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 from Computer
- Select your document from your file and then click “Add Document”
Apply to Work Study Jobs

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

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.

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

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
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