

# Say Hello to HANDSHAKE

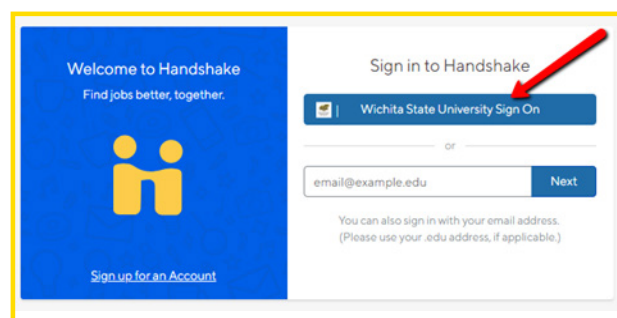
*Handshake is our career development database explicitly designed for WSU students so that you can land your dream career!*

*Follow these instructions to search and apply for employment positions, register for our career events.*

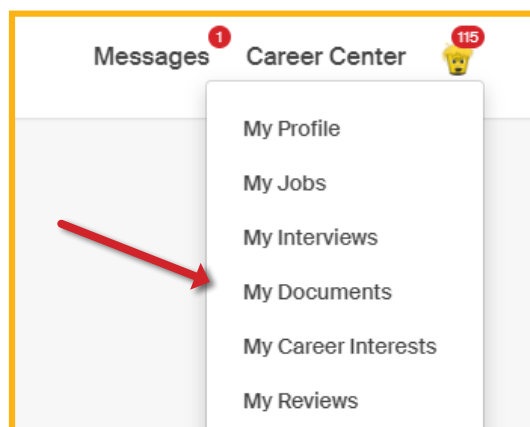
## 1 **STEP ONE:** Go to **WichitaState.JoinHandshake.com**

2 **STEP TWO:** WSU student's that are enrolled in classes already have a profile in Handshake! Click the Wichita State University Sign On, use your WSU ID and your password that goes with it. **(Don't use the email sign in when logging in for the first time).**

Complete your profile information - the more details you provide, the more Handshake's algorithms will deliver customized content tailored to your preferences!



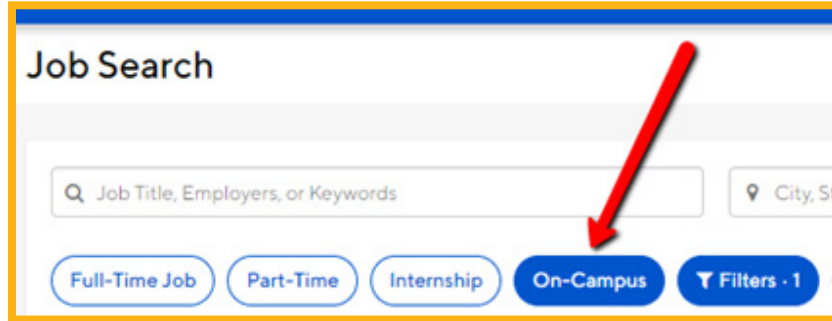
3 **STEP THREE:** Upload Your Resume to Handshake. On your profile scroll down to the "My Documents" tile on the right hand side of your screen. Select "Upload" and attach your resume.



# 4

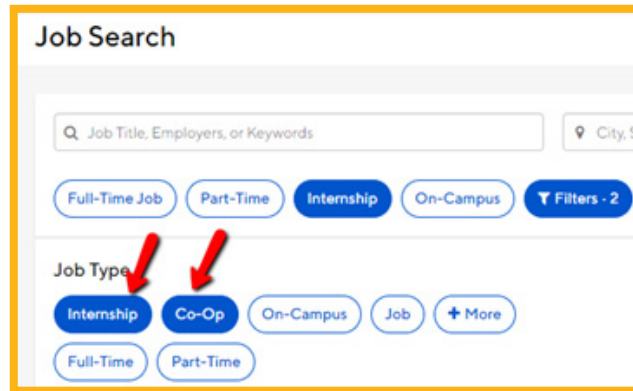
## Step Four: Searching for On-Campus Jobs

Once you've created your profile and uploaded your resume you're ready to search for jobs! Select the Jobs tab at the top of your screen. Filter On-Campus jobs by clicking the On-Campus jobs button.



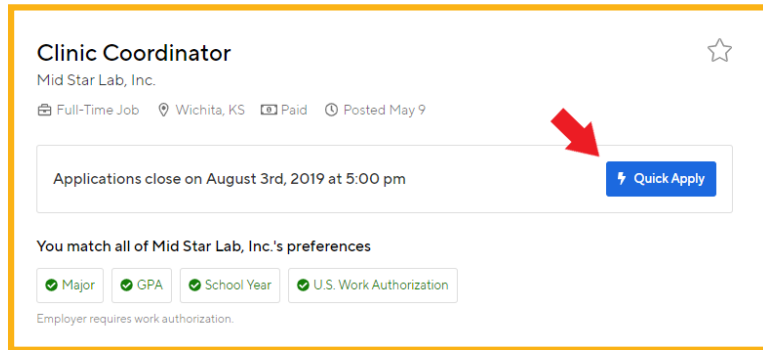
## Searching for an Internship OR Co-op Position

Select the Jobs tab at the top of your screen. Click on the Filters button and select the Internship and Co-op button.



# 5






Step Five: Apply to a position. Find a position you are interested in and click on the title. Click the "Apply" button on the right hand side of the screen, attach your resume (and other documents if requested).



## NEED ADDITIONAL HELP?

If you have questions or need more information about **Handshake** call the Shocker Career Accelerator at (316) 978-3688, or email us at [SCA@wichita.edu](mailto:SCA@wichita.edu).

## LET'S GET SOCIAL

-  WICHITA STATE SHOCKER CAREER ACCELERATOR
-  SHOCKERCONNECT
-  WICHITA STATE SHOCKER CAREER ACCELERATOR
-  SHOCKER.CAREER.ACCELERATOR
-  WICHITA STATE SHOCKER CAREER ACCELERATOR