

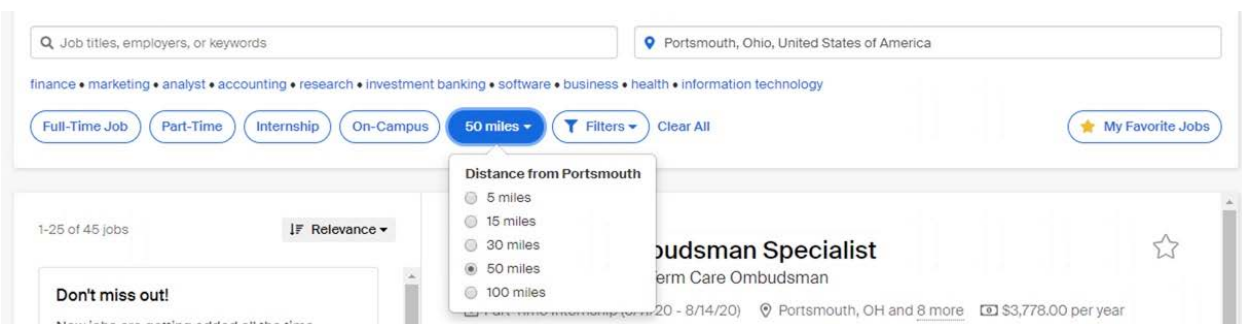
Job Searches in Handshake: Alumni

Register for a Handshake account at: <https://shawnee.joinhandshake.com/register>.

This guide will assist your search for jobs on Handshake from a desktop computer.

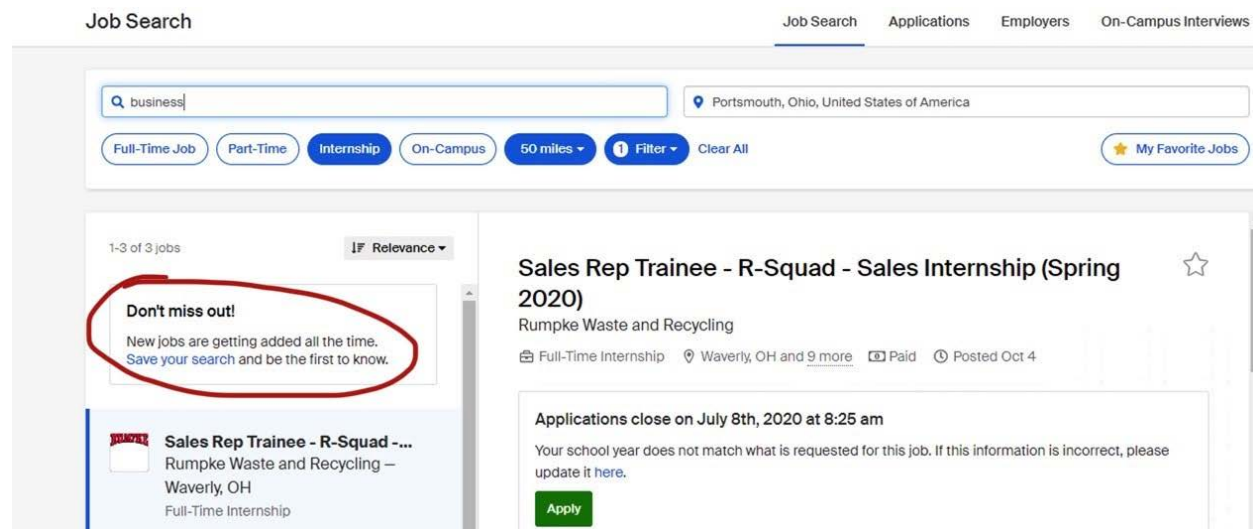
Log into Handshake and select “Jobs.”

Choose from Full-Time, Part-Time, or Internship and enter job titles, employers or keywords in box at left. Select your preferred location in the box at right, and choose how many miles away from a specific location that you are willing to work.



Once you have created your search, you can save it to receive alerts by selecting “Save your search.” A pop-up menu will display options to receive job alerts daily or weekly and to receive by email and/or the Handshake app.

You may save as many job searches as you want. To revise or delete your job searches, select your profile icon at top right, choose “Settings Privacy,” and select “Notification Preferences” at left. A list of your job alerts will appear at the left of the screen. Click on any of the job searches listed to edit or delete.



Search for jobs at specific companies by going to the Jobs page. Select “Employers” and enter the filter information at left. You may follow companies to receive alerts about job postings or to find out when they are attending a career event at Shawnee State. Click on the company name to read about the company, see their reviews, view contact information and job postings, and find other users on Handshake who have worked or interned there.

You can only message these users if your privacy settings are set on “Community.” (Select your profile at top right, choose “Settings & Privacy,” scroll down to Privacy and select “Community.”)

The screenshot shows the LinkedIn 'Employers' page. At the top, there's a search bar and navigation links for Jobs, Events, Q&A, Students, Messages, Career Center, and a notification badge. Below the navigation, the 'Employers' section is active, showing '1-25 of 516,601 employers'. On the left, there are filter sections for 'Following' (2), 'Filters', 'Search' (keyword), 'Location', 'Categories' (Employers with Reviews), 'Employer Size' (1-10, 10-50, 50-100, 100-250), and 'Industry'. The main content area displays three company cards: GE (124 Reviews, 25,000+ employees), Sysco Corporation (3 Reviews, 25,000+ employees), and AK Steel (8 Reviews, 5,000 - 10,000 employees). Each card includes the company logo, name, address, employee count, industry, and a brief description.

The screenshot shows the GE company profile page on Handshake. At the top, there are tabs for Overview (selected), Reviews (124), Interviews (87), and Jobs (0). The 'About GE' section provides a detailed description of the company's mission and values. The 'Highlights from Reviews' section shows student feedback on categories like Large Company, Friendly, Housing Stipend, Networking Opportunities, and Managers are Good Mentors. The 'Questions & Answers' section features three questions with their respective answer counts: 'I'm starting my internship at GE in a month...' (7 answers), 'What can I do to increase my chances...' (5 answers), and 'How much work-life balance...' (2 answers). The 'Contact Information' section lists the website (https://ge.com/university), phone (567-401-5006), and email (lisa.burns@ge.com). The 'Jobs at GE' section indicates 'No jobs posted.'