



HOW TO APPLY FOR ON-CAMPUS STUDENT EMPLOYMENT

01 Navigate to Jobs & Narrow Search

- Click Jobs on the left navigation menu — this will load the Jobs default page.
- On the left of the page are jobs approved at your school
- On the right of the page click the All Filters button
 - Select On-Campus Filter

02 Show Search Results

- Click Show Results in the lower-right corner of the All filters pop-up.
- Jobs that match your search criteria are listed on the left side of the page. Click on any job of interest to learn more about the position!

03 Click Interested Job

- Click on a job to load its full details page, which includes key information about the job under the "About the role" section. The information listed may include:
 - Application deadline
 - Estimated pay

04 Click Apply

- Click on Apply Externally
 - After clicking Apply, a pop up may appear requesting documents such as a resume
 - If a document is not required, no box will appear and you will automatically be sent to the external application

05 Submit External Application

- Submit the external application and return to Handshake

06 Verify You Submitted Application

- Back on Handshake, click the Yes or No box in the Did you Finish your Application? Section which will appear in the job posting



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