



HOW TO APPLY FOR A JOB OR INTERNSHIP OPPORTUNITY

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 — use the following methods to identify the most relevant jobs and narrow down your search:
 - School Collection
 - Location
 - On-site/remote
 - Full-Time Job, etc.

02 Show Search Results

- Once you've added all the desired search criteria, 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 Quick Apply, Apply Externally, or Apply as applicable for that particular job and follow prompts.

05 Upload Required Documents

- After clicking Apply, a pop-up will appear with details about the application.
- If a document is required, you can either:
 - Choose from all existing documents in Handshake by clicking the dropdown menu.
 - Upload a new document at this time by clicking the blue button Upload New.

06 Submit Application

- Submit the application by clicking the green button Submit Application, located in the lower-right corner of the popup
- When your application has been submitted successfully, a box with a green circle and a white check mark that states "Applied on [DATE]" will confirm your submission. You'll also receive an email to your inbox.



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