

Get started on SJSU's job & internship database!

HIGHLIGHTS

- Apply for jobs & internships** targeted to SJSU students.
- 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.

01. LOG IN with your SJSUOne ID and password

Currently registered students have access to SJSU Handshake. New students gain access within one week 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 *My 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*.
- The default setting of your profile is private.** To make your profile visible to employers and/or peers, click your name on the top menu, select *Settings*, and select *Employers* or *Community*.
- To hide your GPA while keeping your profile public to employers,** click on *Education* and select *Hide from Employers*.
- To upload a resume,** go to the *Documents* box and click *Manage Documents*. Click *Visible* if you want your resume to be viewable on your profile.

04. SEARCH for jobs & internships

- Click *Jobs* on the top menu.

JOB & INTERNSHIP search tips

- To save jobs,** click on the flag to favorite. To view saved jobs, click *Saved*.
- For on-campus jobs,** click on *All filters*, filter by *Employer* and enter *San Jose State University*. Note: Not all on-campus jobs are posted on SJSU Handshake. For more options, go to sjsu.edu/careercenter/students/undergrads/build-experience.php.
- For work study jobs,** click on *All filters* and select *Work study*. Apply to positions for which you meet qualifications and requirements. For more information on work study, visit sjsu.edu/faso/types-of-aid/work-study.php.
- For jobs and internships,** filter by *location*, *job type*, *employment type*, *job role* (ex. finance, design/art), or *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. Keep in mind that you can apply to all opportunities even if you do not match all employer preferences.
- International Students:** click your name on the top menu, select *Settings and Privacy*, and select the appropriate options under *Work Authorization*. For more information on what jobs/internships you are eligible for, check sjsu.edu/iss.