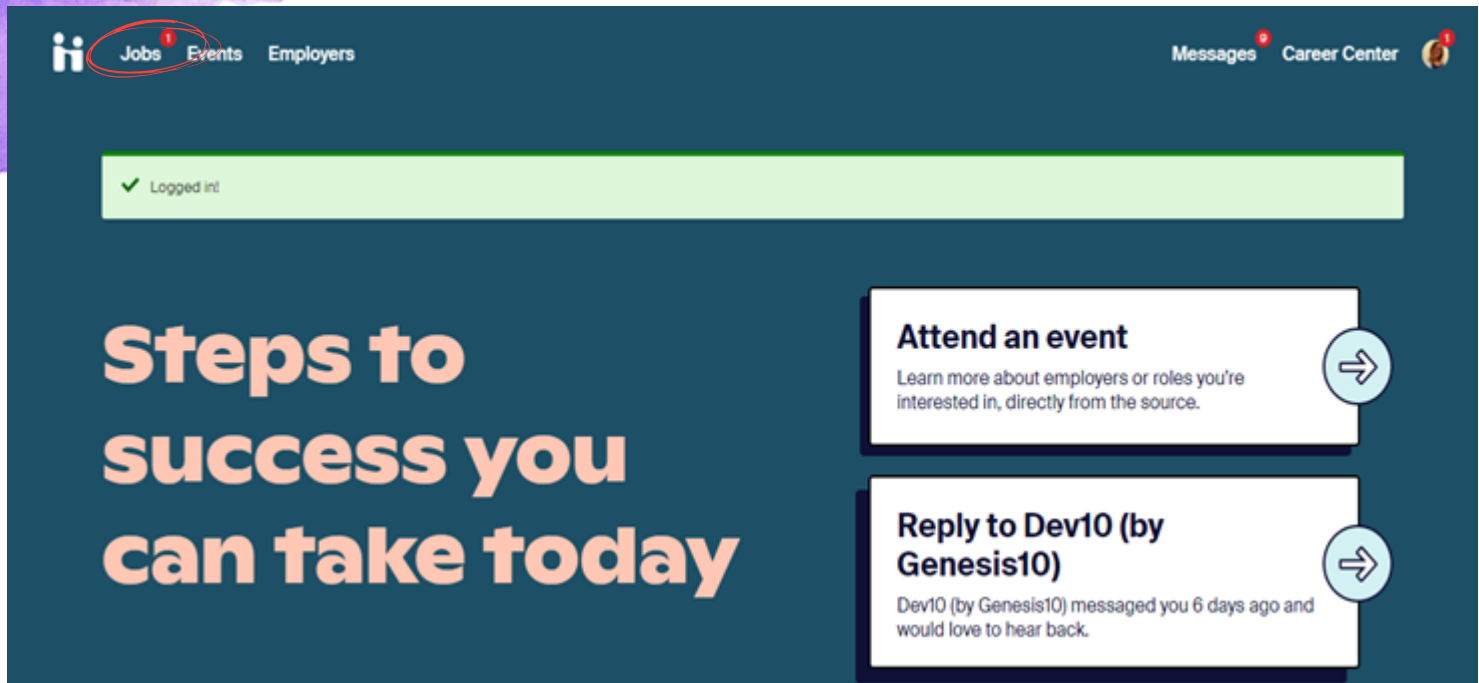


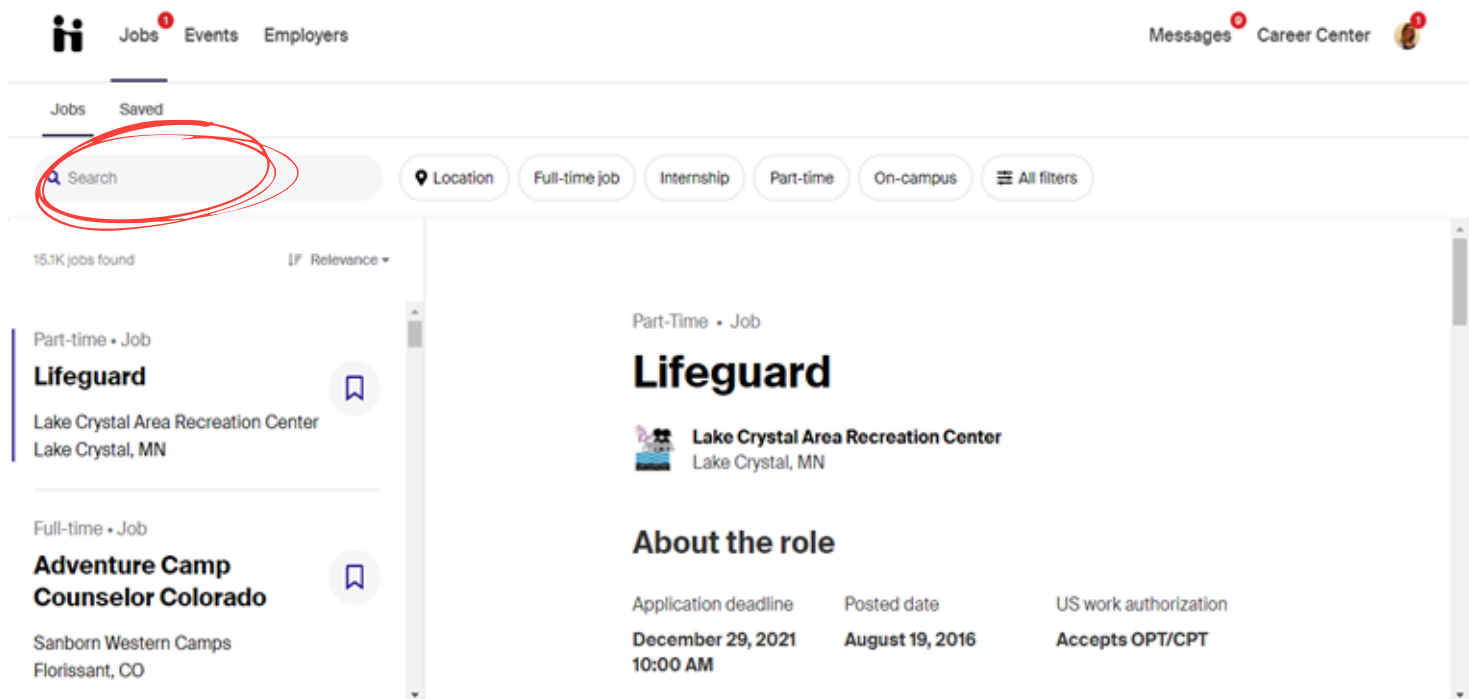
HANDSHAKE JOB SEARCH GUIDE



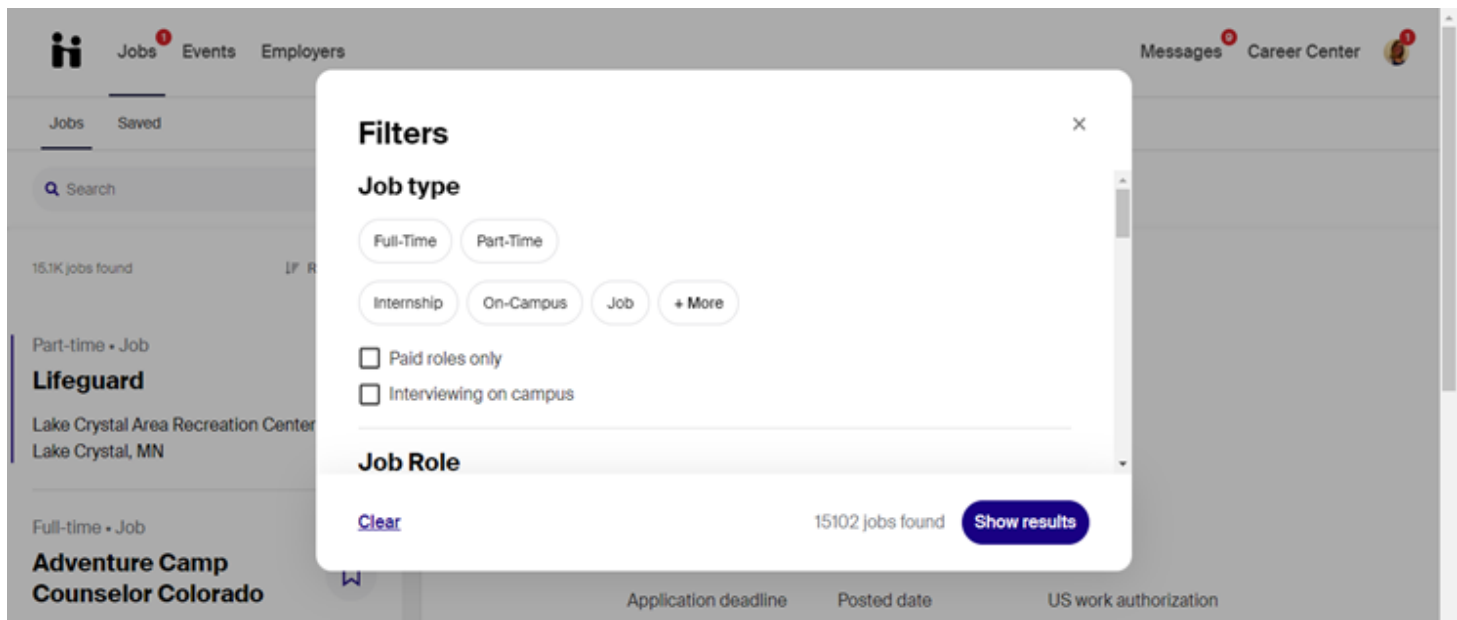
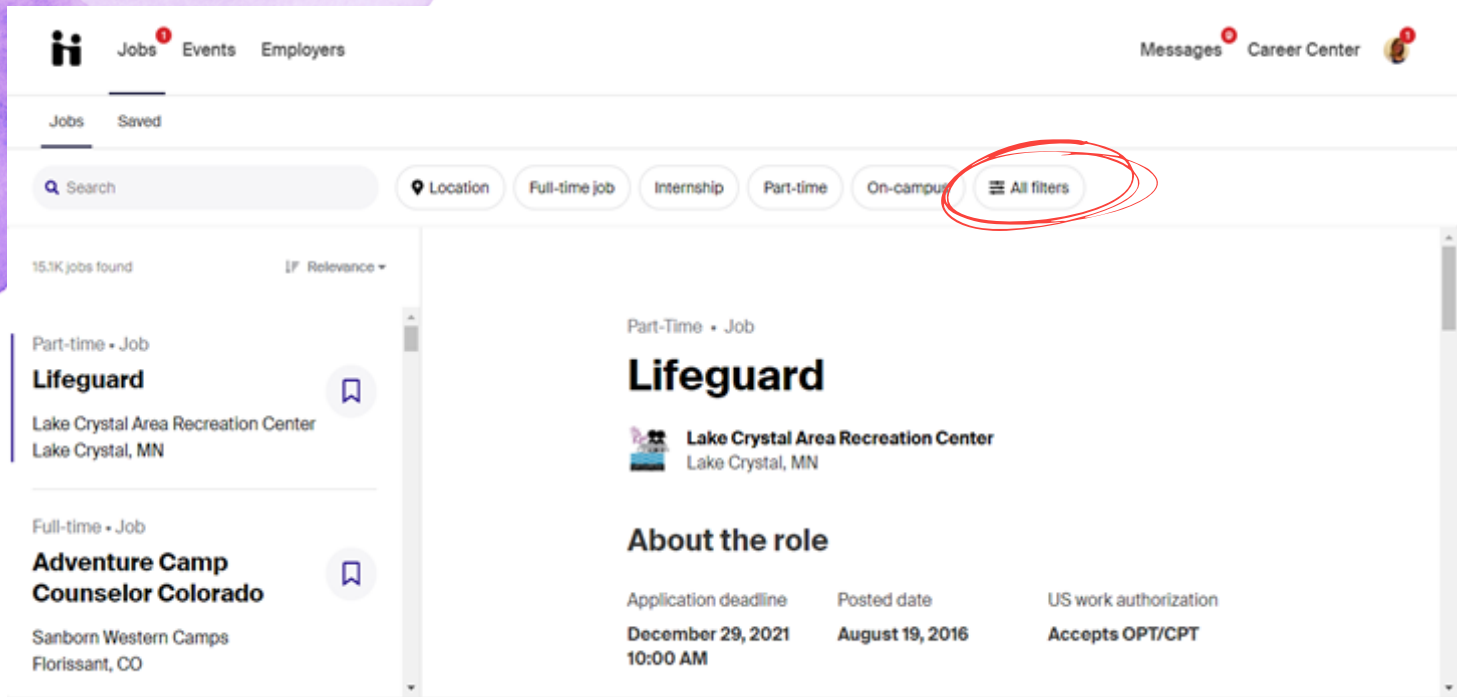
Step 1: Log into Handshake and click Jobs in the top right corner



Step 2: Use the Search bar function to search for jobs. Use Different search terms and keywords to obtain more results.



Step 3: Utilize filters for specific results.



Filter by:

- Job Type
- Job Role
- Location
- Industry
- Employers
- Major
- Employer Preferences
- Work Authorization

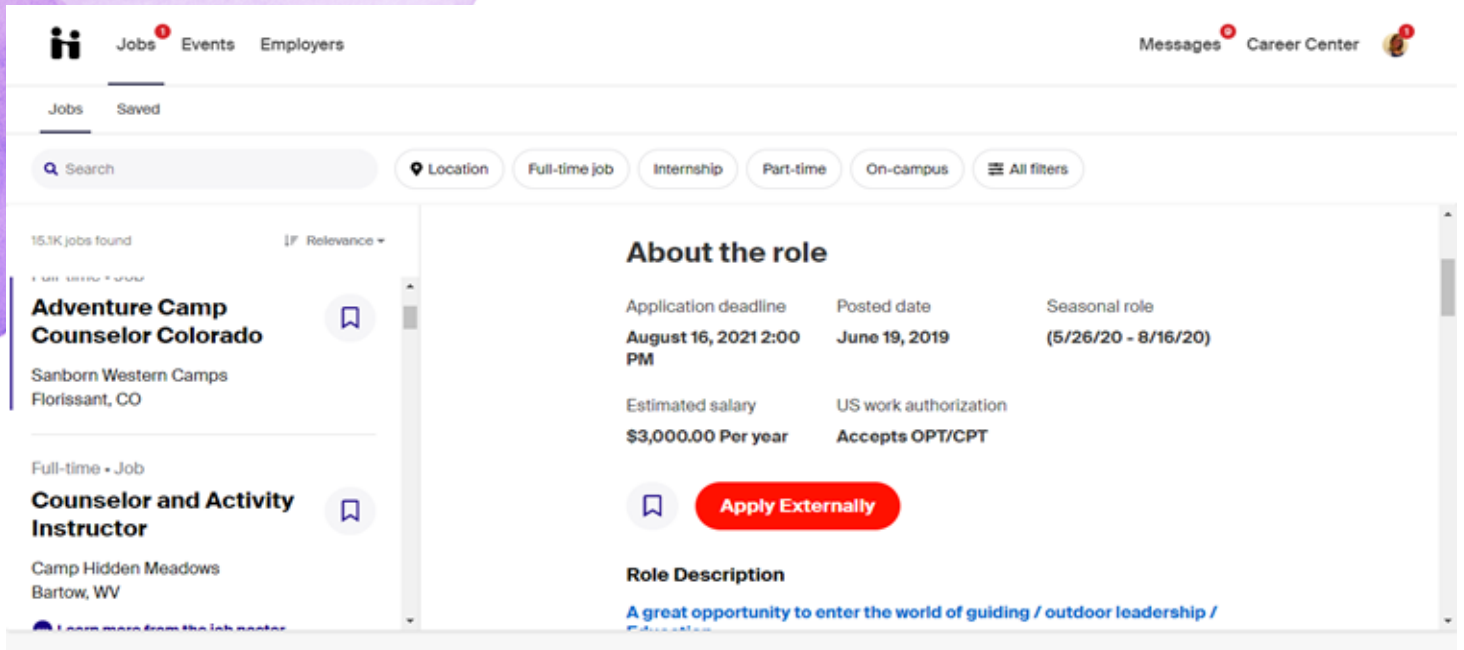
Example: Using the filters "on-campus" and "work-study", there are currently 76 work-study jobs available to MNSU students on Handshake.

The screenshot shows a 'Filters' panel with the following sections:

- Job type:** Includes buttons for 'Full-Time', 'Part-Time', 'Internship', 'On-Campus' (circled in red), 'Job', and '+ More'. Below these are checkboxes for 'Paid roles only' (unchecked), 'Work study' (checked and underlined in red), and 'Interviewing on campus' (unchecked).
- Job Role:** Features a dropdown menu labeled 'Add job role' and a 'Suggested' section with buttons for 'Office and Administrative Support Workers', 'Athletes, Coaches, Umpires, and Related Occupations', 'Tutors', and 'Librarians and Media Collections Specialists'.
- Footer:** Contains a 'Clear' link, the text '76 jobs found' (underlined in red), and a 'Show results' button.

Role Description

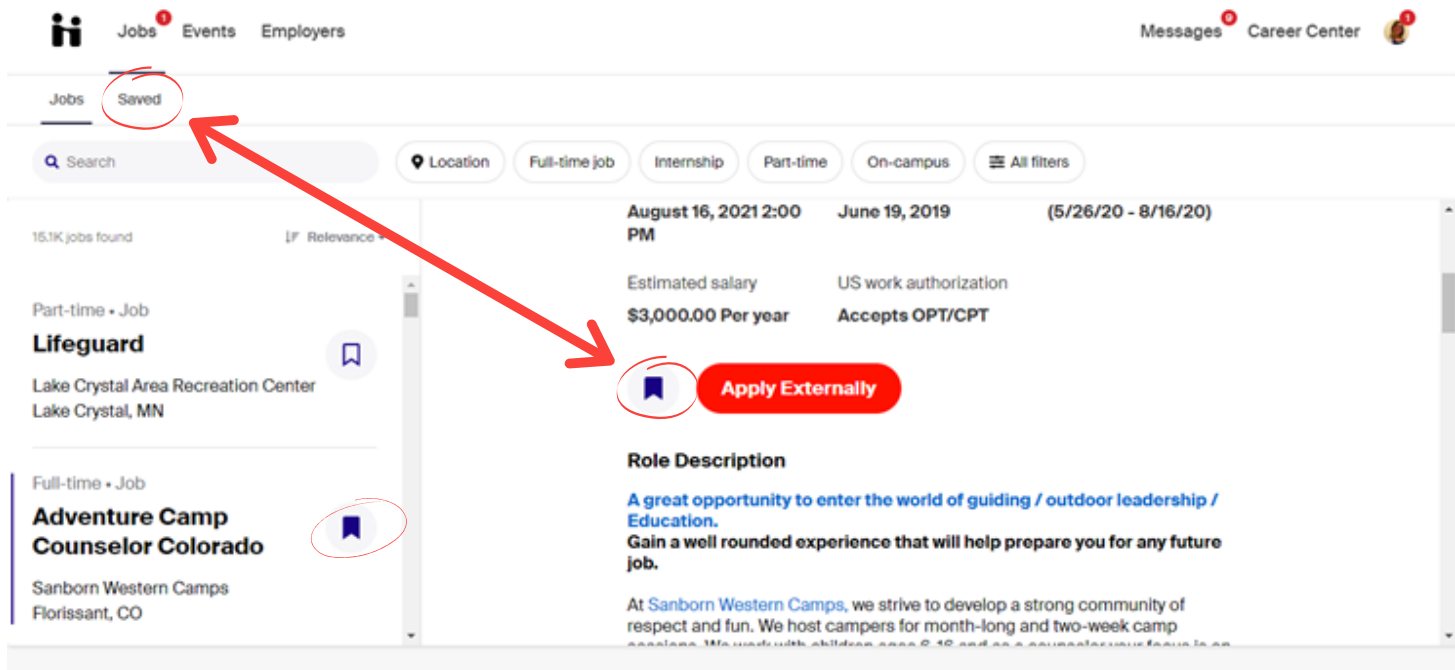
Step 4: Look through the job positions.



Things to note:

- Application deadline
- Work Authorization
- Salary information
- Job description
- Job responsibilities
- Location

Step 5: If you found a position you are interested in, you can save the job posting. You will be able to find saved jobs under the "Saved Jobs" tab.



Step 6: Apply!



Apply

Apply to Minnesota State University, Mankato ✕

Details from Minnesota State University, Mankato:

Applying for Career Development Center, Front Desk Assistant, Work Study (2 Positions) requires a document. Attach it below and get one step closer to your next job!

1. Attach other required documents

Instructions from employer: The Work Study Application - Please go to the site below, download, fill out, and upload to application. <https://admin.mnsu.edu/globalassets/finance-and-administration/business-services/student-payroll/work-study/workstudyemploymentapplication.pdf>

or

Things to note:

- Each application will note what needs to be included. In this example, you only need to attach the work study application.
 - Some job postings will have you attach a resume and cover letter.
 - Some job postings will have you apply externally.
- Once you click "Submit Application" you will get a notification that you have applied.
- You are also able to withdraw applications at any point.

Happy Job Searching!!