

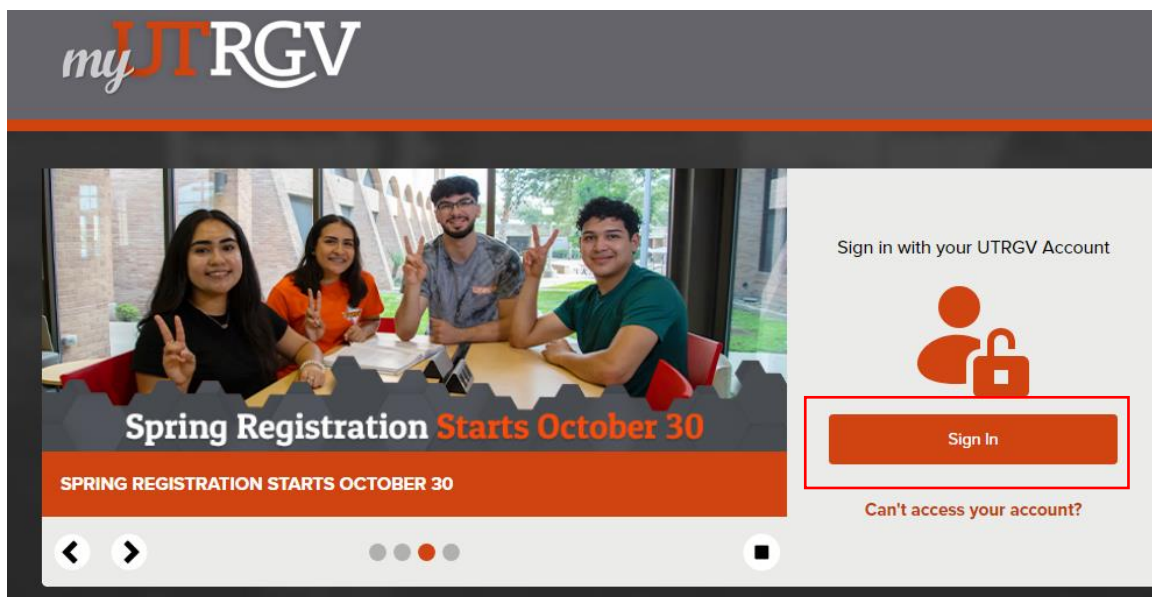
How to Apply for a Job in Handshake

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.

Tip: Recruiters are five times more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

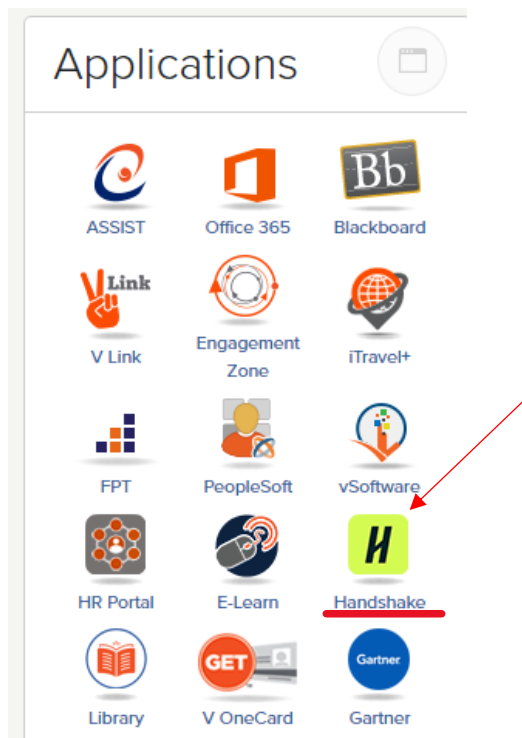
Every student who would like to apply for a position using handshake needs to create their application by following the steps below:

Log in to [Home - my.utrgv.edu](https://my.utrgv.edu) by clicking on the “Sign In” then by proceeding to enter your UTRGV credentials.

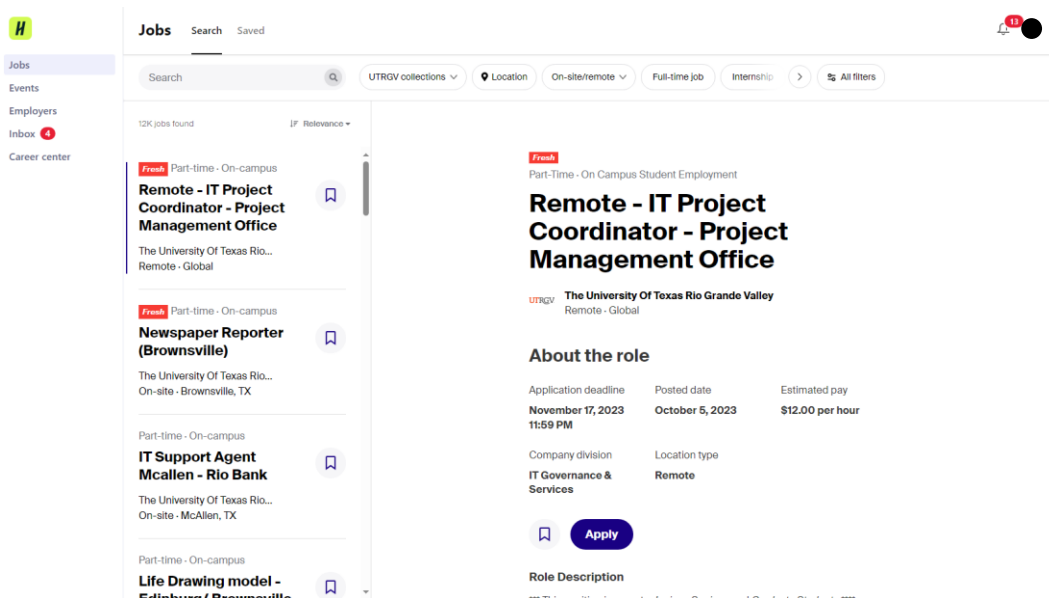


Under **Applications** click on “Handshake” and it will take you directly into the Handshake home page.

Tip: Handshake works best if using Chrome.



Tip: Make sure you have a(n) Handshake account to be ready to log into.



Completing Your Profile

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

The image is a screenshot of the Handshake platform, showing a job search interface and a user profile.

Jobs Page (Top):

- Header:** Includes the Handshake logo (H), navigation links (Jobs, Events, Employers, Inbox with 4 notifications, Career center), and a top bar with "Jobs", "Search", and "Saved".
- Search Bar:** A search input field with a magnifying glass icon.
- Filters:** A row of filter buttons: "UTRGV collections", "Location", "On-site/remote", "Full-time job", "Internship", and "All filters".
- Job Listings:** Two job cards are visible on the left. The first is "Remote - IT Project Coordinator - Project Management Office" by "The University Of Texas Rio...", labeled "Fresh" and "Part-time · On-campus". The second is "Newspaper Reporter (Brownsville)", also labeled "Fresh" and "Part-time · On-campus".
- Job Detail View:** On the right, a detailed view of the "Remote - IT Project Coordinator - Project Management Office" job is shown, including the employer "The University Of Texas Rio Grande Valley" and the location "Remote · Global".
- Profile Menu:** A dropdown menu is open in the top right corner, showing options: "My profile" (highlighted with a red box), "My jobs", "My meetings", "My documents", "My career interests", "My reviews", "Notification preferences", "Settings", "Switch users", "Help", "Terms of Service", and "Log out".

Profile View (Bottom):

- Profile Card:** Shows the user's profile picture (a placeholder with "Add Photo"), name "The University of Texas Rio Grande Valley", major "Finance", graduation date "Graduates June 2027", GPA "Freshman · GPA: 0.0", and pronouns "Pronouns: She/her".
- Completion Bar:** A progress bar indicates "Your profile is 15% complete". Below it are buttons to "Add Primary Education", "Add Work Experiences", and "Add Organizations".
- Visibility Notice:** A green checkmark icon and text state: "Your profile is visible to employers, students and alumni across all Handshake education".
- My Journey Section:** A section titled "My Journey" with a prompt: "What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?". It includes a text input field labeled "Type your introduction...".
- Education Section:** Lists the user's education at "The University of Texas Rio Grande Valley" (primary education), "Robert C. Vackar College of Business & Entrepreneurship", ending in "Jun 2027". It also lists the "Area of study in Finance", a "Minor in Graphic Design", and a "Cumulative GPA: 0.0". An "Add School" button is at the bottom.
- Work & Volunteer Experience Section:** A section titled "Work & Volunteer Experience" with a prompt: "Where is somewhere you have worked or volunteered?". It includes a dropdown menu labeled "Company name...".

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.

UTRGV

Add Photo

The University of Texas Rio Grande Valley
Finance
Graduates June 2027
Freshman - GPA: 0.0
Pronouns: She/her

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 education

My Journey
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?
Type your introduction...

Education
The University of Texas Rio Grande Valley primary education
Robert C. Vackar College of Business & Entrepreneurship
Ending Jun 2027
Area of study in Finance
Minor in Graphic Design
Cumulative GPA: 0.0

Add School

Work & Volunteer Experience
Where is somewhere you have worked or volunteered?
Company name...

You can improve your profile completion, making your profile more appealing to employers, by filling out different areas of your profile.

Tip: 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.

Steps on completing Your Profile.

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

For example: Word Certified, Excel Certified, 120 WPM, and so forth.

UTRGV

Add Photo

The University of Texas Rio Grande Valley
Finance
Graduates June 2027
Freshman - GPA: 0.0
Pronouns: She/her

My Journey
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?
Type your introduction...

Education
The University of Texas Rio Grande Valley primary education
Robert C. Vackar College of Business & Entrepreneurship

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

2. Fill out your **Education** section.

Click on **“Add School”** to edit any information that needs to be made. Make sure you have your Major and Start/End Dates filled out.

Finance
Graduates June 2027
Freshman · GPA: 0.0
Pronouns: She/her

Your profile is 15% complete

Add Primary Education

Education

The University of Texas Rio Grande Valley primary education
Robert C. Vackar College of Business & Entrepreneurship
Ending Jun 2027
Area of study in Finance
Minor in Graphic Design
Cumulative GPA: 0.0

Add School

Education

* **School Name**
The University of Texas Rio Grande Valley

* **Education Level**
Type to search...

College
x Robert C. Vackar College of Business & Entrepreneurship x

Time Period
Start Date **End Date** June 2027

Area of Study
Finance

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

3. Previous **Work & Volunteer Experience:**

Have you had a part-time job, internship, work study, research position and or volunteered? Employers like to see that you have taken on responsibility, and that these experiences have helped you develop valuable skills.

Fill out your **Work Experience**, by clicking on the down arrow key and selecting one of the choices (Ex. *Estee Louder Companies, Inc.*) so that it takes you to the fields that need to be completed.

Work & Volunteer Experience



Where is somewhere you have worked or volunteered?

Company name...

Work & Volunteer Experience



Where is somewhere you have worked or volunteered?

Company name...

"A Platform that Shares!" - TripleE

"David S Levin"

"Ding" Darling Wildlife Society

"e" inc. The Environmental Science Learning and Action Center

"Heemy"- Feature Documentary Film in Post Production

"HOO" Haven Wildlife and Educational Center

Organizations



*Tip: Make sure your **Work Experience** has **Job Title**, **Employer**, and **Time Period** complete.*



* Job Title



* Employer



Time Period

☐ Current Position

* Start Date

October

2023

End Date

October

2023

Location

Enter the city in which you worked...

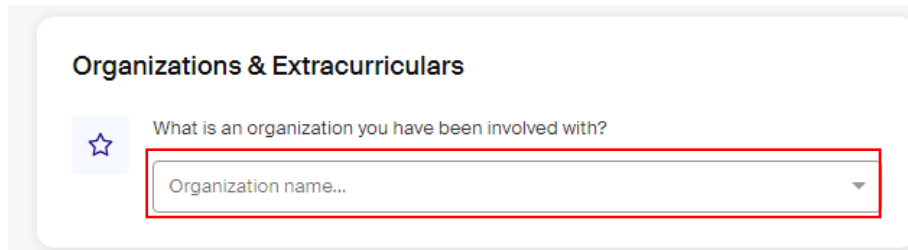
Description

Cancel

Save

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

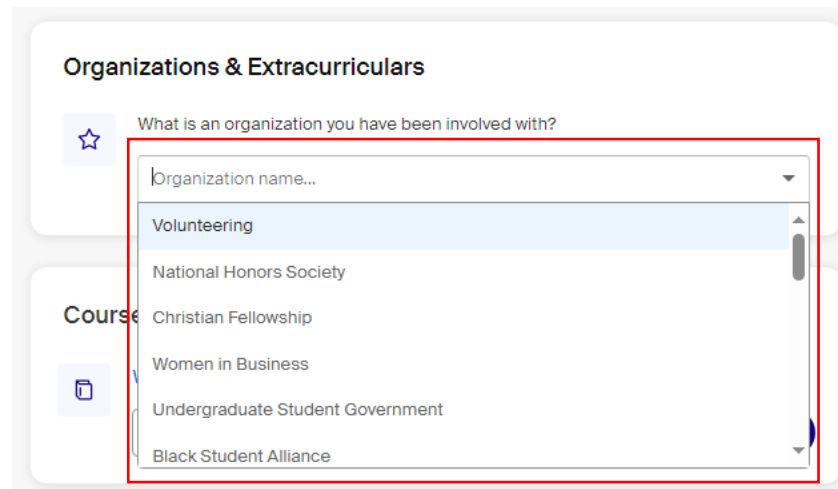
4. **Organizations & Extracurriculars:** These signal your specific interests, affinity groups, and participation and involvement on campus.
Fill out your **Organizations & Extracurriculars** by clicking on the down arrow key and selecting one of the choices (*Ex. Business Professionals of America*).



Organizations & Extracurriculars

☆ What is an organization you have been involved with?

Organization name...



Organizations & Extracurriculars

☆ What is an organization you have been involved with?

Organization name...

- Volunteering
- National Honors Society
- Christian Fellowship
- Women in Business
- Undergraduate Student Government
- Black Student Alliance

*Tip: Make sure your Organizations & Extracurriculars has **Position, Organization, and Time Period** complete.*

Organizations & Extracurriculars

*** Position**

⚠ Position cannot be empty

*** Organization**
 x ▾

Time Period
☐ Current Position

*** Start Date**

October ▾

2023 ▾

End Date

October ▾

2023 ▾

Location

Description

Cancel

Save

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

5. **Courses:** Any college classes you have taken during your school years. You may add courses that you have taken or are currently taking in **Courses** by clicking on the down arrow key or “**Add**”.

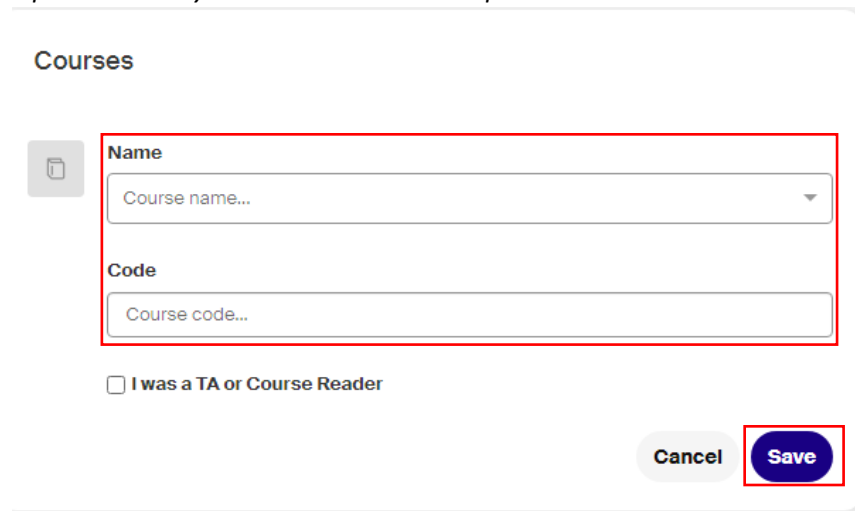
Courses

What is a course that you have taken?


▾

Add

*Tip: Make sure your courses have a complete **Course Name**. The course code is optional for filling in.*



Courses



Name

Course name...

Code

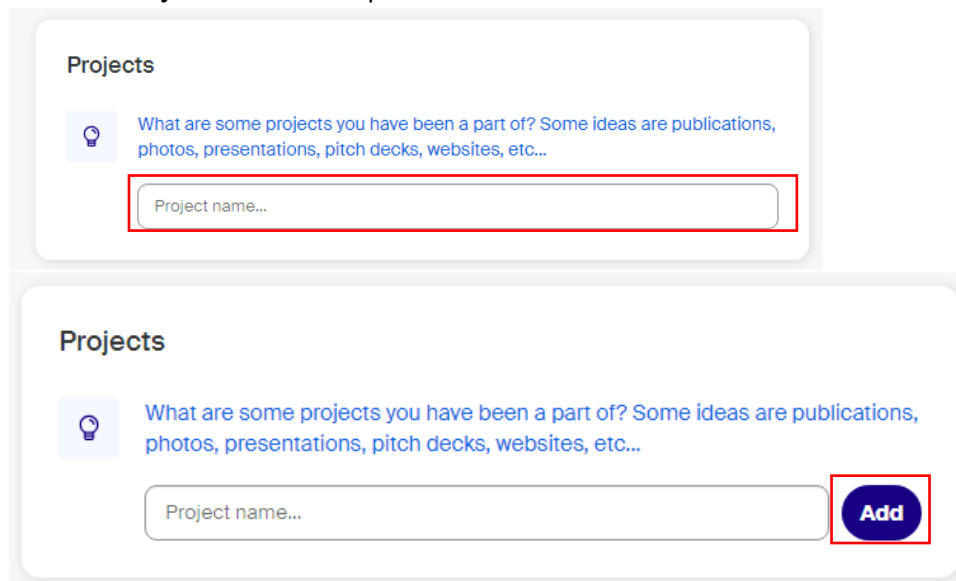
Course code...

☐ I was a TA or Course Reader


Cancel Save

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

6. Projects: Any events or projects that you have done to help others or created for work/school. Click on “**Project Name**” then proceed to click “**Add**”.




Projects

 What are some projects you have been a part of? Some ideas are publications, photos, presentations, pitch decks, websites, etc...

Project name...

Projects

 What are some projects you have been a part of? Some ideas are publications, photos, presentations, pitch decks, websites, etc...

Project name... Add

Tip: Complete the project’s name and optional position, URL, or any additional information. In order to have a higher depth of what the project was, fill out as much as possible. The more information provided, the higher the chance to be selected.

Projects

* Name

Position

URL

Time Period

Start Date

End Date

Add dates if the project is longer than a month

Description

Cancel


Save

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

- Click on **Your Interests**. Select the pencil icon that is next to the title, 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

Edinburg, TX

ROLES

Investment Banking Intern • Financial Manager (Corporate)

INDUSTRIES

What industries interest you?

Fill out your **Job Hunt**, **Job Interests** (Ex: *On-Campus Job and Part-Time*), **Cities** (Ex: *Edinburg*), and **Roles** that interest you.

Your Interests
🔒 Only visible to employers

JOB HUNT

JOB INTERESTS

CITIES

ROLES

INDUSTRIES

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

8. **Skills:** Anything you are good at and can do in the real world.
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.
Complete **Skills** by clicking on any suggested skill listed.
Click “**Add**” to add more skills.

*Tip: If your skill does not show up, you can click the search bar “**Add skills**” to search up any skills you have.*

Skills
Add skills you have demonstrated to help employers discover you.

Communication ✕

Customer Service ✕

Organization Skills ✕

Problem Solving ✕

Project Management ✕

Data Analysis + Finance +

Financial Analysis +

Financial Modeling +

Leadership +

Microsoft Excel +

Microsoft Office +

Microsoft PowerPoint +

Microsoft Word +


Research +

Add skills

9. **Documents:** You can add your resume, schedule, cover letter, and/or transcript by uploading it by clicking “**Manage Documents**”.

Documents

Resume

 [Redacted text]

Manage Documents

Taking you to **Documents** where you can upload any PDF’s needed by selecting “**Add New Document.**”

Documents

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

Resumes

Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]
[Redacted]	<input checked="" type="radio"/> Visible	[Redacted]

Cover Letters

Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]

Transcripts

Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]

Other Documents

Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]
[Redacted]	<input type="radio"/> Visible	[Redacted]

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

If adding a document, include the **Document Name**, **Document Type**. If selected, the document you will be available to employers.

Then proceed to click “**Add Document**”.

*Tip: To keep track of the uploaded documents, it's recommended to select the correct **Document Type**.*

Adding a New Document

Document Name

Document name...

Document Type

Resume

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

Select from Computer

Cancel

Add Document

Tip: You can hide/show documents you want to display in your profile by clicking the visible button.

10. **Personal Information.**

Select the pencil icon that is next to the title, to complete the categories.

Personal Information

Primary Email Address

Pronouns

She/her

Demographic Info

Gender

Woman

Race and ethnicity

Hispanic or Latine

Locked by school

Hidden from employers

In the **Personal Information** section, fill out **Hometown Location** and **Demographic Info** to complete the information.

The screenshot shows a 'Personal Information' section with several fields. A red box highlights the 'Hometown Location' field, which contains the placeholder text 'Enter your hometown...'. Below this is the 'Pronouns' section, which includes a dropdown menu with 'x She/her' selected, and two checkboxes: 'Let employers see my pronouns' and 'Let students see my pronouns', both of which are checked. Another red box highlights the 'Demographic Info' section, which includes a 'Gender' dropdown menu with 'Woman' selected, and a 'Race and ethnicity' dropdown menu with 'x Hispanic or Latine' selected. At the bottom of the form, there are 'Cancel' and 'Save' buttons. A yellow box highlights two status indicators: 'Locked by school' and 'Hidden from employers'.

Personal Information

Hometown Location

Enter your hometown...

Pronouns ⓘ

x She/her

☒ Let employers see my pronouns

☒ Let students see my pronouns

Demographic Info ⓘ

Gender ⓘ

Woman

Race and ethnicity ⓘ

x Hispanic or Latine ▼

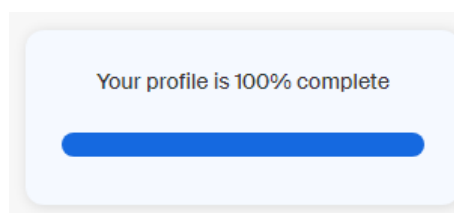
Cancel Save

🔒 Locked by school

🔒 Hidden from employers

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

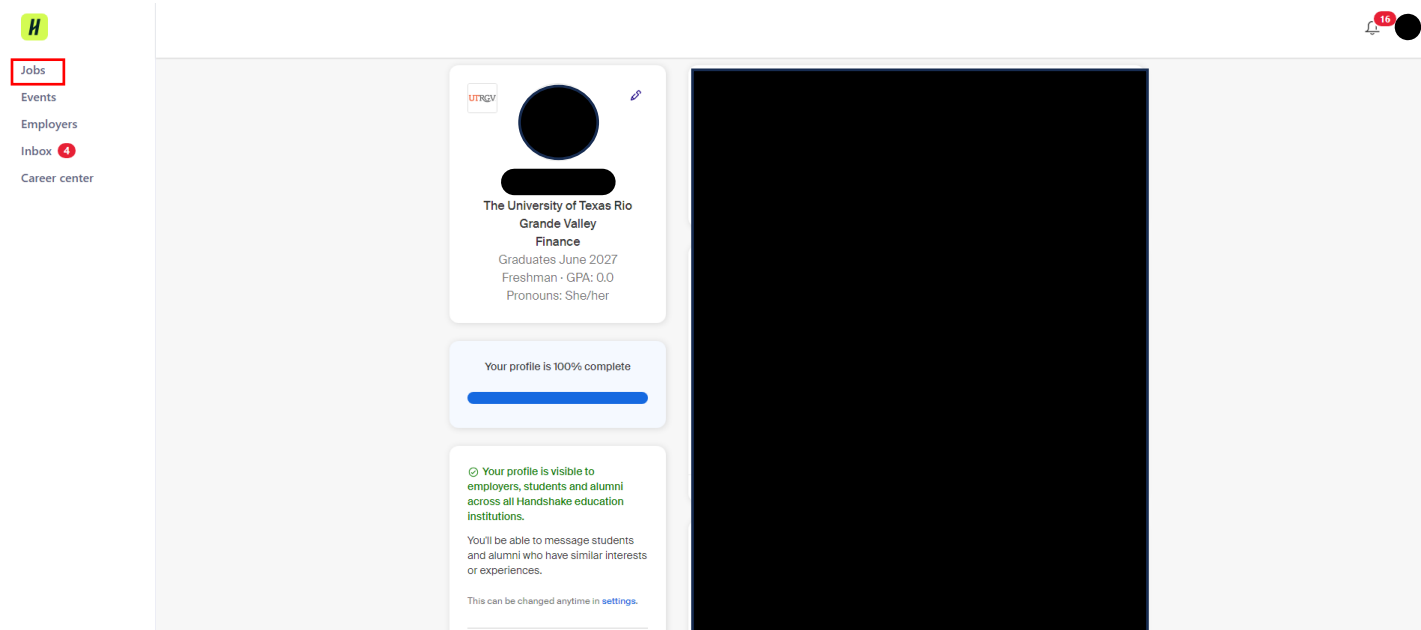
Tip: Make sure your profile shows 100% completion. If not, please review each section and complete information as needed.



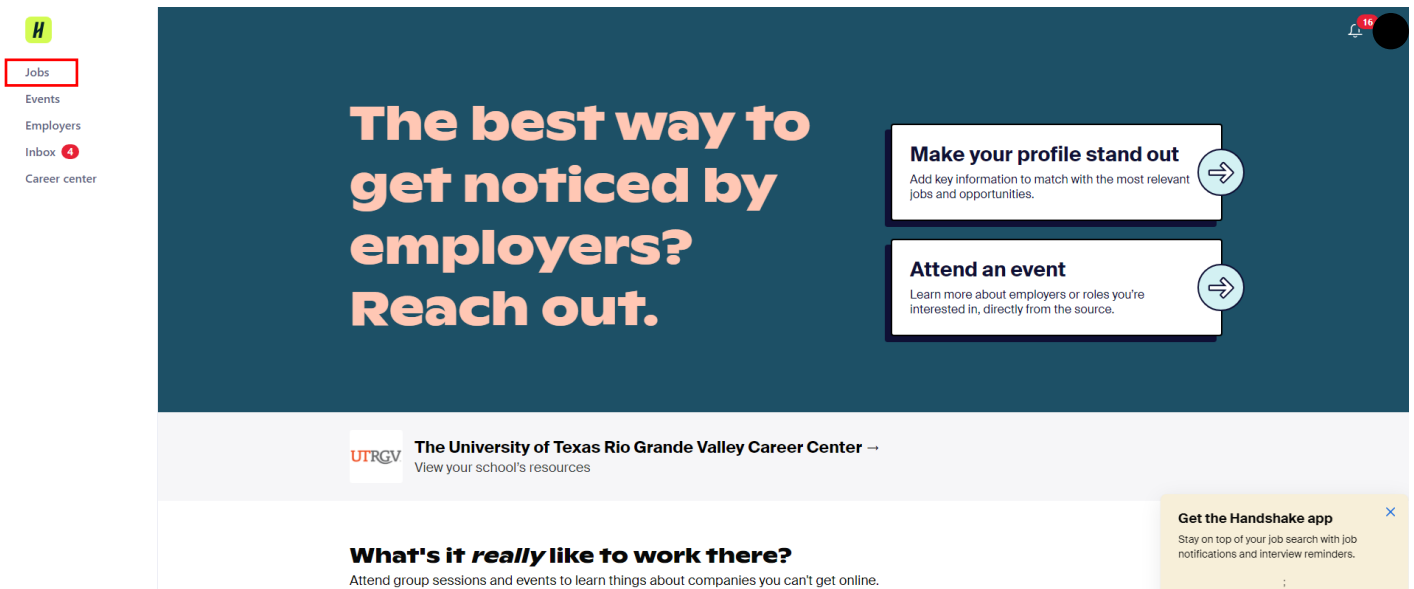
Searching for On-Campus Positions

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, on the left side column, click **“Jobs”**; 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 below:



You can scroll through the jobs that are offered. To find a specific position, search for a keyword, by using the search bar.

The screenshot shows the UTRGV Jobs page. On the left, there is a sidebar with navigation links: Jobs, Events, Employers, Inbox (4), and Career center. The main content area is divided into two sections. The top section is a search bar with a red box around it, containing the text 'Search' and a magnifying glass icon. Below the search bar, there are several filters: UTRGV collections, Location, On-site/remote, Full-time job, Internship, and All filters. The bottom section is a list of job openings, also highlighted with a red box. The list includes four positions: 'Remote - IT Project Coordinator - Project Management Office', 'Newspaper Reporter (Brownsville)', 'IT Support Agent Mcallen - Rio Bank', and 'Life Drawing model - Edinburg/ Brownsville'. Each position is listed with its title, location, and a brief description. The right section shows a detailed view of the 'Remote - IT Project Coordinator - Project Management Office' position, including the job title, location, company name, and a detailed description of the role.

Before looking into any Jobs, click on the “**All filters**” on the right side of the search bar.

Tip: It will make job searching much easier when you are looking for a Work Study/Direct Wage Job that is on campus and flexible with your schedule.

This screenshot shows the UTRGV Jobs page with the 'All filters' button highlighted by a red box. The button is located on the right side of the search bar. The rest of the page, including the job list and the detailed view of the 'Remote - IT Project Coordinator - Project Management Office' position, is visible but not highlighted.

Under Job Type, select **“Part Time”** and **“On-Campus”**. If you are eligible for work study, select **“Work Study”**, if not you can leave the section blank.

Filters

Job type

☐ Full-Time ☒ **Part-Time**

☐ Internship ☐ On-Campus ☐ Job

☐ Work study
☐ Interviewing on campus

Pay

☐ Paid ☐ Unpaid

☐ Includes estimated pay

On-site/remote

☒ On-site
Work in-person

☐ Remote
Work from home

[Clear](#) 636 jobs found

Scroll down to see more filters that can be specific to the jobs of your interest.

Filters

Recommended for you

☒ New for you ☐ Popular in your major ☐ Based on your interests

UTRGV collections
Employers recommended by your career center. [Learn more](#)

☐ All UTRGV collections

☐ Close to campus

☐ Great for internships

☐ Hidden gems

☐ Hires from our school

☐ Invests in diversity

Employer contacts
Build relationships with the people who post jobs.

☐ Employer is open to messaging

[Clear](#) 31 jobs found

Filters

Job Role

Suggested

Industry

Suggested

Employers

[Clear](#) 31 jobs found

Filters

Employers

Suggested

The University Of Texas Rio Grande Valley

Boys & Girls Club of McAllen

The Wonderful Company LLC

City of Edinburg

Major

Suggested

Finance

Qualifications

☐ Match all qualifications

Filters

Qualifications

☐ Match all qualifications

Work authorization

☐ Jobs that do not require US work authorization
☐ Jobs that are eligible for US visa sponsorship
☐ Jobs that are open to candidates with Curricular Practical Training (CPT) and/or Optional Practical Training (OPT)

Labeled by your school

Suggested

lead-internship-initiative-22-23

[Clear](#)
31 jobs found
[Show results](#)

[Clear](#)
31 jobs found
[Show results](#)

It is based on your preferences, however, we recommend reviewing **Employers Contacts**. Under **Employers**, select “The University of Texas Rio Grande Valley”.

Tip: Work Authorization is not required.

Once filled out, click on “**Show results.**”

Location

On-site/remote

Full-time job

Internship

Part-time

All filters - 2

636 jobs found

Don't miss out!
New jobs are getting added all the time.
[Save your search](#) and be the first to know.

Part-time · On-campus

UTRGV Athletics Business Office Student Assistant - Operations

The University Of Texas Rio...
On-site · Edinburg, TX

KR Klarissa Rodriguez

Fresh Part-time · On-campus

Newspaper Reporter (Brownsville)

The University Of Texas Rio...
On-site · Brownsville, TX

Part-time · On-campus

CAMP WS Student Academic Assistant

The University Of Texas Rio...
On-site · Edinburg, TX

Part-Time · On Campus Student Employment

UTRGV Athletics Business Office Student Assistant - Operations

UTRGV The University Of Texas Rio Grande Valley
On-site · Edinburg, TX

About the role

Application deadline	Posted date	Estimated pay
November 1, 2023 12:00 AM	July 11, 2023	\$12.00 per hour
Company division	Location type	Work study
Office of the President	On-site	Eligible students only

[Quick Apply](#)

See if this job is right for you
Ask about a role, company culture, or how to succeed in the application process.

Then click on “**Location**” and proceed to click on the campus of your choice (Edinburg/Brownsville).

UTRGV collections

Location

On-site/remote

Full-time job

Internship

>

All filters - 2

Location filters

☐ Edinburg, TX

Distance: 50 mi

1

100

[Clear](#)
[Show results](#)

Part-Time · On Campus Student Employment

UTRGV Athletics Business Office Student Assistant - Operations

UTRGV

The University Of Texas Rio Grande Valley

On-site · Edinburg, TX

About the role

Application deadline

Posted date

Estimated pay

Click on “**Show results**” to filter anything that is not within the selected distance from you.

If you are looking for a specific job that will correlate with your major. Click on the search bar and type in a keyword that your major might associate with.

For example: Business

UTRGV collections

Location · 1

On-site/remote

Full-time job

Internship

>

All filters - 2

31 jobs found

Don't miss out!

New jobs are getting added all the time.

Save your search and be the first to know.

Part-time · On-campus

UTRGV Athletics Business Office Student Assistant - Operations

The University Of Texas Rio...

On-site · Edinburg, TX

KR

Klarissa Rodriguez

Part-time · On-campus

UTRGV Athletics Business Office Student Assistant (Travel)

The University Of Texas Rio...

On-site · Edinburg, TX

KR

Klarissa Rodriguez

Part-time · On-campus

Life Drawing model -

Part-Time · On Campus Student Employment

UTRGV Athletics Business Office Student Assistant - Operations

UTRGV

The University Of Texas Rio Grande Valley

On-site · Edinburg, TX

About the role

Application deadline

November 1, 2023 12:00 AM

Posted date

July 11, 2023

Estimated pay

\$12.00 per hour

Company division

Office of the President

Location type

On-site

Work study

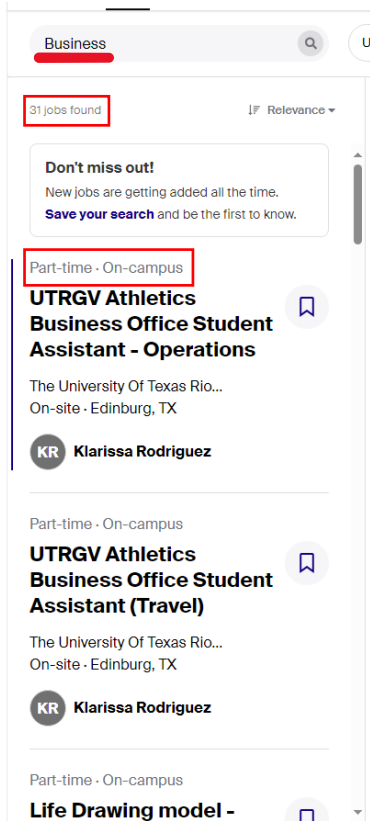
Eligible students only

Quick Apply

See if this job is right for you

Ask about a role, company culture, or how to succeed in the application process.

The listing of jobs is on the left side, these are shown according to the selected filters.



Applying for a Job

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

Tip: Quick Apply indicates that there is only one document required for that job posting, and you meet all the employer’s preferences.

Part-Time · On Campus Student Employment

UTRGV Athletics Business Office Student Assistant - Operations

UTRGV The University Of Texas Rio Grande Valley
On-site · Edinburg, TX

About the role

Application deadline	Posted date	Estimated pay
November 1, 2023 12:00 AM	July 11, 2023	\$12.00 per hour
Company division	Location type	Work study
Office of the President	On-site	Eligible students only



The message below will appear. Click on the **“Submit Application”** button.


A screenshot of a web application window titled "Apply to The University Of Texas Rio Grande Valley" with a close button (X) in the top right. The main content area has the heading "Details from The University Of Texas Rio Grande Valley:" followed by the text "Applying for UTRGV Athletics Business Office Student Assistant - Operations requires a resume. Attach it below and get one step closer to your next job!". Below this is a section titled "1. Attach your resume" containing a search bar with the placeholder "Search your CVs", a dropdown arrow, the word "or", and a blue "Upload New" button. Underneath is a "Recently Added" section showing two blacked-out entries. At the bottom right of the form area, there is a green button with the text "Submit Application", which is highlighted with a red rectangular box.

Tip: Depending on the devices you might need to refresh and resubmit your documents (if asked) and submit the application in order for the submission to go through.

*Tip: Apply indicates that at least two or more documents are required to apply. Click on “**Apply.**”*

Part-Time - On Campus Student Employment

CAMP WS Student Academic Assistant

 **The University Of Texas Rio Grande Valley**
On-site · Edinburg, TX

About the role

Application deadline	Posted date	Seasonal role
October 31, 2023 12:00 AM	July 14, 2023	(10/2/23 - 5/31/24)
Estimated pay	Company division	Location type
\$12.00 per hour	College Access Outreach Prgrms	On-site
Work study		
Eligible students only		



From the **Apply** button, you will see a pop-up like 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. In this example, the job posting requires a resume and other required documents (class schedule). After uploading the resume, click “**Submit Application**” in the lower-right corner of the pop-up.

Apply to The University Of Texas Rio Grande Valley

Details from The University Of Texas Rio Grande Valley:
Applying for CAMP WS Student Academic Assistant requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

Search your CVs

or

Upload New

Recently Added

2. Attach other required documents

Instructions from employer: Class Schedule

Search your other documents

or

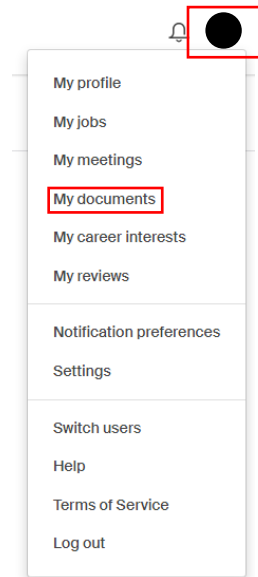
Upload New

Submit Application

Tip: If you do not attach the required document(s), the application will not be submitted.

Adding a Document

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



Select “Add New Document”

Documents

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

Resumes

Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]
[Redacted]	<input checked="" type="radio"/> Visible	[Redacted]

Cover Letters

Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]

Transcripts

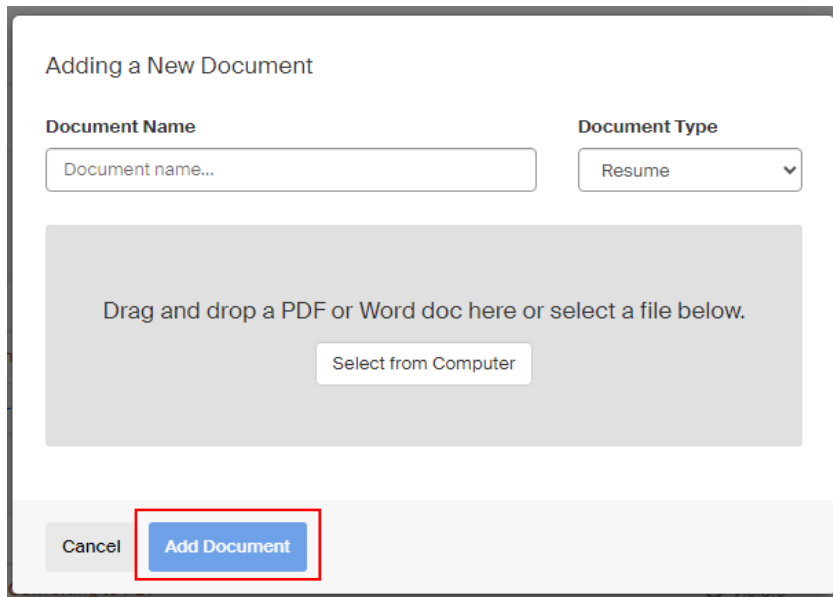
Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]

Other Documents

Name	On Profile	Date Added
[Redacted]	<input type="radio"/> Visible	[Redacted]
[Redacted]	<input type="radio"/> Visible	[Redacted]

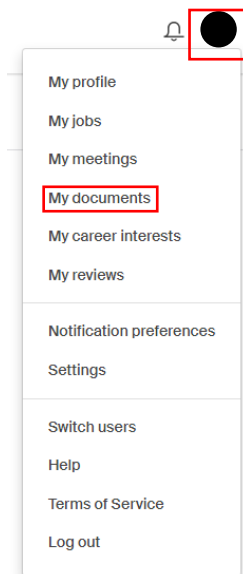
Add more resumes, cover letters, or transcripts [Add New Document](#)

Once you select a document from your computer, you will see a preview of the document. You can name it, select the document type, and then click **“Add Document.”**



The screenshot shows a form titled "Adding a New Document". It has two input fields at the top: "Document Name" with a placeholder "Document name..." and "Document Type" with a dropdown menu currently showing "Resume". Below these is a large grey area with the text "Drag and drop a PDF or Word doc here or select a file below." and a button labeled "Select from Computer". At the bottom of the form are two buttons: "Cancel" and "Add Document". The "Add Document" button is highlighted with a red rectangular box.

To **edit** or **delete** a document, click on your initials on top right corner, and click on **“My documents.”**



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

Resumes		
Name	On Profile	Date Added
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
[REDACTED]	<input checked="" type="radio"/> Visible	[REDACTED]
Cover Letters		
Name	On Profile	Date Added
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
Transcripts		
Name	On Profile	Date Added
Document name [REDACTED]	<input type="radio"/> Visible	[REDACTED]
Other Documents		
Name	On Profile	Date Added
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
[REDACTED]	<input type="radio"/> Visible	[REDACTED]

You will be able to edit, delete, or make a document public.

Documents

Transcript, uploaded July 18th, 2023

pdf

Make Public

Document Information

☐ Doc uploaded July 18th, 2023 6:57 pm

☐ File Size 59.5 KB

Delete Document

Edit Document

Attached Applications

[REDACTED]

Tip: All documents stored in Handshake must be in a PDF format.

Tip: If the employer has already downloaded applications and documents, they will not see the updated version. Once a document has been deleted, it cannot be retrieved.

Making your Documents Visible

You can see which documents are currently public by looking under **On Profile**.

Tip: If the document is visible, there will be a checkmark with a green circle. If not visible, there will be a blank circle.

Resumes		
Name	On Profile	Date Added
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
[REDACTED]	<input checked="" type="radio"/> Visible	[REDACTED]
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
Cover Letters		
Name	On Profile	Date Added
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
Transcripts		
Name	On Profile	Date Added
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
Other Documents		
Name	On Profile	Date Added
[REDACTED]	<input type="radio"/> Visible	[REDACTED]
[REDACTED]	<input type="radio"/> Visible	[REDACTED]

You have the option to have your documents visible on your profile, allowing employers to view and download these documents.

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 review these documents.

Job Application Status

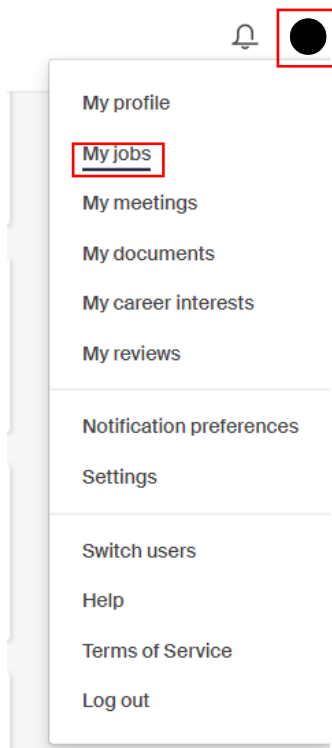
In the **“My Jobs”** section, students can keep track of the status of their submitted application(s).

Changing application status is 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 the employer has not yet changed your application status.

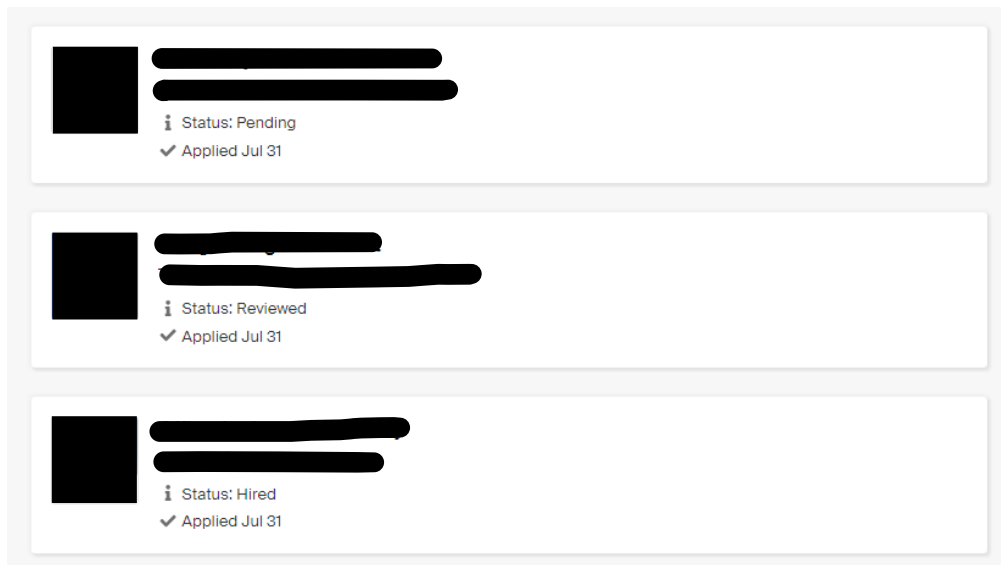
The following is a list of possible application statuses:

- **Pending:** Application has not been reviewed
- **Reviewed:** A department is reviewing your application
- **Hired:** A department has hired you for that job position
- **Denied:** A department reviewed your application, but it was not the best fit for the job.

Tip: An update in status may not always be reflected, as it is up to the reviewer’s discretion.



Below are examples of different status messages.



The image shows a sidebar for application filters. The title 'Filters' is at the top left, and 'CLEAR (1)' is at the top right. The sidebar is divided into sections: Search, Application Type, Status, and Application Date. The 'Status' section is highlighted with a red box.

Filters CLEAR (1)

Search ^

Enter a keyword...

Application Type ^

+ Add Application Type

☒ Job (76)

Status ^

+ Add Status

- ☐ Pending (44)
- ☐ Reviewed (25)
- ☐ Declined (5)
- ☐ Hired (2)

Application Date ^

Start date End date

While Handshake strongly encourages employers to update these application statuses 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.