

SEARCH FOR JOBS USING HANDSHAKE

First, go to the UD Handshake link at <https://udayton.joinhandshake.com/login> and enter the user name and password that you use to access Porches, UD email and other UD sites. The first time you log in, you will be prompted to complete your job search profile.

Next, start your job search by clicking on ***Jobs and Internships*** on the left hand navigation bar. You will be taken to the Job Postings page. From here, there are various options available to view available jobs and narrow your search. See below for more information.

- To search for jobs using keywords, use the search box at the top of the page. **Enter** a few keywords and **click Search**.
- Another way to search for jobs and internships is to use the filters and create a saved search. If you are looking for summer internships in a specific city, you can set these as filters in your search. Example, set Job Type = Internship and Location = Nashville, Tennessee.
- To sort the job listings, use the drop down arrow next to **Sort By: Relevancy** button on top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided.
- Handshake offers a variety of criteria to filter your search and create customizable search lists. **Click** on the drop down arrow just to the right of the criteria you'd like to filter. Options to select will appear. **Select** your options and **click** on **Search** at the top of the page. You may select as many options as you need.
- To save a custom search, simply **select** your filter options and **perform** your search. **Click** on **Save these filters**. **Enter** the name and description of your search and **click Save**. It will now appear under **My Saved Filters**. To view jobs based on one of your saved lists, **click** on that list from **My Saved Filters**.

For training videos, tips and examples, visit <https://support.joinhandshake.com/hc/en-us/articles/218693408>