

Get started on SJSU's job & internship database!

01. LOG IN with your SJSUOne ID and password

Currently registered students have access to SJSU Handshake. New students gain access within two business days of enrolling for classes. Recent alumni retain access for one year after graduation.

02. FILL OUT your career interests

Click your name on the top menu and select *Career Interests*.

Fill out the survey completely to get customized news, events, and opportunities.

03. SET UP your profile

Your profile is the basis of your job search in SJSU Handshake. Click your name on the top menu and select *My Profile*.

To hide your GPA while keeping profile public, click the icon next to *Primary Education*, and select *Hide from Employers*.

To upload a resume, go to the *Documents* box and click *Upload*. Click *Feature on Profile* if you want your resume to be viewable to top employers.

The default setting of your profile is public to employers. To make your profile private, click your name on the top menu, select *Settings and Privacy*, and deselect *Allow employers to be able to find and view my profile*.

04. SEARCH for jobs & internships

Click *Jobs* on the top menu.

For more information on job & internship search strategies, check the reverse side

CAREER RESOURCES

Available 24/7 @ www.sjsu.edu/careercenter

Check out the Career Center's website for virtual resources to assist you in your career preparation and job/internship search.



Explore Majors/
Careers



Resume and
Cover Letter



Find a Job/
Internship



Networking



Interviewing



Considering An
Offer

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HIGHLIGHTS

Apply for jobs & internships targeted to SJSU students.

Make appointments for help on career exploration, resume/cover letter writing, interview preparation, and more.

Join events to gain strategies for building your career.

Attend job fairs & employer presentations to network with employers.

Stay updated on opportunities through bimonthly newsletters.

JOB & INTERNSHIP search tips

Save Jobs. Click *Favorite*. To view saved jobs, click *My Favorite Jobs*.

Save Filters. Create your custom search. Click *Save these filters*. To view saved filters, click *My Saved Filters*.

On-Campus Jobs. Filter *Job Type* by *On Campus Student Employment*. Note: Not all on-campus jobs are posted on SJSU Handshake. For more on-campus jobs, go to sjsu.edu/careercenter/students/find-a-job-internship.

Work Study Jobs. Click *Show Advanced Options*, then select *Work Study*. Note: For more information on work study, check sjsu.edu/faso/Types_AID/workstudy.

Jobs and Internships. Filter by 1. *Location*, 2. *Job Type* 3. *Employment Type*. Then filter by *Job Function* (ex. finance, design/art) or *Employer Industry* (ex. K-12 education, non-profit). Select *Match All Employer Preferences* to see best matched opportunities based on the employer's preferred majors, GPA, school years, and work authorization. However, keep in mind that you can apply to all opportunities even if you do not match the employer preferences.

International Students. Click your name on the top menu, select *Settings and Privacy*, and select *I am eligible for OPT or CPT*. Click *Jobs* on the top menu. Click *Show Advanced Options*, then select *US Authorization Optional*. Note: For more information on what jobs/internships you are eligible for, check sjsu.edu/issu.

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