



Handshake Student Guide

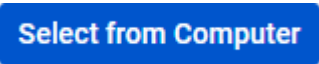
St. Cloud State University
On and Off-Campus Student Employment Jobs
<https://www.stcloudstate.edu/careercenter>

How to Login

- Go to: [Handshake](#) and click on “Handshake Login.”
- Log in with your Star ID and password

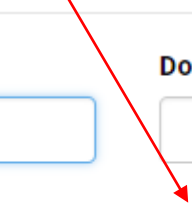
Upload your Resume

You need a resume to apply to any position on Handshake.

- Go to “Documents” in the drop down menu under your name in the upper right corner
- Click on 
- Select your document from your file and then click “Add Document”

Adding a New Document

Document Name	Document Type
<input type="text" value="resume.2018.docx"/>	<input type="text" value="Resume"/>
<input type="button" value="Cancel"/>	<input type="button" value="Add Document"/>



Apply to Work Study Jobs

- Go to “Jobs”, click on “Filters” and check the “Work study” box

Full-Time Job Part-Time Internship On-Campus **Filters · 1**

Job Type

Internship Co-Op On-Campus Job + More

Full-Time Part-Time

Paid roles only

Work study

- On and off-campus positions will be listed. The majority of off-campus positions offer increased hourly wages when compared to on-campus work study positions.

Update your Profile

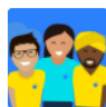
Under your name, click on “My Profile” to add or update your work experience and skills.

✦ Get started with 3 easy steps!



Tell recruiters where you've worked or interned before.

Add or update work experience



Share which organizations or groups you are a part of.

Add or update organizations



Showcase your top skills to stand out to employers.

Add or update skills

Make your profile public:

✖ Your profile is hidden from employers

By marking your profile as private, over 200,000 employers cannot search for you or message you about job or internship opportunities.

Make Profile Public

See Employer View

✔ Your profile is public to employers

Congratulations - more than 200,000 employers can now search for your profile and message you about great jobs and internships.

See Employer View

🔒 Make Profile Private

New SCSU student employee?

If you are a new SCSU student employee, come to work prepared to provide original documents to complete required employment forms (a) to verify employment eligibility and identity (I-9 form); and (b) for tax withholding purposes (W-4 form).

- Most students provide a driver's license and a social security card or original birth certificate to complete the I-9 form for the hiring department
- Payroll forms (I-9 and W-4) may be found online
www.stcloudstate.edu/businessservices/accounting/payroll
- E-timesheets are generated after you complete your employment forms
- If you would like your payroll earnings deposited directly into a bank account of your choice, complete the Direct Deposit section in your e-services under "Financial Aid"

If you have any questions about SCSU employment or work study contact us at:

Financial Aid Office

Administrative Services Building 106

Email: financialaid@stcloudstate.edu

320.308.2047

Website: www.stcloudstate.edu/srfs/default.aspx

Visit the Career Center for building an attractive resume and interview tips:

Career Center

Centennial Hall 215

Email: careercenter@stcloudstate.edu

320.308.2151

Website: www.stcloudstate.edu/careercenter