# Handshake Tips for Job Entry Preparers

This document will be updated with helpful tips for users. We appreciate your assistance and patience as we navigate Handshake together. If you come across an issue or have a question please reach out to us and we will assist you.

VIEWING YOUR DIVISION'S JOBS:

1. How to Create a Division:
   If you only want to see job listings in your Division (department), click the "Divisions" drop down from the Jobs screen and select all of the divisions you need to view. You will be able to view jobs posted by you and other staff members in "your" Division.
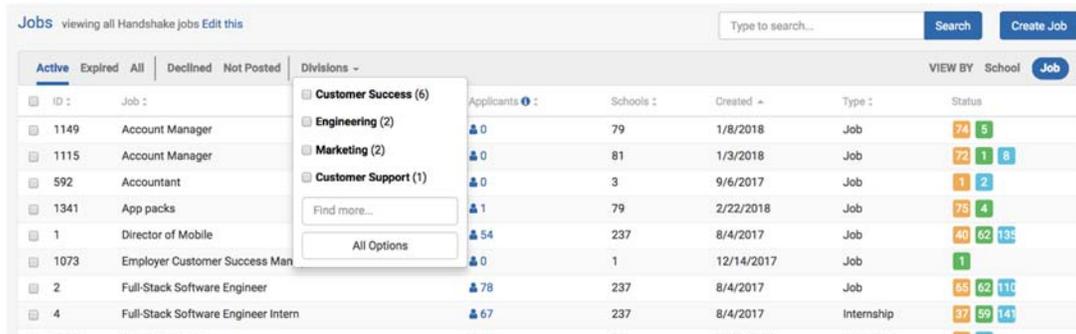
2. You can also filter specifically for "**Jobs created by me**" this will display only the positions you posted.
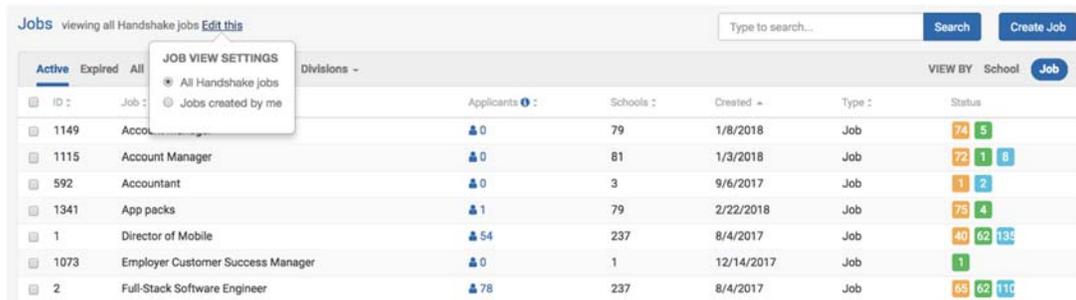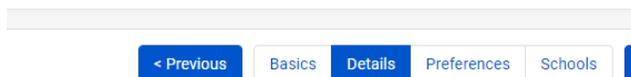

HOW TO APPLY & APPLICANT PACKAGES (resumes/cover letters/other requested documents)

Per the Job Posting Template we provided, you can indicate how you want students to apply. We recommend selecting **Required Documents** on the DETAIL page in addition to what is listed in the Job Description as "how to apply".

FYI: Students have the capability of submitting a resume from their Handshake profile to your job. If they do, you will need to forward those packages to the hiring manager. By including this option, updating the PREFERENCES page, AND adding the contact to receive applicant packages (resumes, etc.) the contact will receive them directly.

CREATE A CONTACT / MANAGING APPLICATION PACKETS

If _you_ will be receiving and managing applicants, your contact information should remain:

Applicant Packages *Specify who should receive the applicant packages*

👤 Mary Lewis ✖

☑ Email a summary of all applicants once my job expires

☐ Email every time a new student applies

   ◯ Send all applicants

   ◯ Only send me applicants who match all of my preferences

Add someone else to receive packages ▾

[< Previous] [Basics] [Details] [**Preferences**]

If applicant packages will be sent to a _hiring manager_, you will need to "Create a Contact".

1. Deselect yourself
2. Click "Add someone else to receive packages"
3. Scroll down to the bottom of the list and select "ADD NEW CONTACT"
4. Fill in Name and Email Address (phone and title are optional, not required)
5. Click "Create Contact" to save information.

Note: once this contact is created it can used for future postings by typing in their name.

Example of STUDENT VIEW of requested "Required Document and Applicant Package submission":

Apply to UC San Diego ✖

Applying for Library Business & Employee Services –Employment Services General Office Asst. - STDT 3 requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

[Search your resumes ▾] or [Upload New]

2. Attach other required documents

Instructions from employer: Brief introduction letter please see how to apply.

[Search your other documents ▾] or [Upload New]

[Submit Application]