

1-2 of 2 applications IF Default ▾



10058 Summer20 DW Student Academic Assistant
 The University Of Texas Rio Grande Valley
 i Status: Hired
 ✓ Applied Jun 18 - Applications close Aug 7

Filters CLEAR (1)

Search ^

Application Type ^

Job (2)

Status ^

Pending (1)

Reviewed (1)

Application Date ^

Start date End date

While Handshake strongly encourages employers to update these application status' and have built out features to assist with this, it is possible for employers to not update an application status. In these cases, we recommend clicking on the name of the Employer in Handshake to locate their contact information on their Handshake profile. You can then reach out directly to request an update on your application.