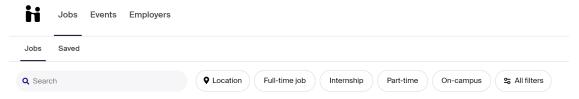
Job Search – How to Filter and Create a Job Alert in Handshake

Click on the "Jobs" tab in top left corner of your Handshake window. Select "All filters" tab.



Select "Job type" (internship or job) and "Paid roles only".

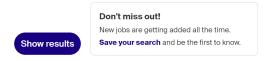
Filters
Job type
Full-Time Part-Time
Internship On-Campus Job + More
✓ Paid roles only
☐ Work study
☐ Interviewing on compus

Arrow down to select your "Major" and your "Work authorization".

Major

Computer	Work authorization
Computer Engineering	
Computer Science	Will sponsor or doesn't require US work visa
Electrical and Computer Engr	Accepts OPT/CPT

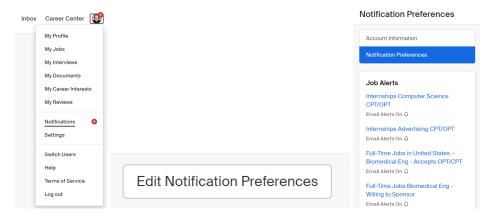
Click to "Show results". Click to "Save your search".



Click to "Edit your notifications". Rename according to the parameters selected. Update preference for how to be notified, how often to receive the alert, and then save any changes.



To access your saved job alerts, click on top right tab (photo or initials), then arrow down to "Notifications". Click to "Edit Notification Preferences".



In the left column under "Job Alerts", you will find all saved job searches. Click on Title of job alert to go directly to that search. If you no longer wish to receive an alert, click on "Email Alerts On" to edit and remove that alert.