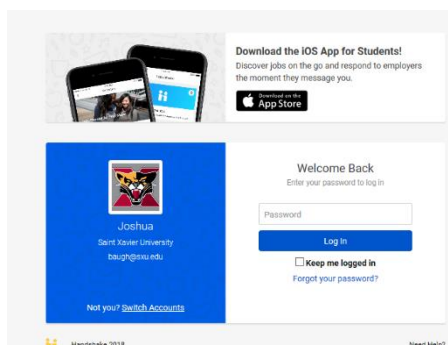


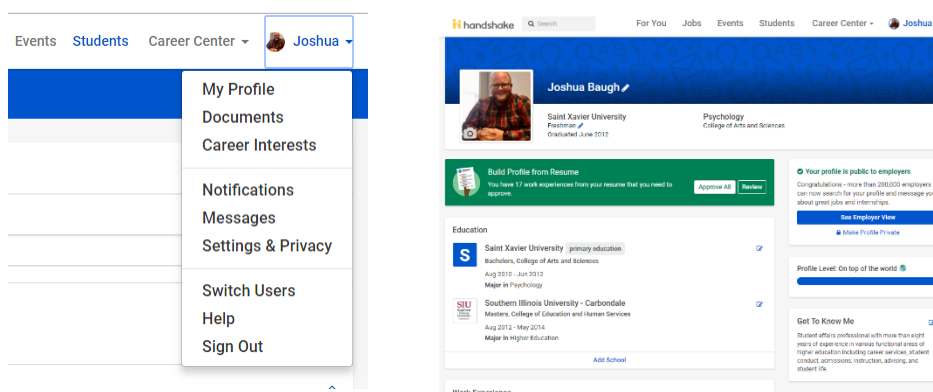


HANDSHAKE CAN BE ACCESSED ONLINE AND VIA MOBILE APP

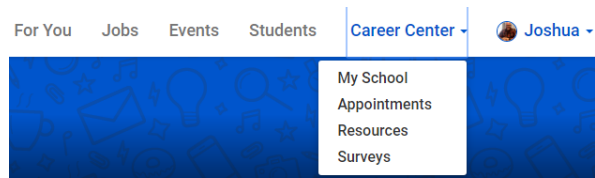
1. **SIGN UP:** You will receive an email invitation to join Handshake via your Saint Xavier University email address.
2. **LOGIN:** Once your account is created, go to sxu.joinhandshake.com and login using your username (email address) and password.



3. **CREATE:** Go to the Profile Tab located at the top of the navigation bar. Click on My Profile to edit your profile. Upload application materials such as resumes, cover letters, and student employment documents under Documents. Identify your career interests through the Career Interests tab to receive job and event suggestions tailored toward your interests.



4. **EXPLORE:** When you log in, your profile defaults to the **For You** home page. There are 6 tabs at the top of your account: For You, Jobs, Events, Students, Career Center, and your profile tab.

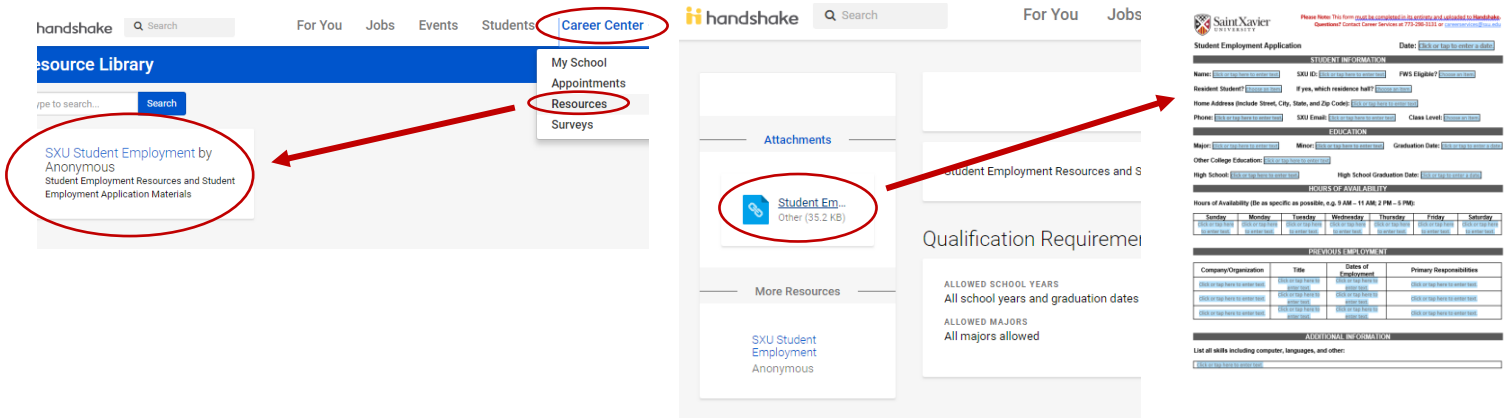


- a. **For You:** This page highlights open positions and events. These are auto-populated for you based on education, work experience, location, and search interests.
- b. **Jobs:** Explore various job opportunities shared with Saint Xavier University by employers. This is also where you will explore student employment.
- c. **Events:** You will see upcoming career development events, appointments, career fairs, and interviews on this page. Students will be able to use this system to request appointments with Career Services staff.
- d. **Students:** Network and connect with other Saint Xavier University students.
- e. **Career Center:** Explore information about your school, see available appointments, view resources such as career development informational pieces and the student employment application, and complete any available surveys.
- f. **Profile Tab:** Edit your profile, add application materials, and adjust settings and privacy.

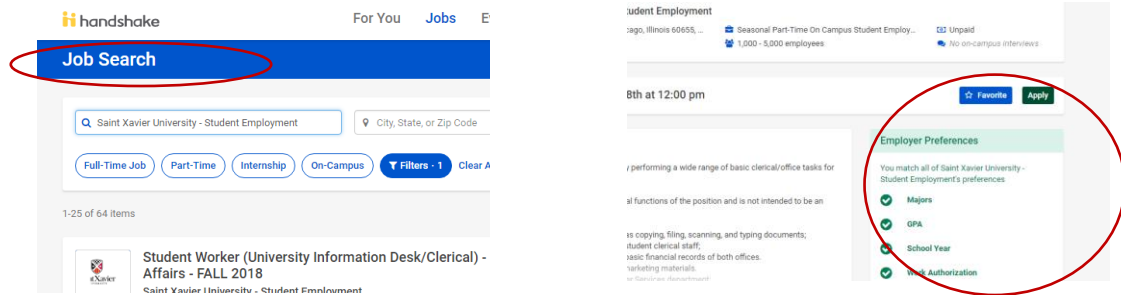
Career Services: APPLYING FOR STUDENT EMPLOYMENT POSITIONS

NOTE: YOU CAN APPLY FOR POSITIONS VIA THE MOBILE APP

1. Click Career Center > Click Resources > Click SXU Student Employment > Download and fill out the Student Employment Application under Attachments

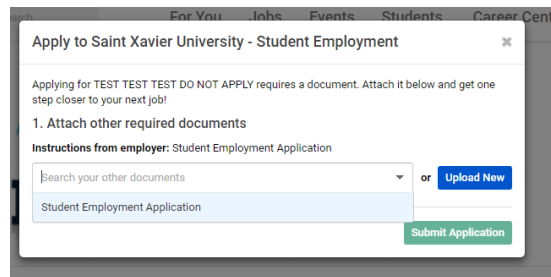


2. Upload the completed Student Employment Application by selecting the Documents tab under My Profile. **Make sure to save the application as an "Other" document.** Career Services staff will approve your application within one business day.
3. Once your application is approved, to apply for on-campus positions, click on Jobs at the top of the navigation bar and search for Saint Xavier University – Student Employment in the keyword search box. Click on a position to read more about it.



4. Once you find a position, review the job description and employer preferences, click Apply, and select your saved Student Employment Application.

5. Click Submit Application to complete the application.



Questions??

Contact Career Services at 773-298-3131, careerservices@sxu.edu, or WAC L208.