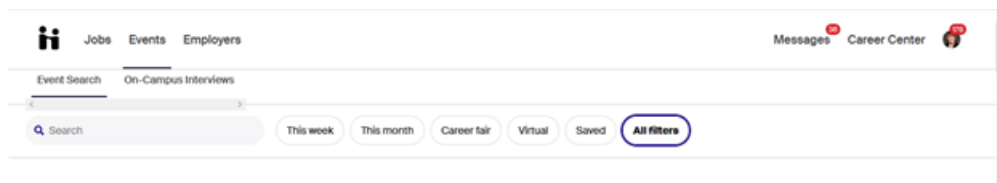


# ARCC: Applying for a Job on Handshake

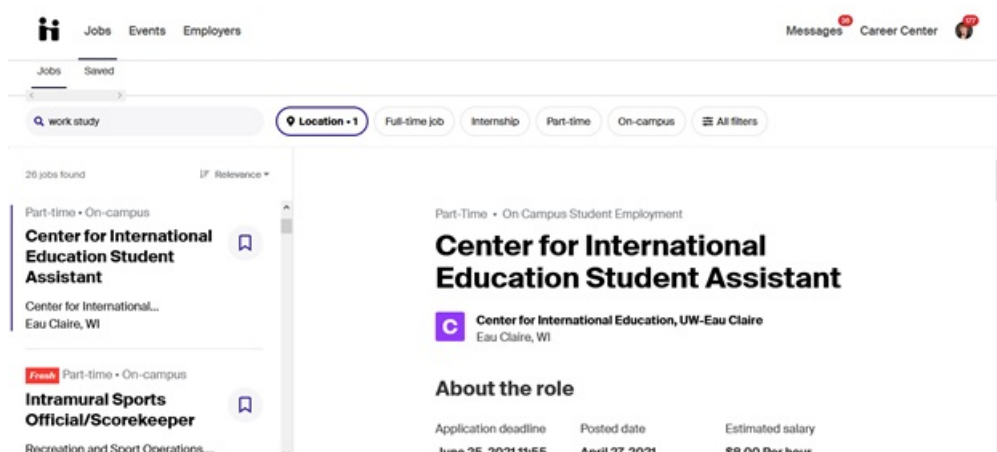
Last Modified on 04/19/2022 5:23 pm CDT

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

1. Go to [uwec.joinhandshake.com](http://uwec.joinhandshake.com).
2. Log in with your UWEC credentials.
3. Click **Jobs** at the top of the screen.

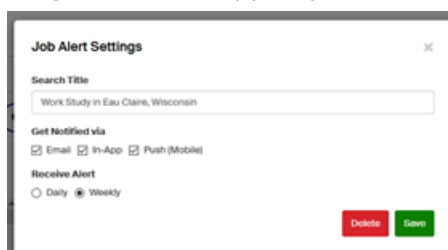


4. Search for a job you are interested in by typing in a keyword and/or job type (internship, on-campus, etc.)

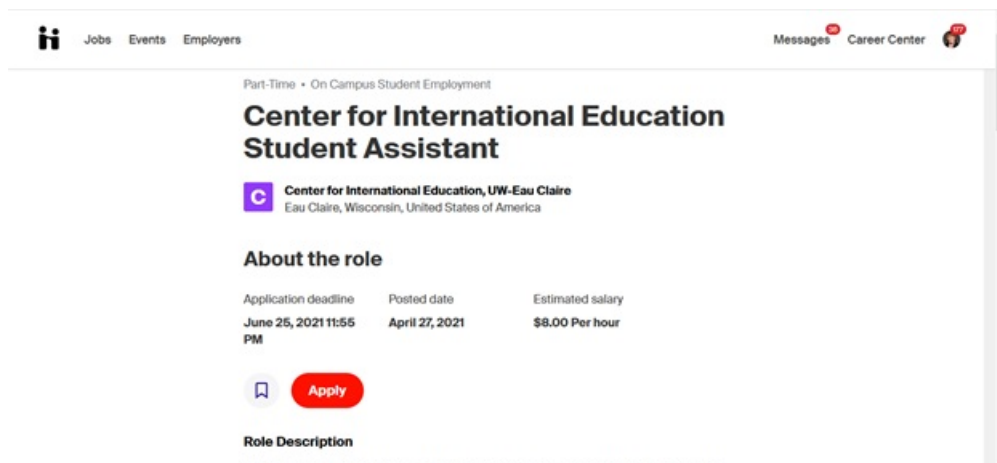


5. Use the "All filters" button to further refine your results and find jobs that offer work study, offer campus interviews, accepts OPT/CPT and other categories.
6. Save time by creating a "Search Alert". Click the **Save your search** link at the top of your results and **Edit your notifications** to get email, in-app or push (text) updates when new

jobs are posted that fit your criteria.



7. Review position details and position qualifications by selecting the job. You can "bookmark" a job to review later by clicking the ribbon icon in the posting.




8. When you are ready to apply, click the red **Apply** button within the posting and follow the application directions (uploading any required documents such as a resume, cover letter, transcript or other required document).
9. Click **Submit Application**.

The screenshot shows the 'Apply to Children's Nature Academy, UW-Eau Claire' application form. It includes instructions for attaching documents and a 'Submit Application' button highlighted with a red box.


Applying for Student Assistant requires a few documents. Attach them below and get one step closer to your next job!

**1. Attach your transcript**

Search your transcripts  or [Upload New](#)

**2. Attach other required documents**

**Instructions from employer:** Course schedule

Search your other documents  or [Upload New](#)

[Submit Application](#)

10. If this job has additional application instructions, you will see a message with further directions and be directed to the appropriate external site in a separate browser.
11. After successfully completing your application click **Finish**.

These short videos give a step-by-step overview on how to search for and apply for a job on Handshake: [What is Handshake](#) and [Search for, Save and Apply to Jobs in Handshake](#)

Make an appointment with career services in [Handshake](#) to assist with the job search or contact us at [arcc@uwec.edu](mailto:arcc@uwec.edu) or 715-836-3487.