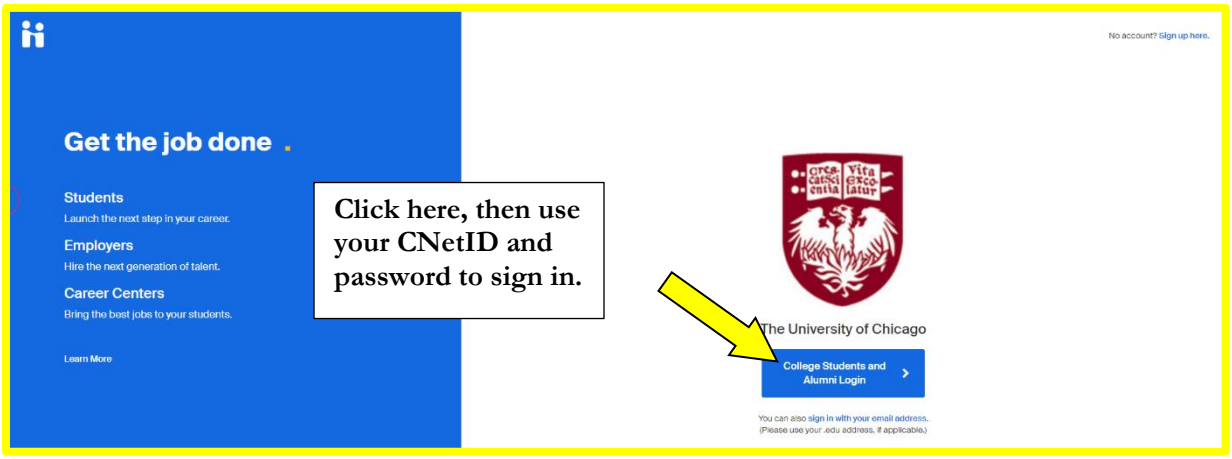
Using Handshake

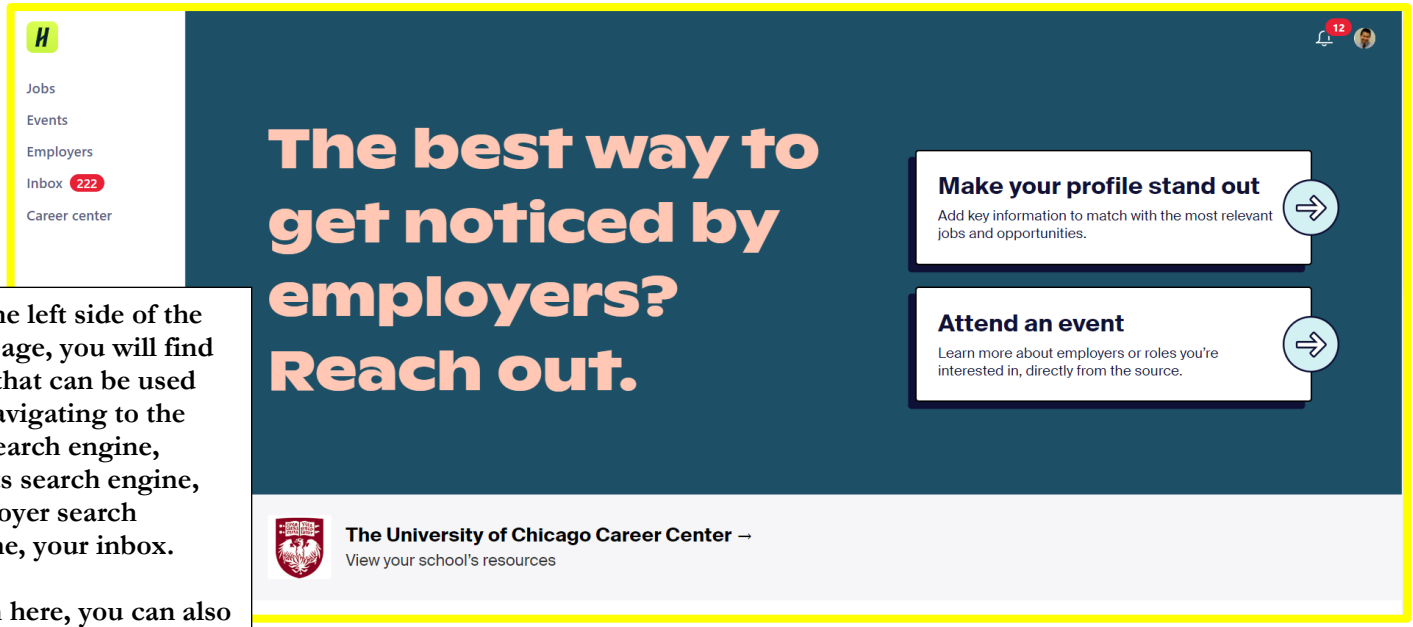
Welcome to Handshake, the University's official job and career events board. Use this to schedule advising appointments, RSVP for career development events, and even apply directly to jobs and internships.

Log in at uchicago.joinhandshake.com



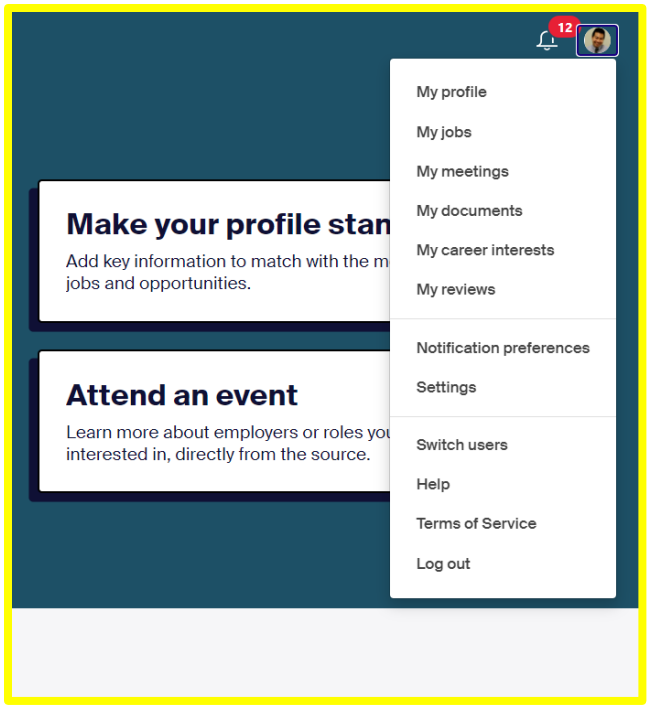
Click here, then use your CNetID and password to sign in.

This is the Handshake homepage!



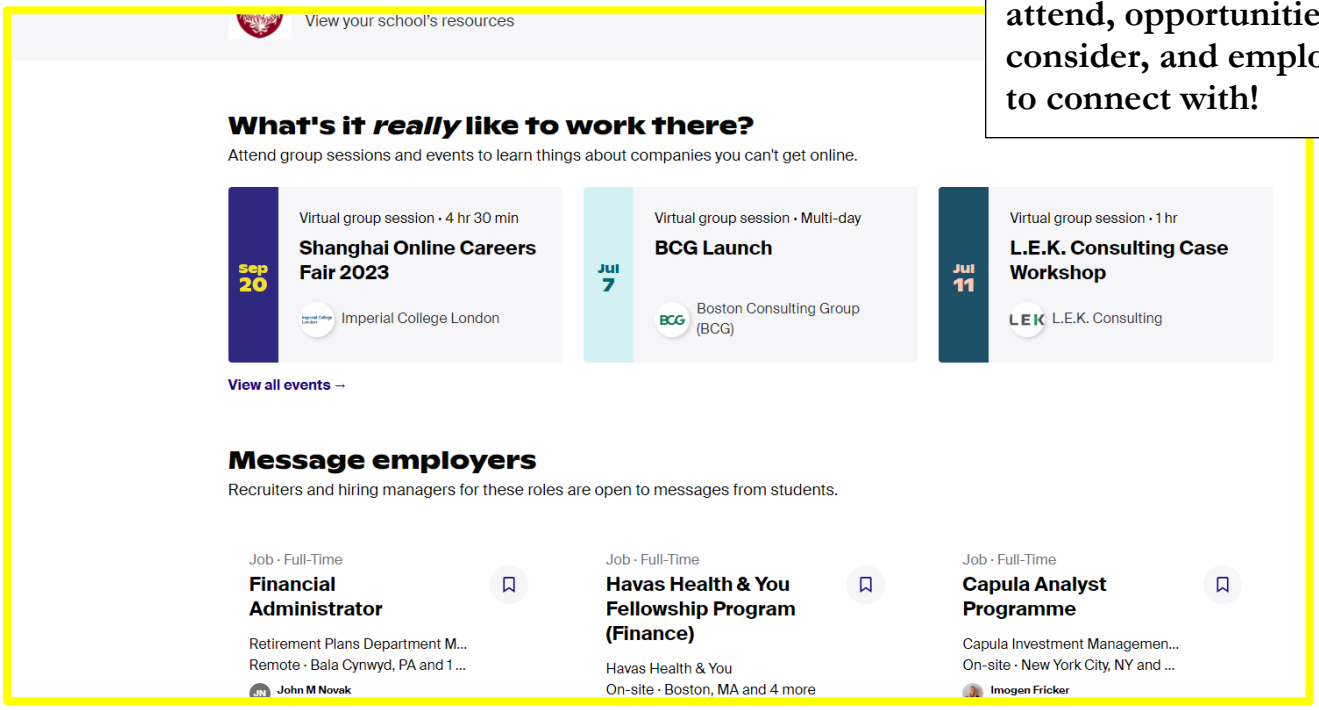
On the left side of the webpage, you will find tabs that can be used for navigating to the job search engine, events search engine, employer search engine, your inbox.

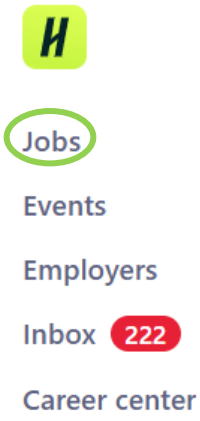
From here, you can also access the Handshake "Career Center," where you can find more resources and make appointments with a career advisor!



If you click the profile icon in the top-right corner of the page, you will be able to access more features of the Handshake platform.

If you scroll down, you will find some suggestions for events to attend, opportunities to consider, and employers to connect with!

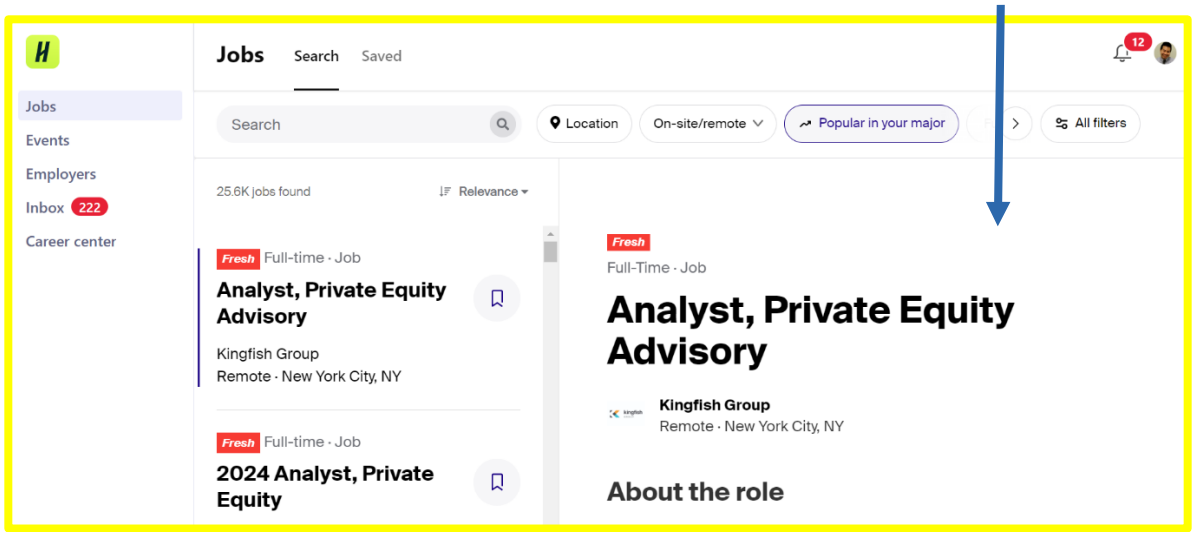




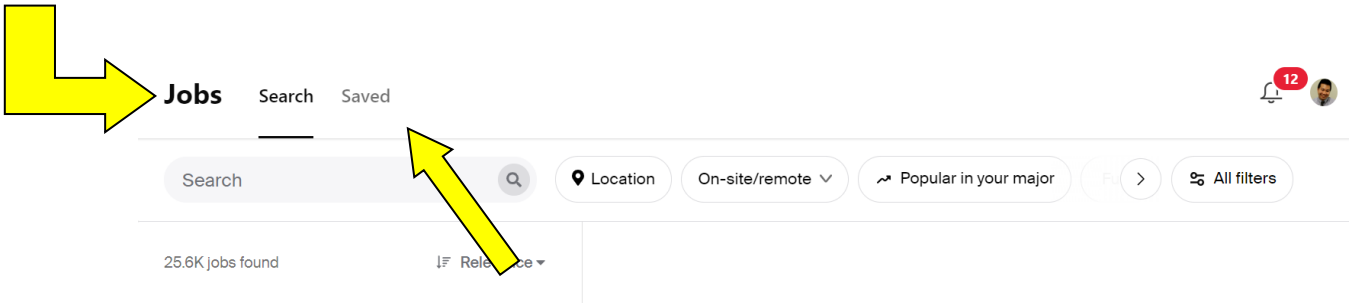
Let's have a closer look at the navigation tools!

The "Jobs" page can be used to access opportunities open to University undergrads. Summer jobs and internships, academic year jobs, and post-graduation roles can be found here!

Click "Jobs" to see this screen



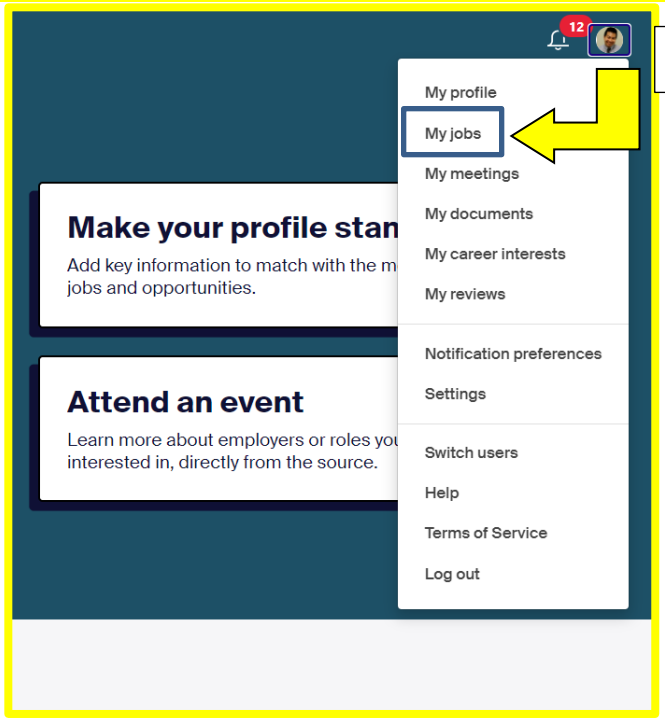
Press the "Job" tab to search and filter all the available jobs on Handshake.



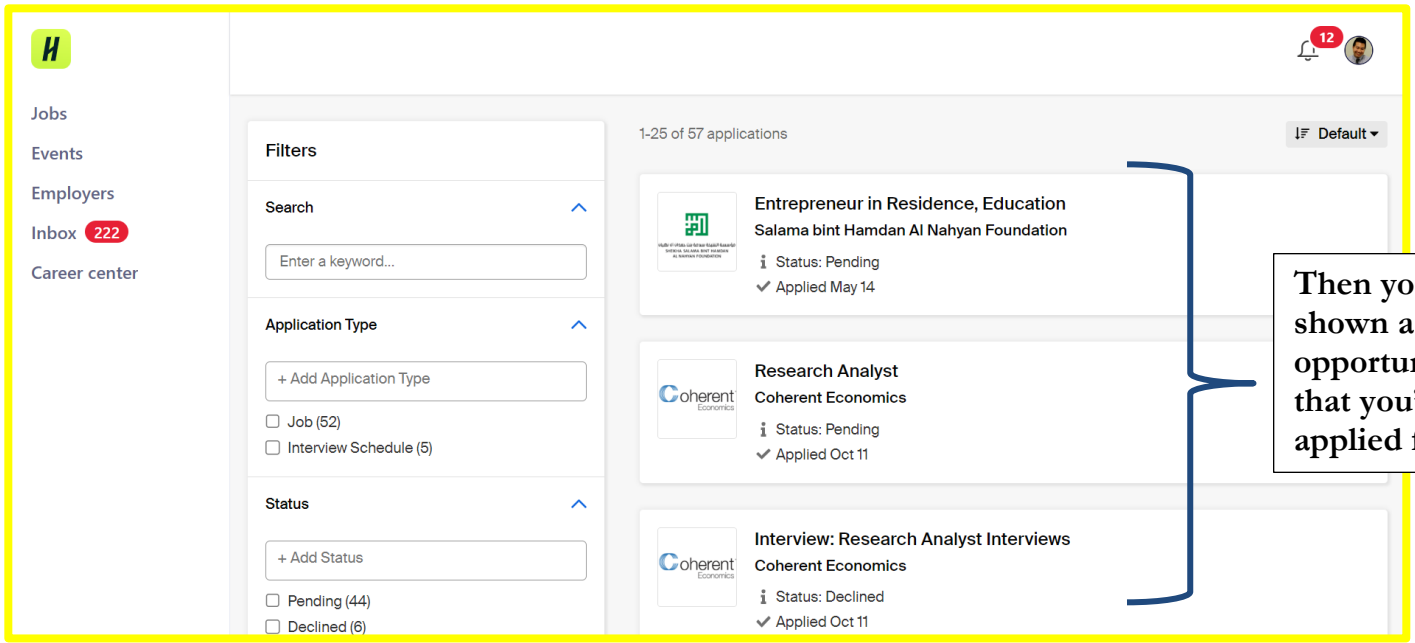
Press "Saved" to view and apply to jobs you'd like to keep an eye out for on Handshake.

Let's check on applications you've submitted!

Step 1: Click on your profile image



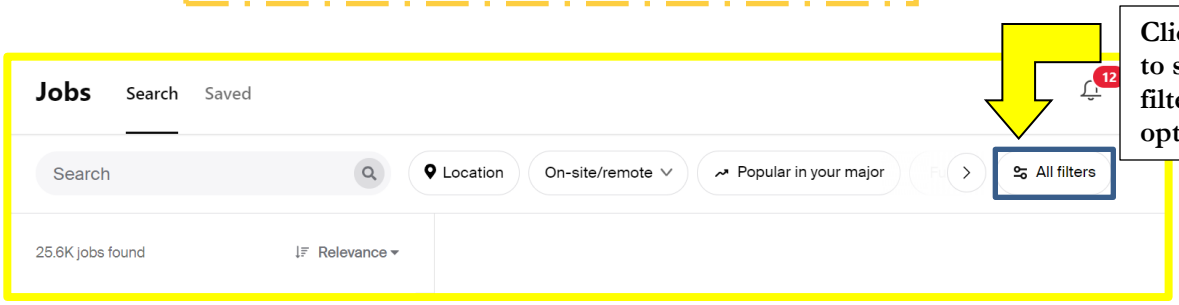
Step 2: Select "My Jobs"



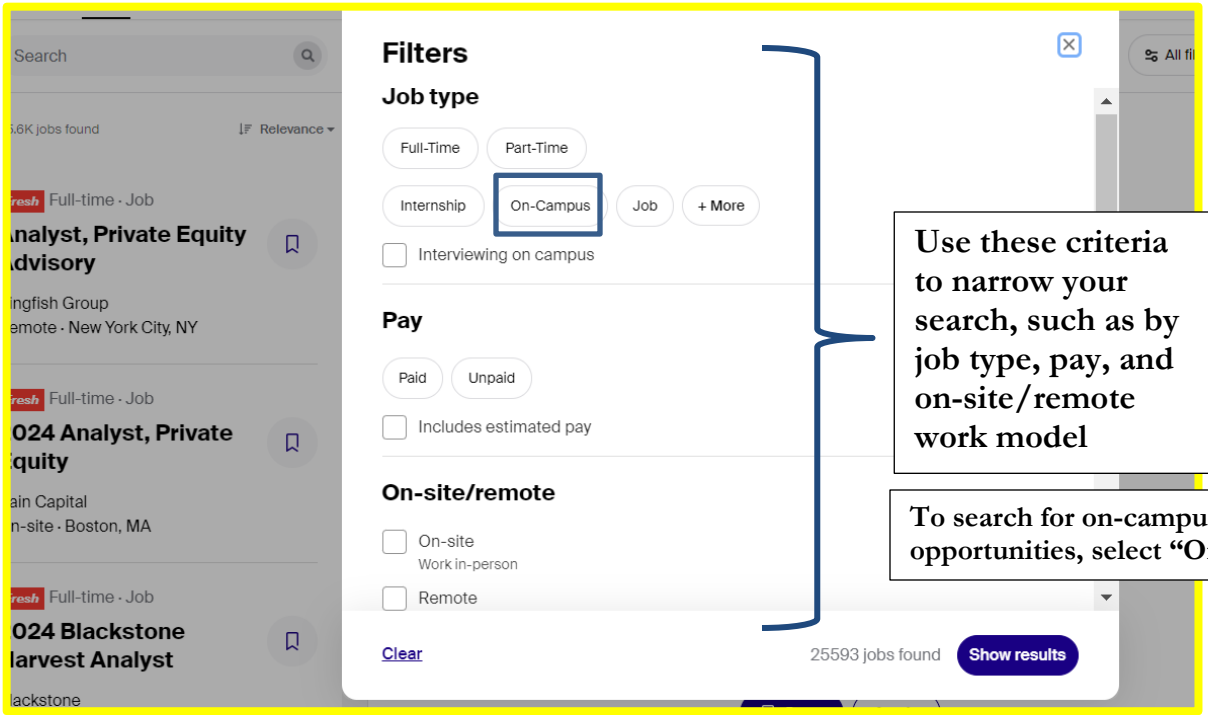
Then you'll be shown a list of opportunities that you've applied for!

Note: Some employers utilize Handshake for keeping track of applications, as well as for informing candidates about their application status. Other employers do not use Handshake for these purposes, and you may want to reach out to them directly if you are curious about application you submitted to them.

Filters

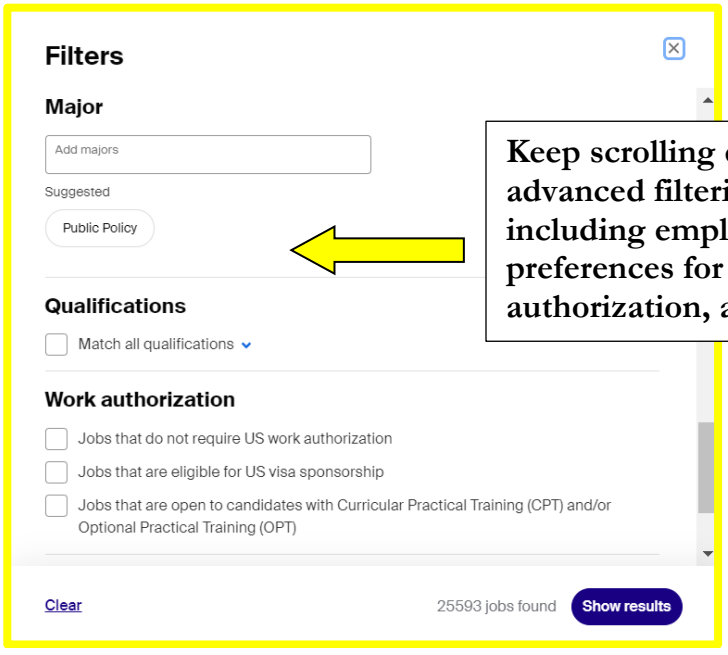


Click here to see all filtering options



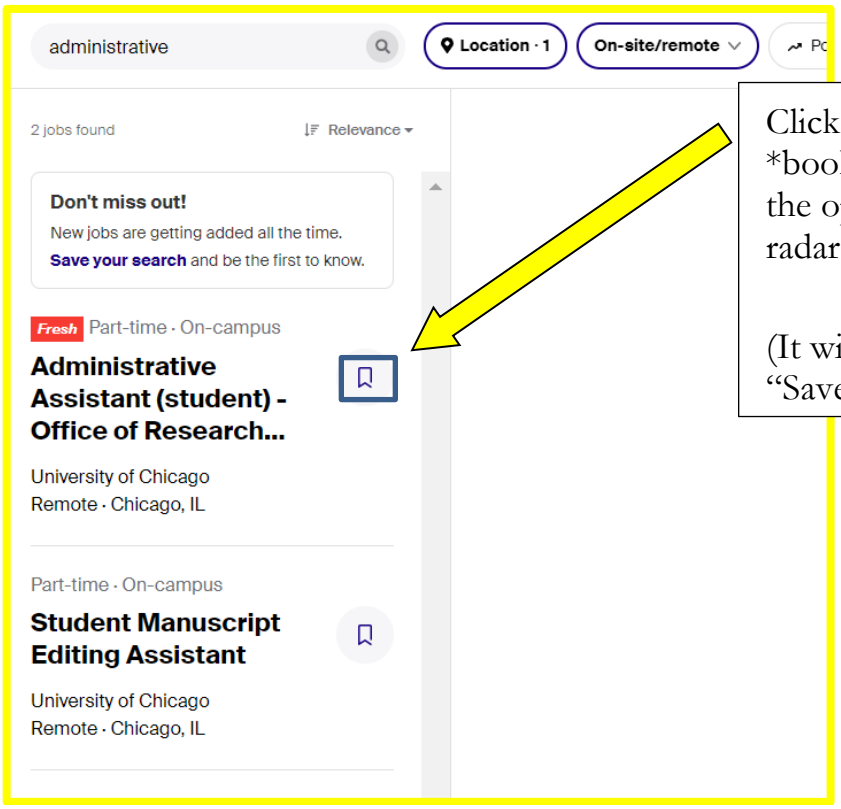
Use these criteria to narrow your search, such as by job type, pay, and on-site/remote work model

To search for on-campus employment opportunities, select "On-Campus"



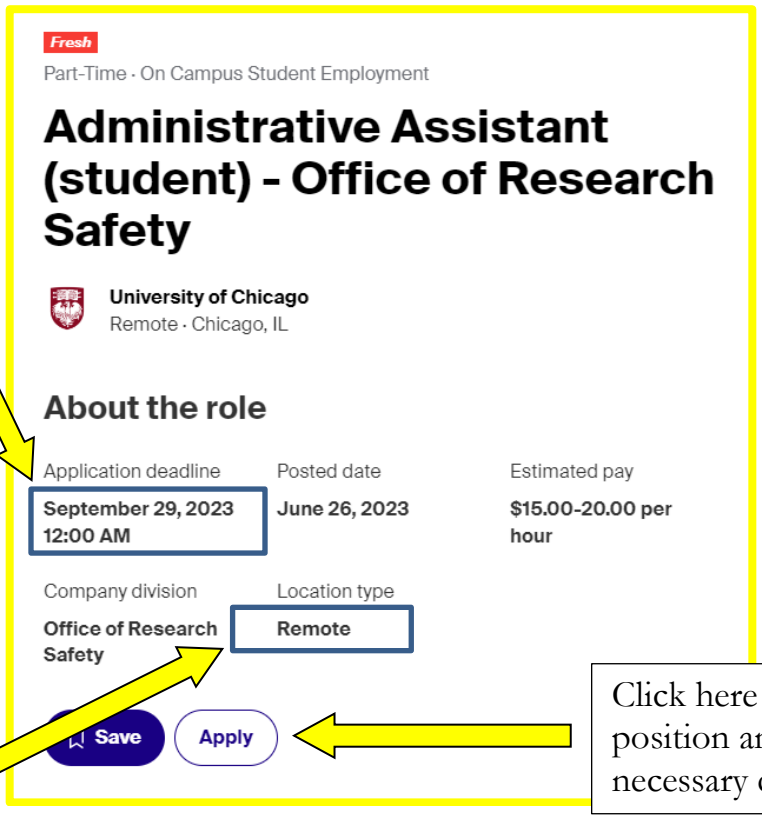
Keep scrolling down for more advanced filtering options, including employer preferences for major, work authorization, and more!

Some more tips below!



Click here on this *bookmark* icon to keep the opportunity on your radar!

(It will appear under your "Saved" tab.)

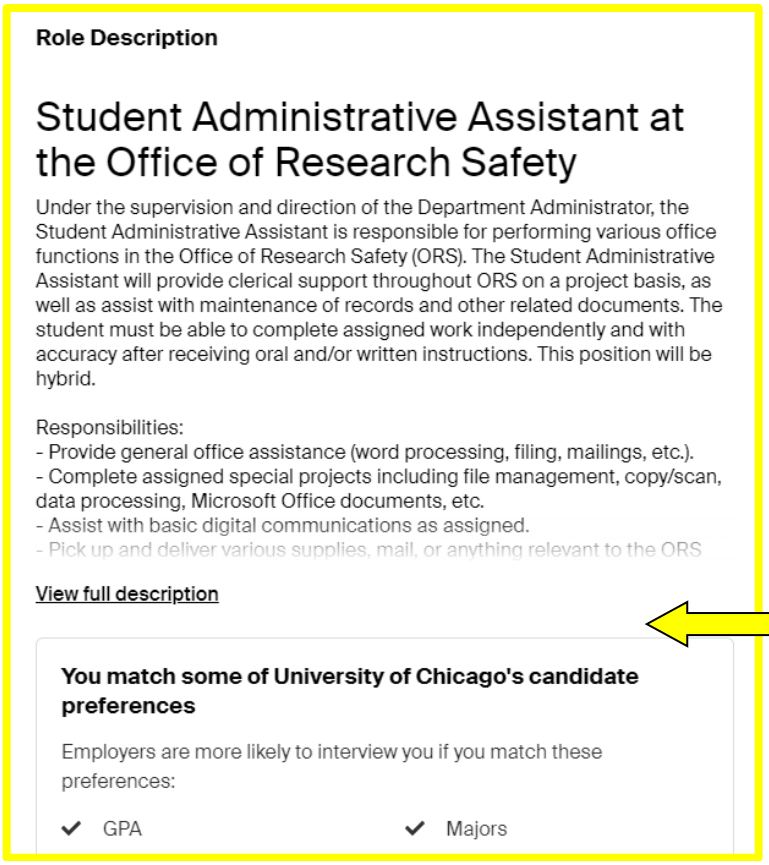


Keep an eye on the deadline!

If a position can be completed remotely, it will be noted here.

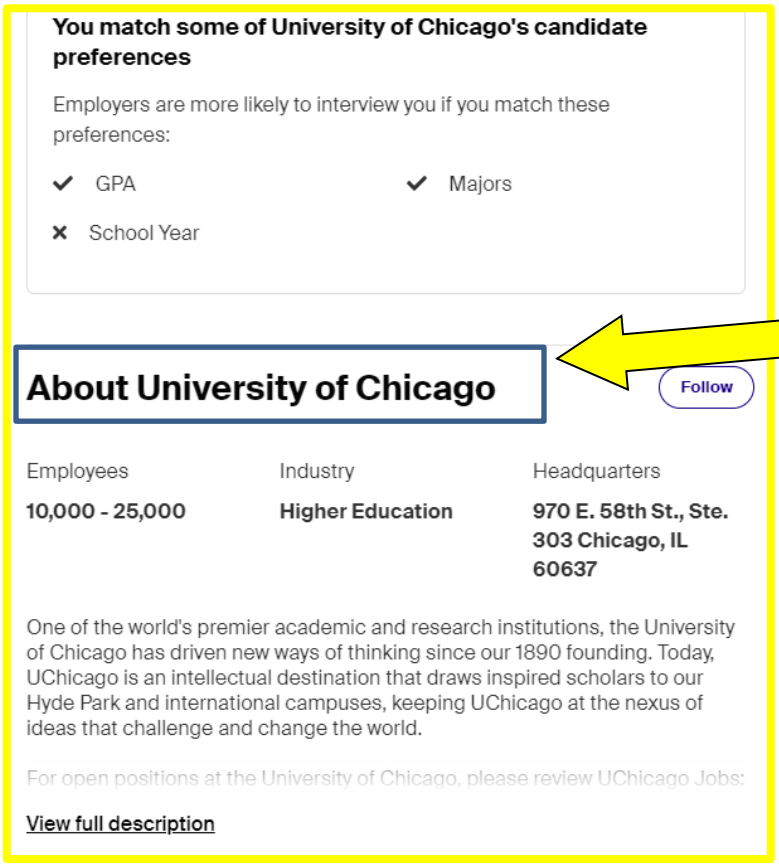
Information regarding the possibility of remote work may also be included in the role description.

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



Scroll down to see more information about the opportunity, including responsibilities and employer preferences and qualifications

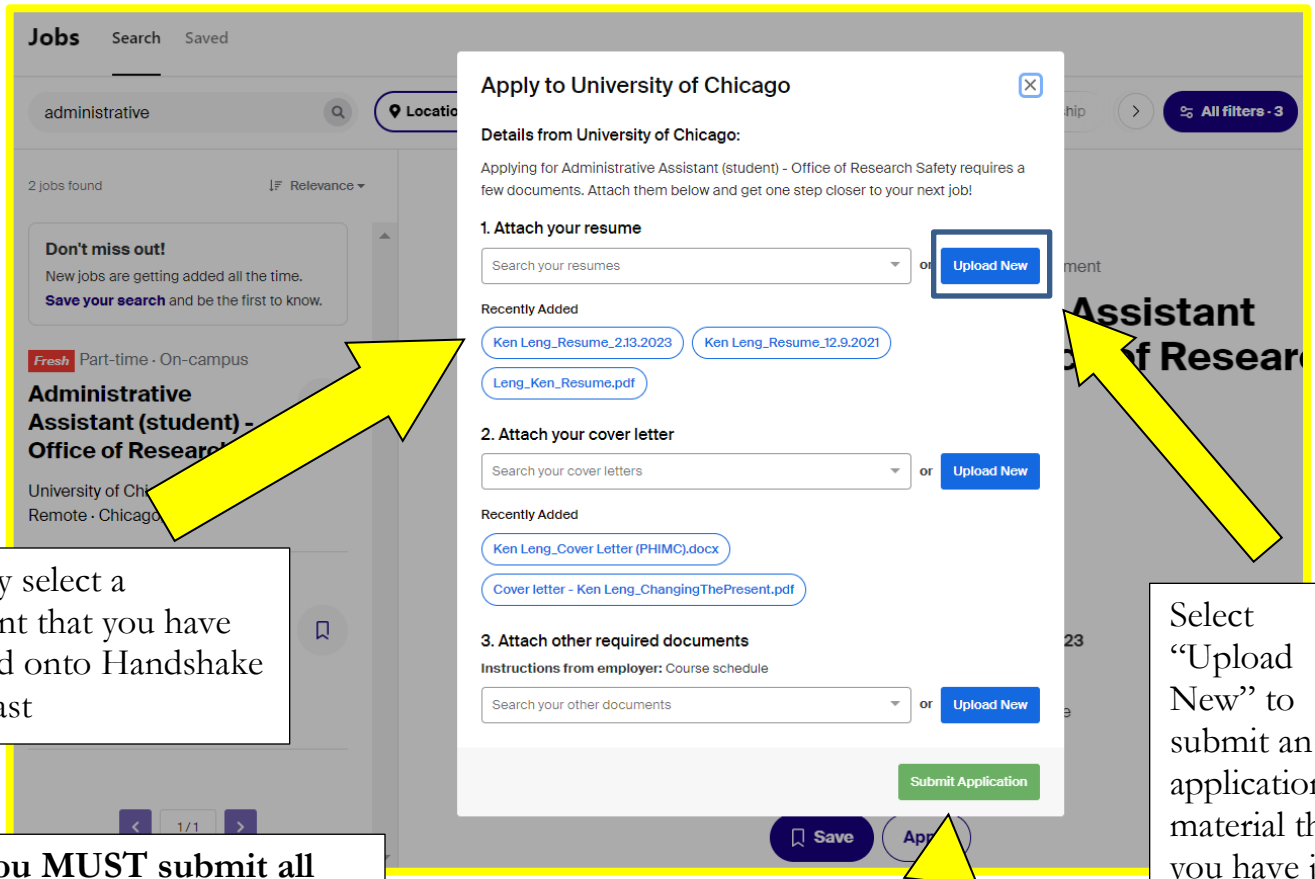
Note: Even if you don't meet all the preferences or qualifications, sometimes you can still apply!



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.

Pressing "Apply," "Quick Apply," or "Apply Externally" on the posting will result in a process prompt. You may be prompted to upload application materials—which could include a resume, cover letter, unofficial transcript, and/or more; or you may be prompted to navigate to an application portal that is external to Handshake.



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

Select "Upload New" to submit an application material that you have just put together!

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

Note: Pay careful attention to any additional instructions! Employers sometimes require you to apply through an external website.

When you are ready to apply, select "Submit Application"

Federal Work-Study

Federal Work-Study jobs can be found on Handshake!

If you are Federal Work-Study eligible, your job search results will automatically include jobs that are open exclusively to Federal Work-Study eligible students.

Some important notes:

- Federal Work-Study can be used for most student employment opportunities with on-campus departments.
    - These opportunities will be marked as "on-campus employment" and posted under a UChicago-affiliated Handshake company profile (e.g., "University of Chicago").
- Summer Federal Work-Study involves a separate application process from academic year Federal Work-Study.
    - If you would like Summer Federal Work-Study, please visit the Financial Aid website for guidance on the application process. You reach out to college-aid@uchicago.edu if you have any questions upon reviewing their website.
- Not sure if you have Federal Work-Study? Visit the Student Employment website for more information.

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!