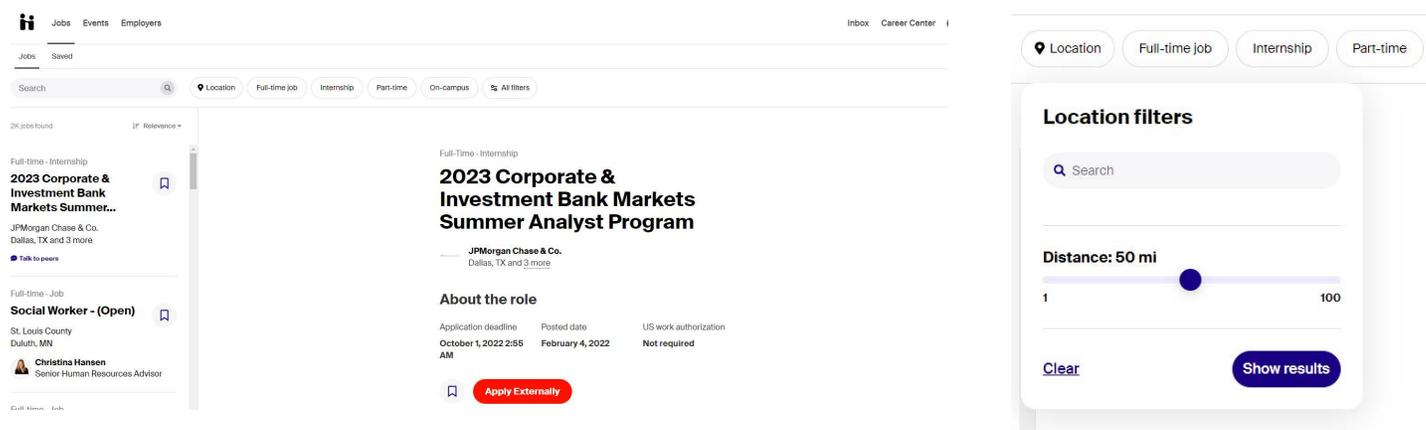


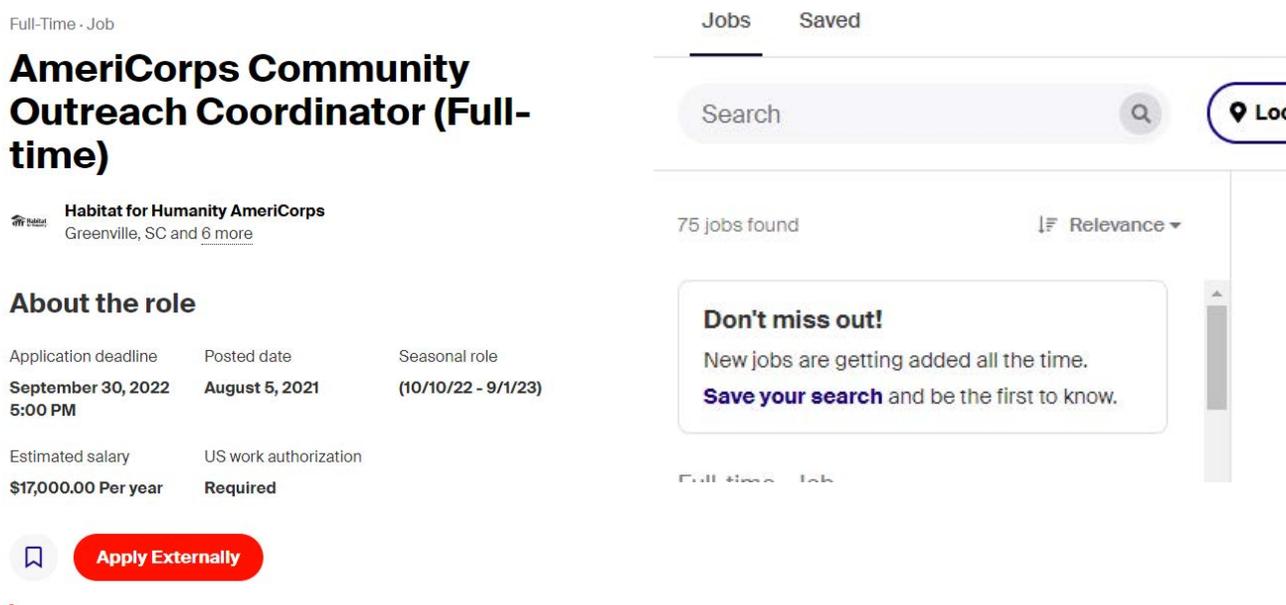
Handshake Success Guide:

How do I search for internships and jobs?

- Start by clicking on **Jobs** in the top left navigation bar. From here, there are various options to view available opportunities and filter and save your searches. See below for screenshots.
 1. Enter the location you wish to search for jobs (you can name a city or zip code) and then the radius around that city or zip code you wish to search (50 miles is the default).
 2. Use the additional filters to give Handshake an idea of what you're looking for. (Internship, Full-time job, Part-time or On-campus). You can choose to **"Save Your Search"** and receive notifications when similar opportunities are posted.



3. You can also **Save Jobs** by clicking the bookmark icon next to each job title. You can access your list of Saved Jobs later by clicking "Saved" in the top left navigation bar. You also have the option to save your search and be notified of any future postings that meet your search criteria.



How Do I Apply for Positions?

Please Note: Some jobs can be applied for via **"Quick Apply"** in Handshake. Some employers may redirect you to their company website. The following examples give you steps for both methods.

Example 1: "Quick Apply" in Handshake.

- Find a job and select the **"Quick Apply"** button.

About the role

Application deadline	Posted date	Estimated salary
December 31, 2022 12:00 AM	June 2, 2022	\$11,700.00 Per year

US work authorization

**Will sponsor a work
visa and accepts
OPT/CPT**



Quick Apply

- **Please Remember:** You will already need to have your resume uploaded in your Profile before you can apply for jobs!
- As long as your resume is in the system, you should see a message like the one below. Click **"Submit Application"** and you're done!

Apply to Advanced Business Equipment ×

Details from Advanced Business Equipment:

Applying for Outside Sales Representative requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume

✓ Lindsay Bartholomew Resume.docx ×

[Preview Document](#)

Make this resume visible on my profile
You can change this at any time on your profile under Documents.

Submit Application

Example 2: "Apply Externally" through company website:

- Find a job and select the **"Apply Externally"** button. You will be redirected to the job posting and application on the company's career website. Please follow the instructions they provide. Once you have successfully applied, you will see a message from Handshake stating: **Application Submitted.**

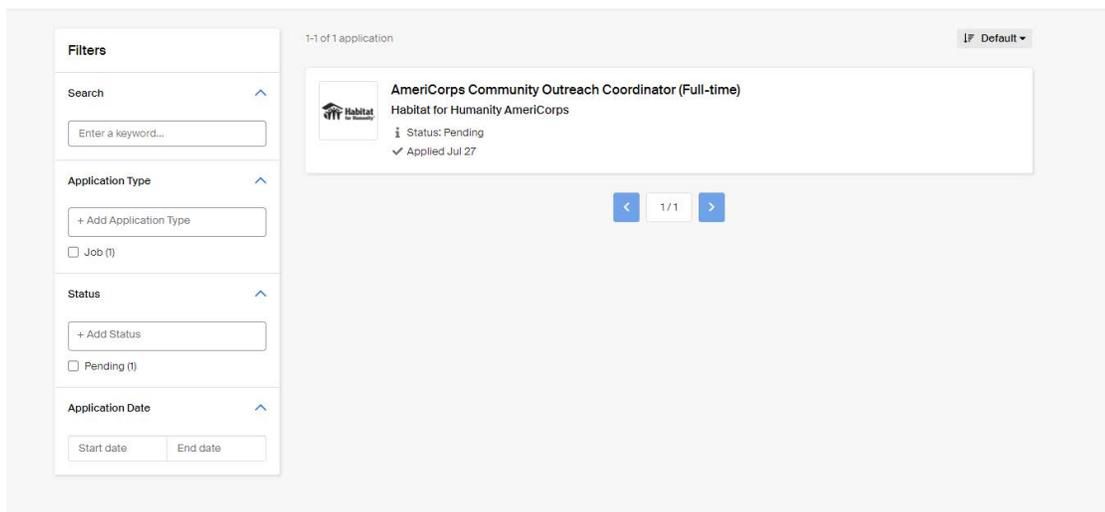
About the role

Application deadline	Posted date	Seasonal role
September 30, 2022 5:00 PM	August 5, 2021	(10/10/22 - 9/1/23)
Estimated salary	US work authorization	
\$17,000.00 Per year	Required	



Track your Application Status:

- Click on your profile picture icon in the top right corner of the screen and select "My Jobs."



Application Status Definitions:

Pending: You either have not completed the application or the employer has not updated the status.

Submitted: This application has been sent to the employer but has not yet been reviewed.

Reviewed: The employer has reviewed your application but has not yet made a decision. We recommend waiting a week and then reaching out to the employer directly if you have any further questions about the status of your application.

Primary: Chosen as a primary candidate on an interview schedule in Handshake.

Alternate: Chosen as an alternate candidate on an interview schedule in Handshake.

Hired: Marked by the employer or career services center as hired for a job posting or interview schedule in Handshake.

Declined: Marked by the employer or career services center has declined for a job posting or interview schedule in Handshake.

Notification Preferences:

You may receive notifications from Handshake regarding career and recruiting activities or events. To change your settings:

- **Click** your name in the Navigation bar.
- **Click Notification Preferences.**
- **Click Edit Notification Preferences.**
- Check what information (Jobs, Interviews, Career Fairs, Documents, etc.) you want to be alerted about and how updates should be shared on your Handshake dashboard, email and/or push (mobile).

Notification Preferences

Account Information

Notification Preferences

Instructions

Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

General	Email	Notification	Push (Mobile)
Information and updates to help me get the most out of Handshake	✓	✗	✗
Marketing messages including promotions and special offers from Handshake	✓	✓	✗
An employer associated with an application I've submitted has been removed for a violation of our Terms of Service	✓	✓	✗

Events	Email	Notification	Push (Mobile)
An event that I joined is updated	✗	✗	✗
I am moved off of the waitlist and registered to attend an event	✓	✗	✓
I am invited to an event	✗	✓	✗
Employer is hosting an info session	✓	✗	✗
Upcoming events I've joined	✓	✓	✓

Interview Schedules	Email	Notification	Push (Mobile)
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Career Fairs & Related Events:

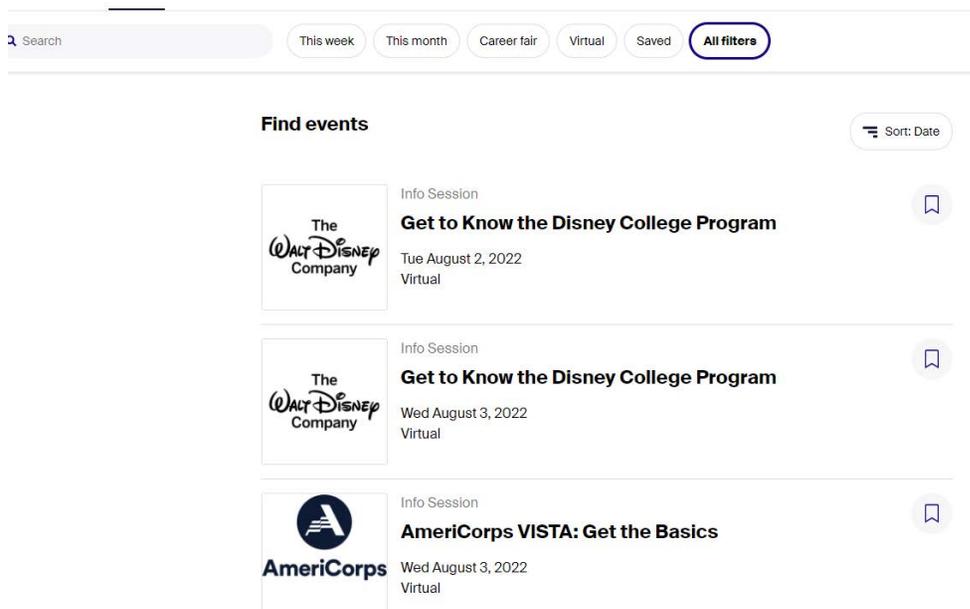
- The Center for Career & Professional Development will post ALL career-related workshops, networking events, and career or graduate school fairs within Handshake. While you are not always required to register to attend events, doing so will ensure you receive updates on the event and helps the organizer prepare.
- External events hosted by employers will be posted in Handshake as well. **Please Note:** *Events hosted by external parties are not affiliated with Limestone University and are shared strictly because they may be of interest to some members of our community. Advertisement of the event does not indicate Limestone's sponsorship or endorsement. Those interested may register to attend at their own discretion and it is the participant's responsibility to apply due diligence and exercise caution when participating. If you have any questions or concerns, please contact: lbartholomew@limestone.edu*

How do I find and register for an event?

1. Click "**Events**" in the top left navigation bar of your home screen.



2. The list will default to ALL events that have been approved in Handshake. You can narrow your search by date or type of event (i.e. Career Fair or Virtual). You can also save events by clicking the bookmark icon to the right.



3. Clicking on the event you're interested in will take you to the details page. Click the "Register" button to the right. This will automatically add the event to your home screen and you will also receive an email confirmation.

Note: *Please pay attention to the Location. Some events will be in-person and some will be virtual. Virtual events will provide you a link to join. Be sure you are either logging in to Handshake or checking your email regularly for updates.*

[← Back to all events](#)



Info Session [Register](#)

Lunch & Learn: Handshake 101

Wednesday, September 7, 2022 12:00pm - 1:00pm EDT

 Limestone University

All students are welcome to join us for FREE lunch and learn how to use our new job search platform, Handshake! There will be giveaways and a chance to talk one-on-one with Career Services about how we can help.

Contact Information	Location
Lindsay Bartholomew, Director of Career & Professional Development	Hines & Riggins, Meeting Rooms, 1115 College Drive, Gaffney, South Carolina 29340, United States 📍

Now you're all set to start searching and applying for internships, jobs and registering for Career Center and Employer events! Please reach out to Lindsay Bartholomew with questions: lbartholomew@limestone.edu.

Happy Handshaking!