# Handshake 101







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

.....

JagWire Login

to use your A&M-SA

student log in credentials.

### How to Search for Jobs and Internships

handshake	Q, Search	For You	Jobs	Events	Students	Career C	enter - 🕻	Cat
Job Search		_	-	Job Search	Applications	Employers	On-Campus	Interview
m here, there a	ire various options	available to view avai	lable job	s and nar	OW YOUR SP	rch.		
	r jobs using keywo ch by city, state o	rds, job titles, or emp r zip code.	oloyers, u	use the se	arch box at	the top o	f the page.	You
<ul> <li>Please</li> </ul>	note that the locat	ion filter defaults to a	50 mile	radius				
<ul> <li>You'l notice campus, inte</li> </ul>		your search by job d	uration (	full time, p	art time) as	well as by	/ job type (	(on-
Once you've	added your search	h criteria, hit 'enter' to	alaunch	your sear	ch.			
<mark>hi</mark> handshake	Q Search	For You	Jobs	Events	Students	Career	Center -	🕒 Cat
Job Search				Job Search	Applications	Employers	Ол-Сатрия	Interview
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Full-Time Job	Part-Time Job (Interns	Np) Co-Campus) (¥ Film	•				Searches	
Q, Job Title, Er	nployers, or Keyword	ds	<b>9</b> (	City, State,	or Zip Code			
Full-Time Job	Part-Time Job	Internship On	-Campu		iters			
lob Type								
Job Interr	ship Co-Op	On-Campus More						
Full-Time	t-Time							
Paid roles								
Candidate Pre	ferences							
Only show re	les whose candida	te preferences matcl	h your p	rofile				
Learn more								
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	on Design	Internet & Software	Trans	portation &	Logistics	More		
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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:

er Center - 🗿 Arwen -

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

My Profile Documents rs Career Interests of Mar Messages Settings & Privacy efore 12 Switch Users Help Sign Out ect Add New D handshake Help Cente Pocument reame Drag and drop a PDF or Word doc here or select a file below Salart from Committee Cancel

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

locument Name	Document Type
Katie Resume 2	Resume d
and processing refunds, and resolving bill	ng outomens and determining needs, ringing up purchases ling issues and outomer complaints. Specialize in improving incy by assessing working processes.
	HDGHLDGHTS
Coparating investory     Processing transactions     Bagging purchases     Customer service     Wranding good     Weighter management     Cetal created	
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<ul> <li>Processed customer purchases, rang</li> <li>Responded to customer queries, responded to customer queries, r</li></ul>	up new items, bagged purchased items for customers alves customer problems and provided billing solutions in register, and processed refunds and returns
	EDUCATION
1999 Phoe	enix Valley High School, Phoenix, AZ

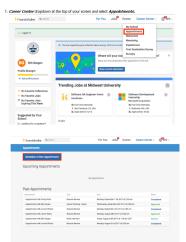
Pro tip: pay special attention to the document type. If you upload a transcript but set the document type as resume; you wort see it in your kist of transcript documents when applying to jobs. Make sure the document type accurately represents what the document is.  Once you have logged into your handshake 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.

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

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.

### How to set up an appointment



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.

Select the category and type or appointment you are interested in scheduing.
 You will be taken to the next available appointment times once you have selected an appointment category and type

a type.			
handshake 9 texts		For You Jobs <sup>9</sup> Eve	nts Career Center - 🖉rit
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Oct 06		Tr	ne Zone: Pacific Time (Uli & Caraco)
Hunter Fox - Oct 06 - Career Plan	ning - Quick		2:00 am POT - 2:45 am POT
Hunter Fox - Oct 06 - Career Plan	ning - Quick		2.45 am POT - 3.30 am POT
Amelia Ford - Oct 06 - Career Pla	nning - Quick		4:00 am POT - 4:45 am POT
Randy Bishop - Oct 05 - Career P	lanning - Quick		8:00 am POT - 8:45 am POT
Randy Bishop - Oct 06 - Career P	lanning - Quick		8.45 am POT - 9.30 am PDT
Randy Bishop - Oct 05 - Career P	lanning - Quick		10:00 am PDT - 10:45 am PDT
Randy Bishop - Oct 05 - Career P	lanning - Quick		10:45 am PDT - 11:30 am PDT
Randy Bishop - Oct 06 - Career P	lanning - Quick		11:30 am POT - 12:15 pm POT
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I. Click on the dropdown arrow of the Career Center tab on the top and select APPOINTMENTS

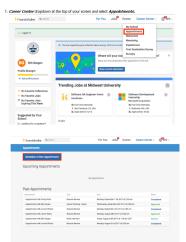
- On the following page, you'll see any past and upcoming appointments you have scheduled. To request a new appointment, click the Schedule a New Appointment button.
  - You will see the option to pick a category and type of appointment.
    - Select the category and type of appointment you are interested in scheduling.
- 4. You will be taken to the next available appointment times once you have selected an appointment category and type.
- 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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#### How to search for upcoming events and view employers attending

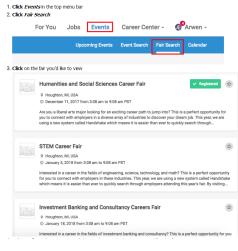
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agrated professional and technical services firm positioned to design, bu chare assets around the world for public- and private-sector clients. With

As a global leader in banking, capital markets, and transaction services, with a longstanding presence i than 100 countries, CtI enables clients to othere their strategic financial objectives by providing them cutling-edge ideas, berl-in-class products and solutions, and unparalieled access to capital and liquidit

bees and making the health system work better for everyone. Our businesses touch nearly every aspect of health care, uniquely positioning us to address the most critical health care needs of people around the...



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

Abbott 쓯 Healthcare

AICOM AECOM

\* Favorite Employers

Citi e Investment Banking

UnitedHealth Group

W Healthcare

Civil Engineering AECOM is a premier, fully integr finance and operate infrastructu 100,000 employees – including

bott is a global healthcare con chnologies that span the bread agnostics, medical devices, nut

View Details ~ 🗠 🗠 Favorite

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

R Humanities and Social Sciences Career Fair Monday, December 11th 2017, 3:08 am - 9:08 am PST Househore, MI 1954 57

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All Employers

CLEAR

handshake Help Center

Categories

Job Types

Accepts All Majors

US Authorization Optional

Experiential Learning (50)
 Graduate School (50)
 On Campus Student
Employment (45)

cepts All Majors

On Campus Student nployment (2) Fellowship (2)

US Authorization Ontional

#### Click Events in the top menu bar Click Fair Search 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