HANDSHAKE Basics
Handshake is the ultimate career network and recruiting tool for college students! All Wichita State University students have a profile on Handshake when you attend orientation, all you need to do is log in!
In this system, you will be able to search for and apply to part-time, full-time, co-op or internship positions, sign up for interviews on campus and search locally, regionally and nationally for applied learning opportunities. This is your connection to hundreds of top employers.

How to Log in
1. Login to your myWSU account and locate Handshake in the Student Tools tile

![Handshake login page]

2. Once you’re on the WSU page, 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)

![Handshake sign in page]

3. Complete your profile information - the more details you provide, Handshake’s algorithms will deliver customized content tailored to your preferences!
**Upload Your Resume to Handshake**

On your profile scroll down to the Documents tile on the right hand side of your screen
Select “Upload” and attach your resume

![Image of Handshake interface with documents tile highlighted]

**Need help prior to putting together your resume?**

Need more assistance on your resume- find out the do’s and don’ts here- [RESUME TIPS](#)
We have a variety of resume samples you can view – [RESUME SAMPLES](#)

**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

![Image of Handshake job search interface with On-Campus filter selected]

**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

![Image of Handshake job search interface with Internship and Co-op filters selected]
**Apply to a position**
Find a position you are interested in and click on the title
Click the green “Apply” button on the right hand side of the screen, attach your resume (*and other documents if requested*)

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**Apprent-ICT**

- Part-Time Experiential Learning
- 100 - 250 employees
- $10.00 per hour
- No on-campus interviews

Start at 5:00 pm

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**Need additional help?**
If you have questions or need more information about Handshake you can call the Career Development Center at (316)978-3688, email careerdevelopment@wichita.edu or visit the Handshake Help Center