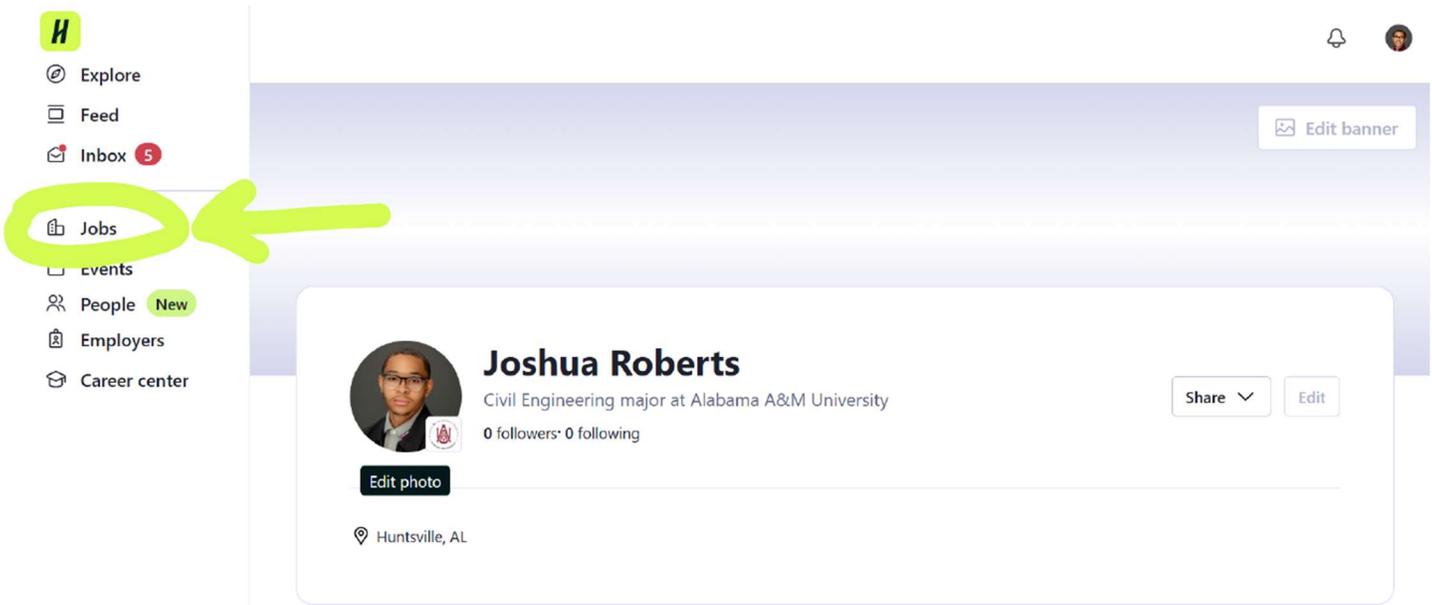


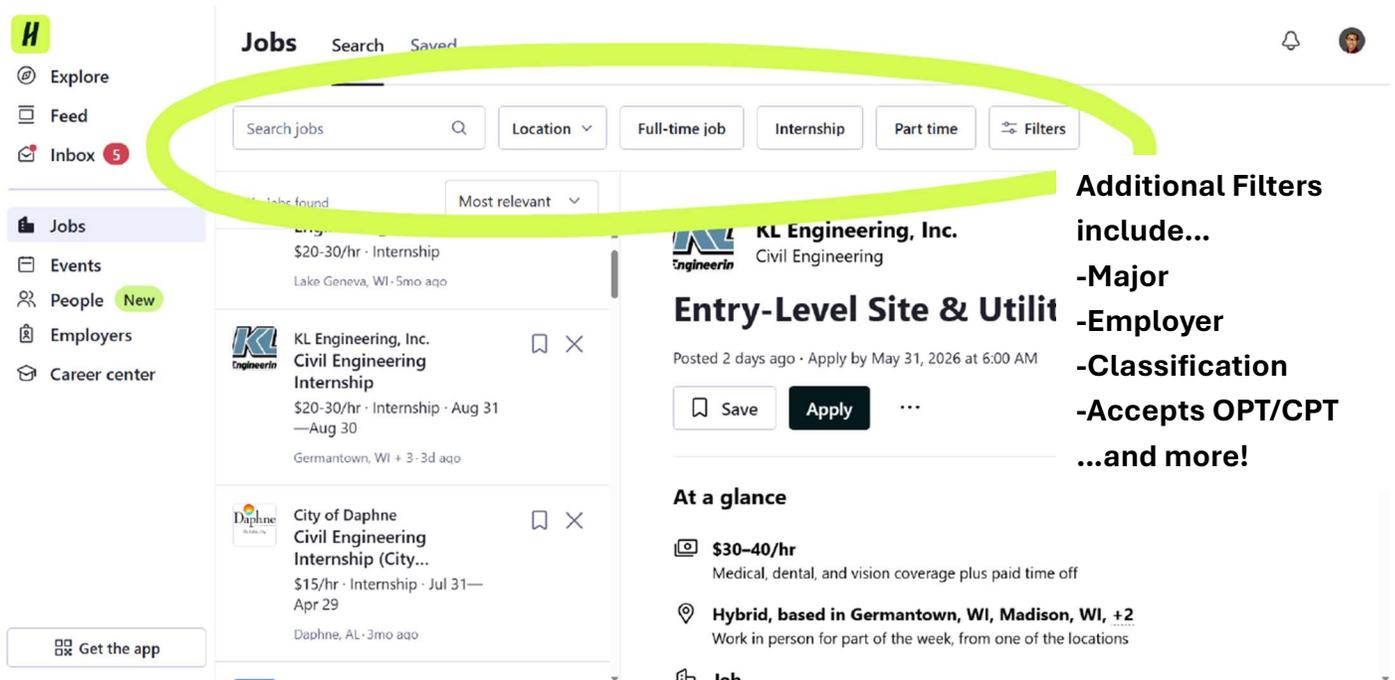
Applying for a Job on Handshake

Step 1: Via **Single Sign on**, search for Handshake and log in. If you have never logged in before, you will be prompted to answer some questions before signing in.

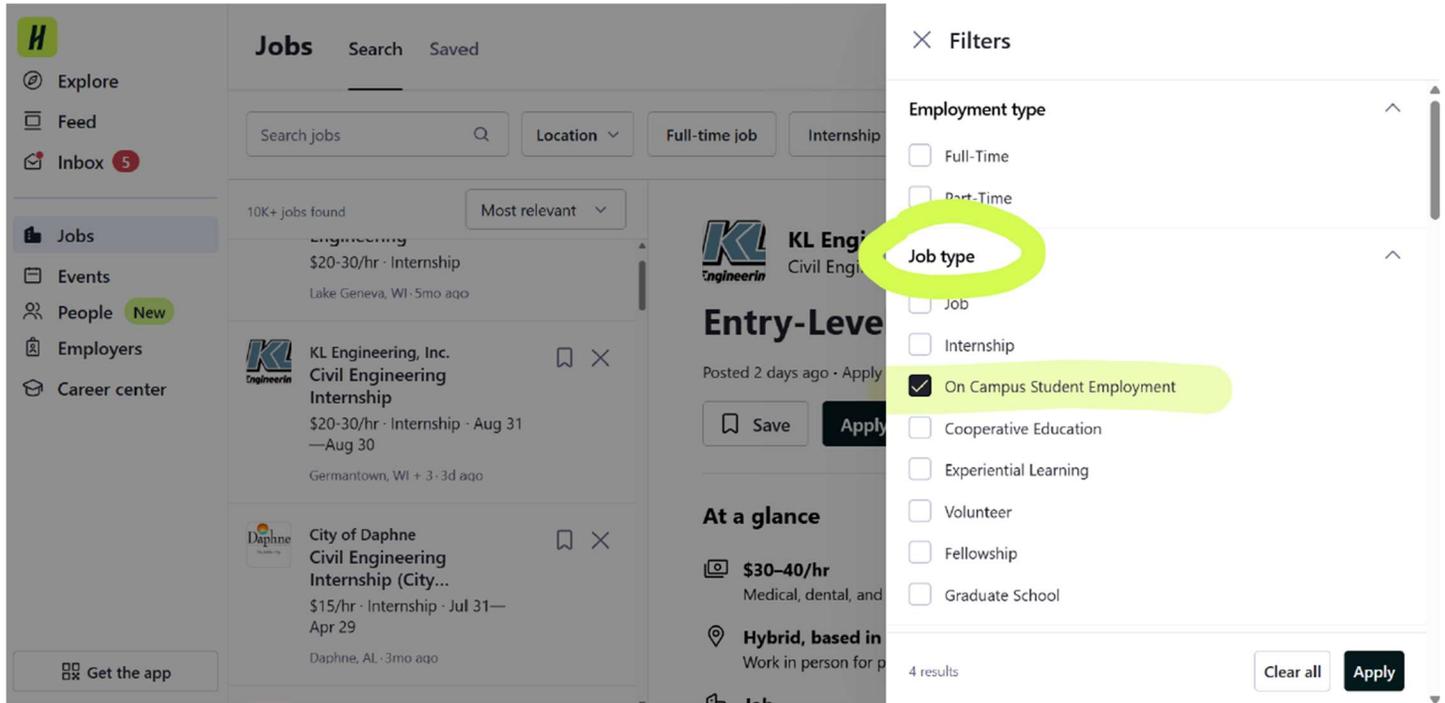
Step 2: Once you are signed in, click on “Jobs” on the left side of the page.



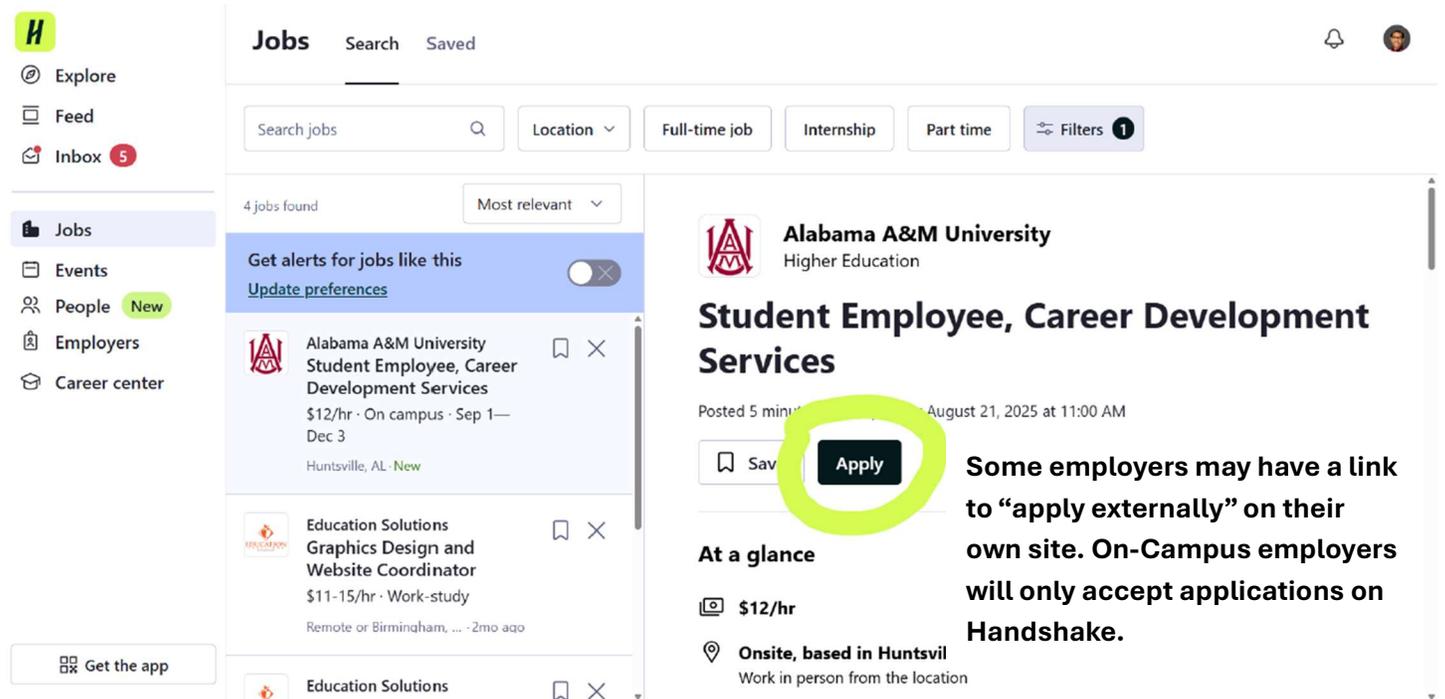
Step 3: Search for the type of internship, job, or employer you are looking for. You can also use the filters to narrow the listings that appear to be the most relevant options for you.



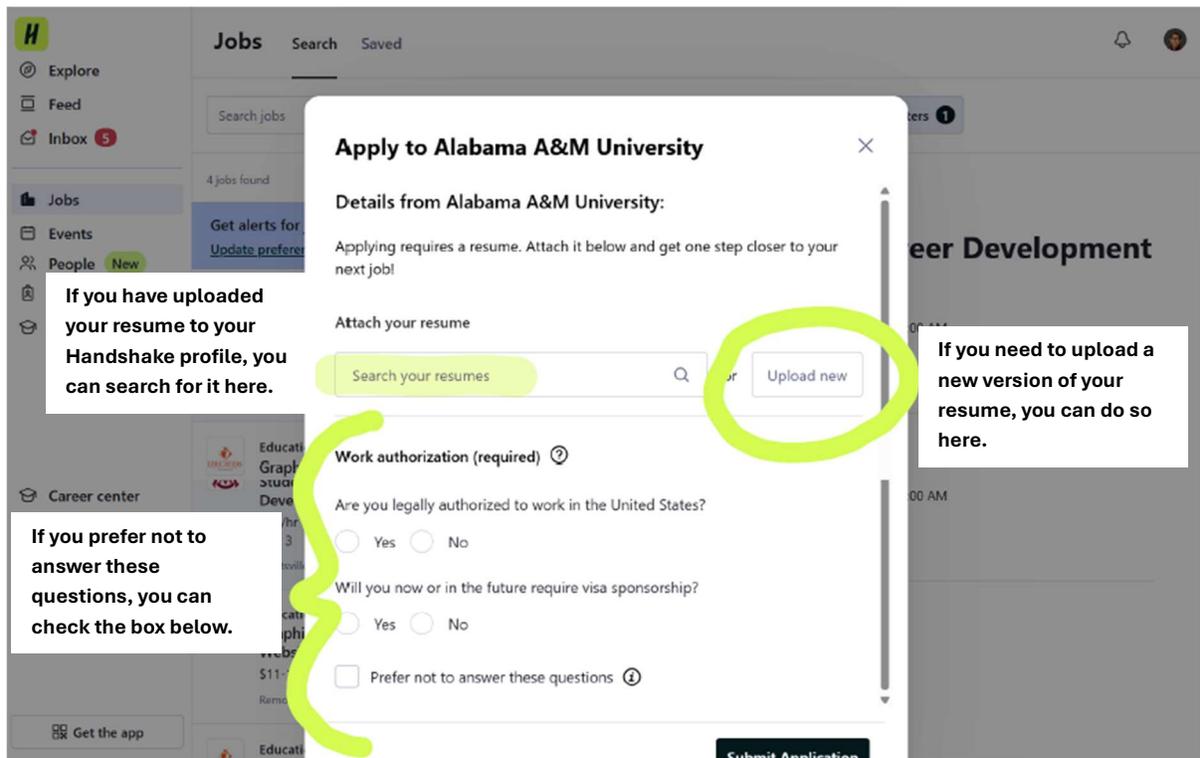
If you are searching for an On-Campus job at Alabama A&M, navigate to the additional Filters and check the box for “On Campus Student Employment” as the Job Type.



Step 4: Once you have found a job that you would like to apply for, click “Apply”



Step 5: If asked, attach a copy of your resume and indicate your Work Authorization status.



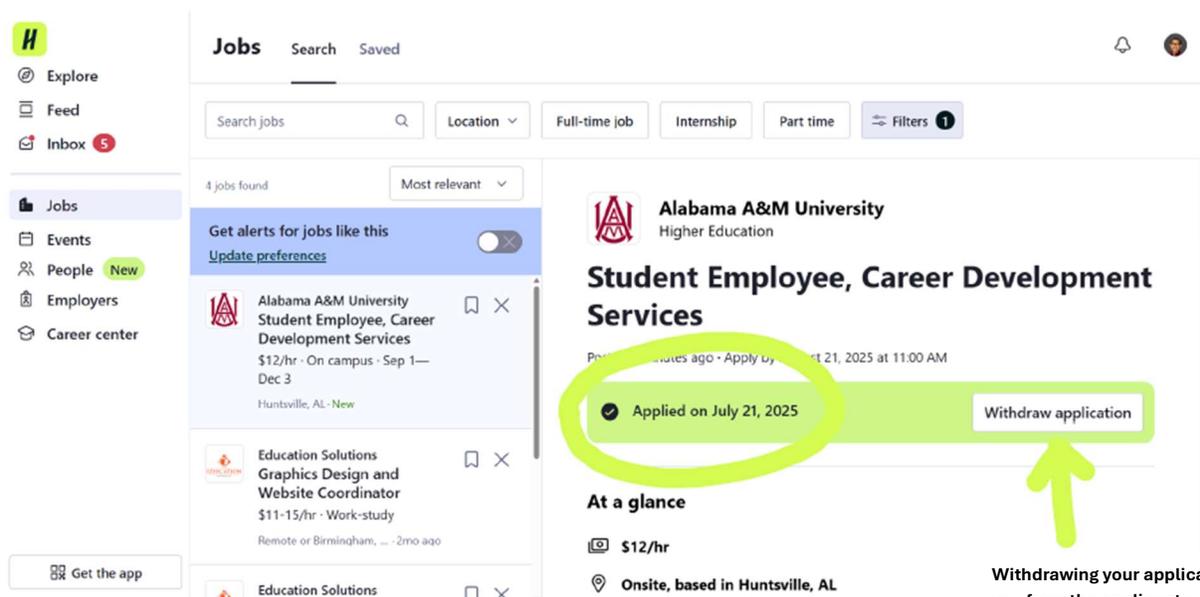
If you need to upload a new version of your resume, you can do so here.

If you have uploaded your resume to your Handshake profile, you can search for it here.

If you prefer not to answer these questions, you can check the box below.

When you have uploaded your necessary documents, you can submit your application by clicking this button.

Step 6: Click "Submit Application." Handshake will display the date that you applied for the job. If you decide to withdraw your application, you may do so at any time before the application closes.



Withdrawing your application will remove you from the applicant pool. The employer will no longer see your information.