

Handshake 101



@TAMUSAMays





TEXAS A&M UNIVERSITY - SAN ANTONIO

Mays Center

Career Services | Community Engagement | Experiential Learning

How to log into handshake

1. Open a browser to tamusa.joinhandshake.com/login (Google Chrome is recommended)
2. Select  |  to use your A&M-SA student log in credentials.

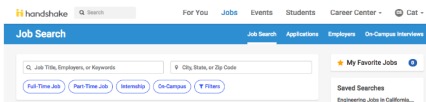
How to Search for Jobs and Internships

Start by clicking on **Jobs** in the top menu bar. You will be taken to the Job Search page.

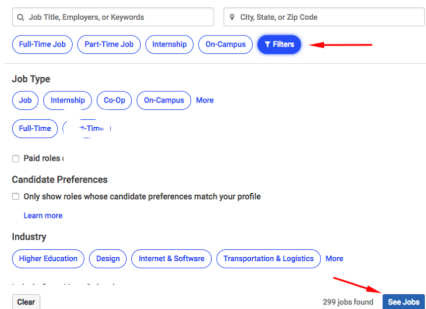


From here, there are various options available to view available jobs and narrow your search.

- To search for jobs using keywords, job titles, or employers, use the search box at the top of the page. You can also search by city, state or zip code.
 - Please note that the location filter defaults to a 50 mile radius
- You'll notice the option to filter your search by job duration (full time, part time) as well as by job type (on-campus, internship)
- Once you've added your search criteria, hit 'enter' to launch your search.



- You'll notice the option for additional filters on this page also. Clicking on **Filters** will open up additional advanced filters you can use to narrow your job search even further.



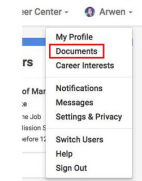
1. Start off by selecting **Jobs** in the top menu bar, where you will be directed to the Job Search page
2. Once you reach the Job Search page, you are able to narrow down your search based on location and other factors.
3. After selection your search criteria, hit 'enter' to launch your search.
4. There is an option for additional filters also. Clicking on **Filters** will open up additional advanced filters you can use to narrow your job search even further.

HOW TO UPLOAD A DOCUMENT ON HANDSHAKE

Need to upload documents for job applications? Follow the steps below and you'll be good to go. Note that most positions in Handshake require you to include documents as part of the application. *Note: document uploads have a max of 20 MB

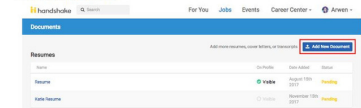
To upload a new document:

- Select **Documents** from the drop down menu under your name in the top menu bar

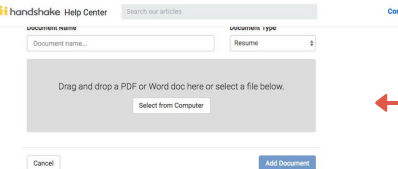


1. Once you have logged into your handshake profile, at the corner under your name you will select the drop-down arrow and click on documents as shown on the image to the left.

- Select **Add New Document**



2. At the top right corner there will be a blue box that states “ADD NEW DOCUMENT” and you will select that box



3. Once selecting the box another pop up box will appear and give you the option to upload a documents from your computer

- 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**

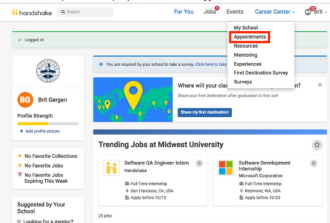
Adding a New Document

4. Finally before you upload your document make sure that you name your document accordingly and select the document type. Once you have done so click the blue box of “ADD DOCUMENT” and you have now successfully uploaded a document.

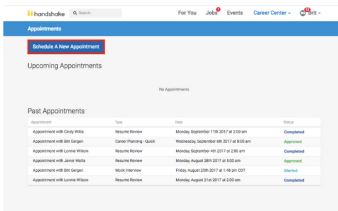
Pro tip: pay special attention to the document type. If you upload a transcript but set the document type as resume, you won't see it in your list of transcript documents when applying to jobs. Make sure the document type accurately represents what the document is.

How to set up an appointment

1. Career Center dropdown at the top of your screen and select **Appointments**



1. Click on the dropdown arrow of the Career Center tab on the top and select **APPOINTMENTS**



2. On the following page, you'll see any past and upcoming appointments you have scheduled. To request a new appointment, click the **Schedule a New Appointment** button.

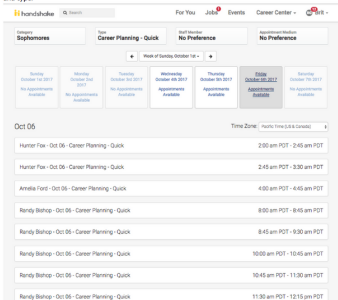
You will see the option to pick a **category** and **type** of appointment.

↳ Select the category and type of appointment you are interested in scheduling.

You will be taken to the next available appointment times once you have selected an appointment category and type.

3. You will see the option to pick a category and type of appointment.

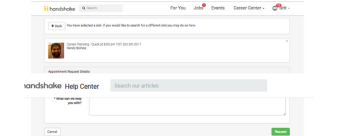
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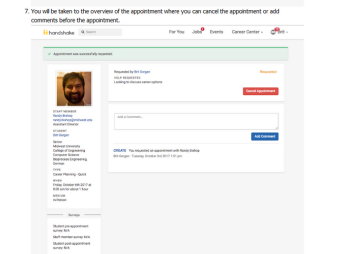
4. You will be taken to the next available appointment times once you have selected an appointment category and type.

5. Click on a time that works for you or click on staff member to see the availability of different staff members.

6. Enter details about the appointment in the **What can we help you with?** section and then click **Request** at the bottom of the screen.



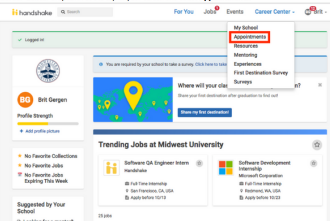
7. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.



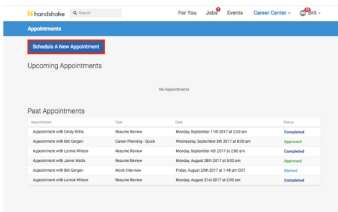
8. Make sure that you check your notifications for updates to the status of your appointment.

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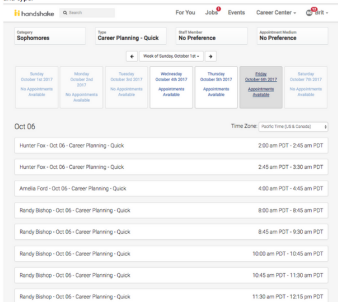
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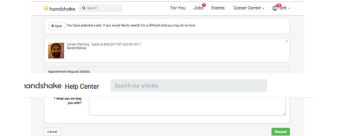
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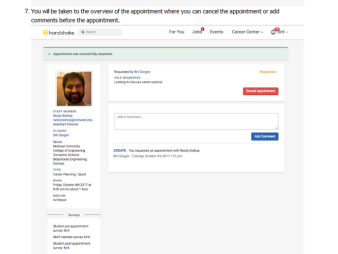
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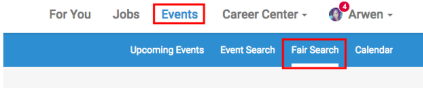


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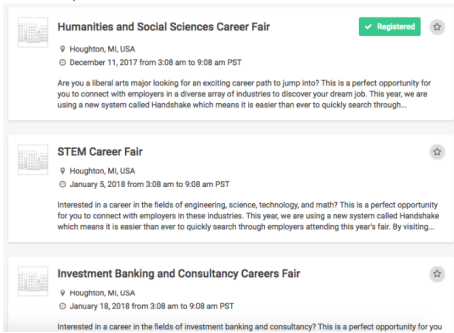
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How to search for upcoming events and view employers attending

1. Click **Events** in the top menu bar
2. Click **Fair Search**



3. Click on the fair you'd like to view

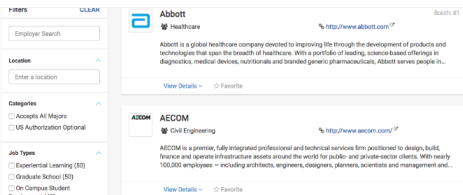


4. Select **All Employers** to view all the employers who have registered for this fair

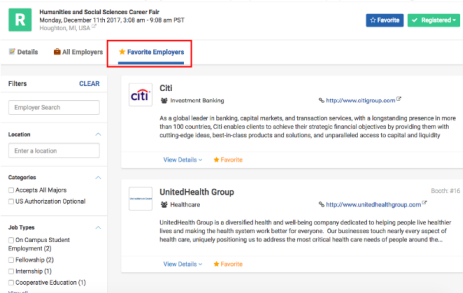


handshake Help Center

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5. You can also select **Favorite Employers** to see if any of your favored employers are attending this fair



1. Click **Events** in the top menu bar

2. Click **Fair Search**

3. Click on the fair you would like to view

4. Select **All Employers** to view all the employers who have registered for this fair

5. You can also select **Favorite Employers** to see if any of your favorite employers are attending this fair