

## 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.



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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.

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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.



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.



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