

**FIND AN ON CAMPUS JOB ON HANDSHAKE:****1. CREATE A HANDSHAKE STUDENT ACCOUNT:**

- a. **Login and settings:** You already have an account just log in with your UNE email and password.

(if it changed recently it may be your previous password)

- Select the University of New England as your school
- Decide on your profile privacy level: Community, **Employers**, or Private. (employer is preferred)
- Answer the preference questions, these will not apply as much to FWS positions but they will help in suggesting internship and other positions down the road so answer them as if you were seeking a job in your future profession

**2. Build your profile:**

- Select the build your profile faster, upload your resume and your profile will automatically populate (if you do not have a resume request an appoint with career services via Handshake or review the other documents in this black board training.)
- Upload a professional photo (no dogs or cartoons)

**3. Search jobs:**

- Top tool bar select jobs
- In the search bar type “On Campus Employment University of New England” and select
- This will bring up all of the on campus jobs at UNE in one listing
- Review the positions description of the jobs you are interested in you can favorite them for later or apply now

**4. Apply:**

- When you see a position you are interested in click apply.
- Since you added your resume in step 3 it is already in Handshake, however it is a good idea to draft a short cover letter as a personal greeting and why you are interested in the role.
- Upload your resume and optional cover letter
- Select submit
- You will receive a confirmation of your application
- You can keep tabs on your status by logging in and reviewing your applications tab

If you have any technical issues with Handshake or need assistance please email [mpecora@une.edu](mailto:mpecora@une.edu) for assistance.