

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*.

**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*.

**To hide your GPA while keeping your profile public to employers,** 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 employers.

### 04. SEARCH for jobs & internships

Click *Jobs* on the top menu.

For job & internship search strategies, see reverse. ↩

## HIGHLIGHTS

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

**Schedule an appointment** 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

**To save jobs,** click *Favorite*. To view saved jobs, click *My Favorite Jobs*.

**To save filters,** create your custom search. Click *Create Search Alert*. To view, click on desired list under *Saved Searches*.

**For on-campus jobs,** 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/find-a-job-internship](https://sjsu.edu/careercenter/students/find-a-job-internship).

**For work study jobs,** filter by *Employer* and enter *San Jose State University*. For more information on work study, visit [sjsu.edu/faso/Types\\_AID/workstudy](https://sjsu.edu/faso/Types_AID/workstudy).

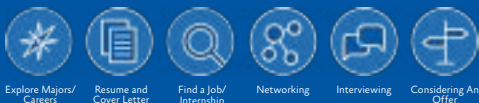
**For jobs and internships,** filter by *location, job type, employment type, job function* (ex. finance, design/art), or *employer industry* (ex. K-12 education, non-profit). Select *All Employer Preferences Match* to see best matched opportunities based on the employer's preferred majors, GPA, school 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 *I am eligible for OPT or CPT*. For more information on what jobs/internships you are eligible for, check [sjsu.edu/iss](https://sjsu.edu/iss).

## CAREER RESOURCES

Available 24/7 @ [www.sjsu.edu/careercenter](https://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.



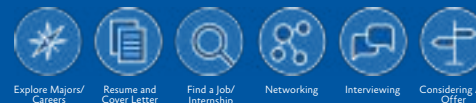
Explore Majors/  
Careers   Resume and  
Cover Letter   Find a Job/  
Internship   Networking   Interviewing   Considering An  
Offer

Career Center programs are provided without regard to race, color, religion, origin, sex, sexual orientation, marital status, age and/or disability. Reasonable accommodations for persons with disabilities available with prior notice. Call for assistance: 408.924.6031

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