Welcome to Handshake, the University’s official job and career events board. Use this to schedule advising appointments, RSVP for career development events, and even apply directly to jobs and internships.

Log in at uchicago.joinhandshake.com

This is the Handshake homepage!

Click here, then use your CNetID and password to sign in.

To the slight left of the center-top of the page, you will find tabs that can be used for navigating to the job search engine, events search engine, a Q&A forum, and student search engine.

The larger tiles serve as shortcuts for browsing through different types of opportunities. Below the tiles are suggestions for opportunities to learn about from Handshake, which bases its judgment on your previous RSVPs and applications.

Your messages, career resource center, and notifications are in the right-hand corner.
Let’s have a closer look at the navigation tool bars!

The “Jobs” page lists all positions open to University undergrads, including summer jobs and internships, academic year jobs, and post-graduate positions.

Click “Jobs” to see this screen.

Press “Saved” to view and apply to jobs you’d like to keep an eye out for on Handshake.

Press the “Job” tab to search and filter all the available jobs on Handshake.

Press the “Applications” tab to see all the jobs you’ve applied for and the status of your applications.
Filters

Click here to view ONLY on-campus positions

Click here to see all filtering options

Use these criteria to narrow your search, such as by job type and work authorization requirements

Keep scrolling down for more advanced filtering options, including industry, job function, and more!
If you are Federal Work-Study eligible, there’s an easy way to find Federal Work-Study Jobs on Handshake! (Not sure if you’re Federal Work-Study? Visit the Student Employment website for more information!)

If you are Federal Work-Study eligible, you can also filter out FWS-only opportunities!

Step 1: Click ‘All filters’ to get an expanded drop-down menu

Step 2: Select ‘Work study’

Step 3: Select ‘Show results’
Click here on this *bookmark* icon to keep the opportunity on your radar!

(It will appear under your “Saved” tab.)

Click here to apply to a position and upload necessary documents!

Keep an eye on the deadline!

Click here to view the full description of the opportunity.
Note: Even if you don’t meet all the preferences or qualifications, sometimes you can still apply

Scroll further down to see information about the employer!

If you scroll even further down, you will find a link that you can use to visit the employer’s Handshake profile.

about Foldscope Instruments

Employees: 1 - 10
Industry: Design
Headquarters: Palo Alto, CA

Foldscope Instruments began as a PhD project in the Prakash Lab at Stanford and is now a small, growing startup with the mission to make science more accessible by creating low-cost research tools for people around the world. Our current main product is Foldscope, a microscope that has comparable optical abilities to a standard lab microscope, but is more durable and portable — and is sold for as low as $17.95 per unit. We have distributed over 1 million Foldscopecs in over 150 countries and are seeking to further expand.

View full description
Pressing “Apply” on the posting will result in the following prompt. You will be prompted to upload application materials—which may include a resume, cover letter, unofficial transcript, and/or more.

You MUST submit all the required documents in order to apply!

Note any additional instructions; employers sometimes require you to apply through an external website.

You may select a document that you have uploaded onto Handshake in the past.

Apply when you are ready!

Select “Upload New” to submit an application material that you have just put together!
Thank you so much for looking at this guide!

For any additional guidance on how to use Handshake, feel free to reach out to careeradvancement@uchicago.edu, (773) 702-7040, and/or reach out to a career advisor via email or appointment request!