

CREATE A HANDSHAKE STUDENT ACCOUNT:

1. **Login and settings:** You already have an account, just log in with your UNE email and password at <https://app.joinhandshake.com/login>.
(NOTE: If your password was changed recently, it may be your previous one.)
 - Select *University of New England* as your school
 - Select desired profile privacy level: Community, **Employers**, or Private (employer is preferred)
 - Answer preference questions. These will not apply as much to FWS positions but they will help in suggesting internships and other positions down the road so answer them as if you were seeking a job in your future profession.

2. **Build your profile:**
 - Select *Build your Profile Faster*, then upload your resume and your profile will automatically populate (if you do not have a resume request an appoint with Career Services via Handshake or review the other documents in the Blackboard training.)
 - Upload a professional photo (no dogs or cartoons)

3. **Search jobs:**
 - Under the top tool bar, select *Jobs*
 - In the search bar type “On Campus Employment University of New England” and hit *Select*
 - This will bring up all of the on-campus jobs at UNE in one listing
 - Review positions description. For any you are interested in, you can favorite them for later or apply now
 - You can search for both Federal Work Study (FWS) and/or institutional positions. NOTE: If a position is listed as available to work study only students, you must have an eligible Federal Work Study award to apply for that opportunity. To review whether or not you have FWS, review your financial aid package through the *Student Financial Services* section of your [U-Online](#) account. Contact Student Financial Services with any questions about FWS.

4. **Apply:**
 - When you see a position in which you are interested, click *Apply*.
 - Upload your resume and optional cover letter
 - Since you added your resume in Step 3, it is already in Handshake, however it is also a good idea to draft a short cover letter as a personal greeting and why you are interested in the role.
 - Select *Submit*
 - You will receive a confirmation of your application
 - You can monitor status by logging in and reviewing your applications tab

If you have any technical issues with Handshake or need assistance, please email mpecora@une.edu.