ARCC: Applying for a Job on Handshake

This article gives a step-by-step explanation on how to search for and apply for a job on Handshake.

2. Log in with your University credentials.
3. Click Jobs at the top of the screen.
4. Search for a job you are interested in by using the filters on the left tool bar.
   a. To search for campus jobs, select the Job Type On Campus Student Employment.

   NOTE: Click View all if you do not see On Campus Student Employment as an option.
b. To search for local jobs, type Eau Claire in the Location filter.

c. To search for jobs that offer Work Study, select Category Work Study.
   
   **NOTE:** Click **Show Advanced Options** at the bottom of the filters if you do not see either Category or Work Study.

d. Click **Create Search Alert** to save your searches and get email updates of new jobs posted.

5. Review position details and position qualifications by opening the job or by clicking **View Details**.
   
   **NOTE:** You can favorite a job by clicking **Favorite** and coming back to it at a later time.

7. If you are ready to apply, review the details and qualifications of the job to make sure it’s a good fit for you, and click the green **Apply** button.

8. Complete the application by selecting the document(s) needed, or by uploading them from either your document library or your computer.
9. Click **Submit Application**.

10. If this job has additional application instructions, you will see a message with directions that you will need to follow to complete for this position. Click any links here to be directed to the external site in another browser tab.

11. Once you've successfully completed your external application, go back to your browser tab and click **Finish**.

For more information about jobs on Handshake, review Handshake's Help Center on Jobs.

If you need further assistance, make an appointment with a career counselor via Handshake or contact the Advising, Retention + Career Center arcc@uwec.edu or 715-836-3487.