<u>**Using Handshake to Apply for Student Employment**</u>

Setting Up Your Handshake Profile & Uploading Your Résumé

Welcome to Handshake! Handshake is Arcadia's online career hub for job postings, internship postings, scheduling appointments with a Career Educator, registering for events and career fairs, and much more! You already have an account set up by Arcadia, so just follow the steps below to activate your account.

1. Log into Handshake.

- Go to arcadia.joinhandshake.com and then click on **Arcadia University Student Login**. Make sure you are already logged into MyArcadia BEFORE logging into Handshake.

- You'll need to decide on your profile privacy level: Community, Employers, or Private. Read more about these options here.

 2. Now that you're logged in to Handshake, upload a resume!

You'll likely want to have a public resume available in Handshake for employers (and the Office of Career Education team) to see.

1). Click on your account icon in the upper-right corner of Handshake, then click on **Documents**.
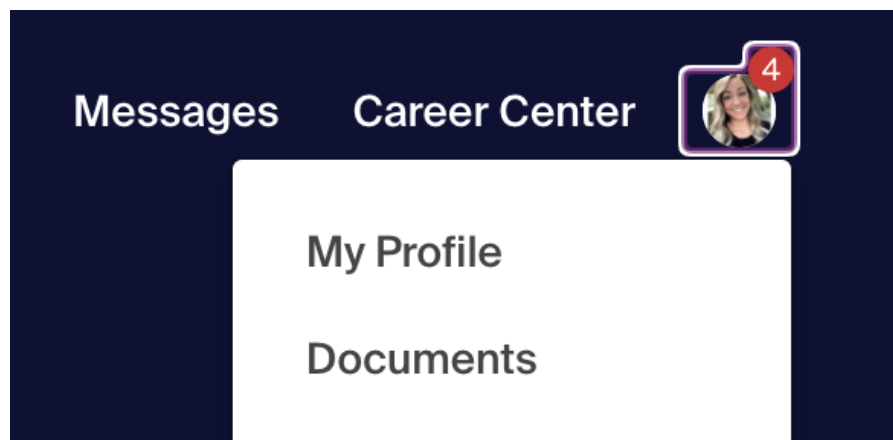
2). You can drag and drop your file to the screen, or click the blue **Select from Computer** button and choose the file on your computer. You can have more than one resume in Handshake and choose the ones you'd like to use when applying for positions.
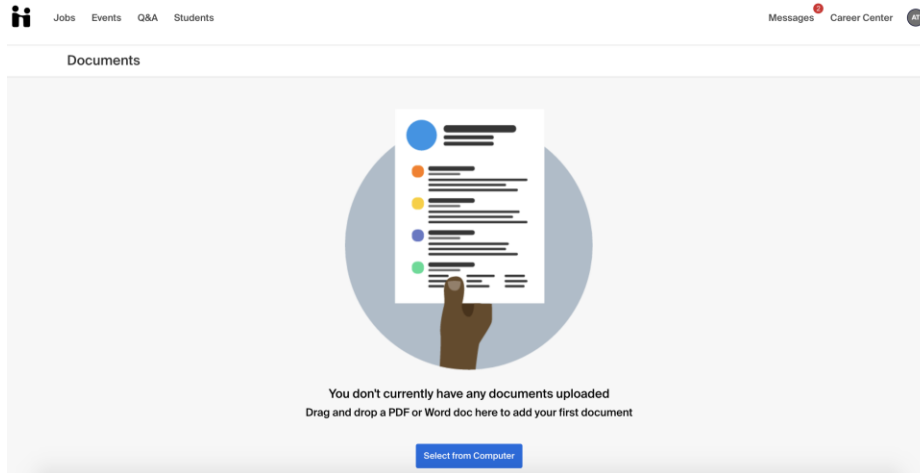
To learn more about how to upload a document, refer to [How to Upload a New Document](#). Once you've uploaded a resume, you can use it to fill in your profile — refer to [Build Profile from Resume](#) for more information.

3. Fill out your profile.

Now you are ready to complete your profile by adding your education and experience. If there are already details in your profile, this means your information has been pre-loaded, usually based on data from the school registrar. Check to be sure all pre-loaded information is correct, especially your major and GPA (if included); if you find any errors, please contact careehelp@arcadia.edu to correct them, as Handshake is unable to change any of your profile data.

For more information on filling out your profile, refer to [How to Drive Profile Completion](#).
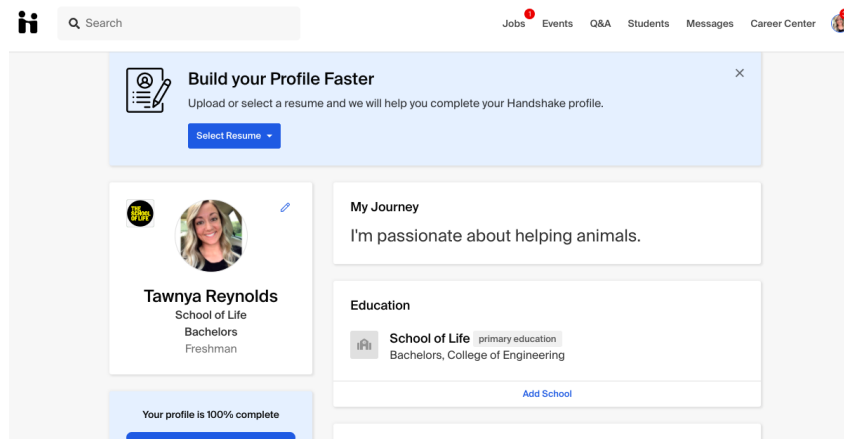
You are all set! The next step is to explore Handshake! Click [here](#) to learn more about how to set up your profile and upload your resume.

Searching for Student Employment on Handshake

- Go to arcadia.joinhandshake.com. Be sure to log into MyArcadia first.
- Select eh "Jobs" tab in the upper left corner
- Filter jobs by selecting "On-Campus"
- Select the position that interests you.
- Click "Apply" and follow specific job application instructions.

Tracking Your Job Application Status in Handshake

Once you have submitted your application for an on-campus position through Handshake, you will be able to keep track of your application status in the applications section:

1. Click on the **Jobs** tab in the top left corner of your Handshake homepage.

2. Click on the **Applications** tab in the top left corner to see the positions you have applied for.

Application Status Definitions:

Pending: When an application is submitted, the first status will always be set to Pending. A pending application status means that the employer has not yet changed the status of your application.

Reviewed: The applicant's documents have been reviewed by the employer. *Note: Once your documents are downloaded by the employer, the status will automatically change from Pending to Reviewed.*

Declined: Marked by the employer as declined for a job posting in Handshake.

Hired: Marked by the employer as hired for a job posting in Handshake. Hired candidates may receive an email from the employer regarding the hiring decision.

In the case where the employer has not updated your application status after 7 business days of your application, we recommend clicking on the name of the Employer to locate their contact information on their Handshake profile and reaching out directly regarding your application. **Please keep in mind that it's your (the applicant's) responsibility to check the application status.** Employers are not required to inform candidates of their application statuses.

Need additional help? Check out these Handshake resources!

- [Handshake Video: Search for, Save, and Apply to Jobs in Handshake](#)

- [Application Status in Handshake](#)