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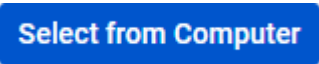
St. Cloud State University
On and Off-Campus Student Employment Jobs
https://www.stcloudstate.edu/careercenter

How to Login

- Go to: Handshake and click on "Handshake Login."
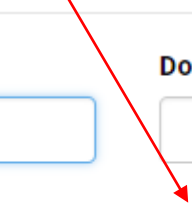- Log in with your Star ID and password

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 from Computer**

- Select your document from your file and then click "Add Document"

Adding a New Document

Document Name

resume.2018.docx

Document Type

Resume ▾

Cancel

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.
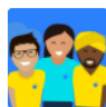
Update your Profile

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

Make your profile public:

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