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 CNET and password to sign in.

This is the Handshake homepage! Your notifications, messages, and upcoming events are in the right hand corner. The larger tiles advertise events and positions that may be of interest to you, based on your previous RSVPs and applications. The left hand tool bar is how you navigate around the site.
The “Jobs” pages lists all positions open to University undergrads, including summer jobs and internships, academic year jobs, and postgraduate positions.

Employers will view your profile, so it’s important to update it regularly. Click on the button “View as Employer” to see what they see!

Let’s have a closer look at the navigation tool bar.
Use these criteria to narrow your search, such as by work hours, industry, or employer.

Click on a job’s title to see more details!
If you are Federal Work-Study eligible, you can also filter out FWS-only opportunities.

Navigate to the bottom of the Filters sidebar.

Click ‘Show Advanced Options’

Select ‘Work-Study’ under Categories.
Use a job’s “Favorite” button to keep track of it!

See employer info here!

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

Keep an eye on the deadline!

Even if you don’t meet all the qualifications, sometimes you can still apply!

Contact this person with any questions you have about the job. Don’t forget to share the posting with your friends, too!
Choose the document type, select a file from your computer, and click the "Upload" button.

Use this function if you wish to submit a document you have already uploaded to Handshake.

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.

Apply when you are ready!