

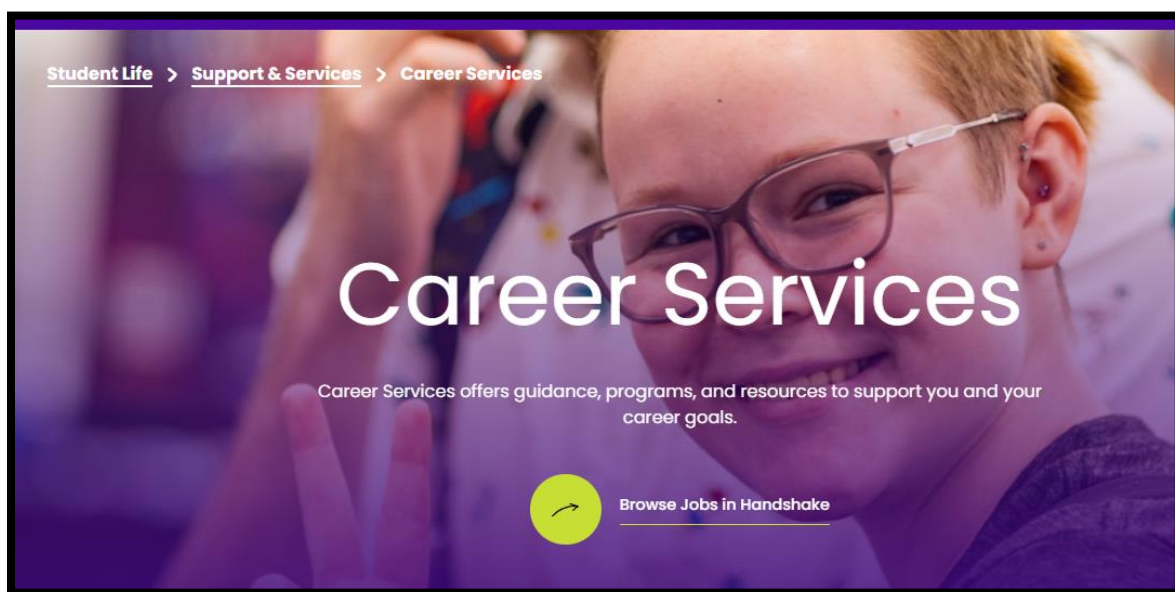
# Handshake Instructions | On-campus Jobs

*Greetings Students! The following instructions will guide you through the process of locating on-campus jobs.*

## Steps to Secure a Job:

**Step One:** Log into Handshake from the Career Services homepage (<https://www.winona.edu/student-life/support/career-services/>) by clicking on the “Browse Jobs in Handshake” link. Log in using your Star ID and password (same username and password to log into your computer).

Note: If this is your first time logging into your account, you will be asked a series of questions about your career interests to help Handshake personalize your homepage. You can bypass these questions, or update/change them at any time. It is recommended that you update your profile before applying for jobs.

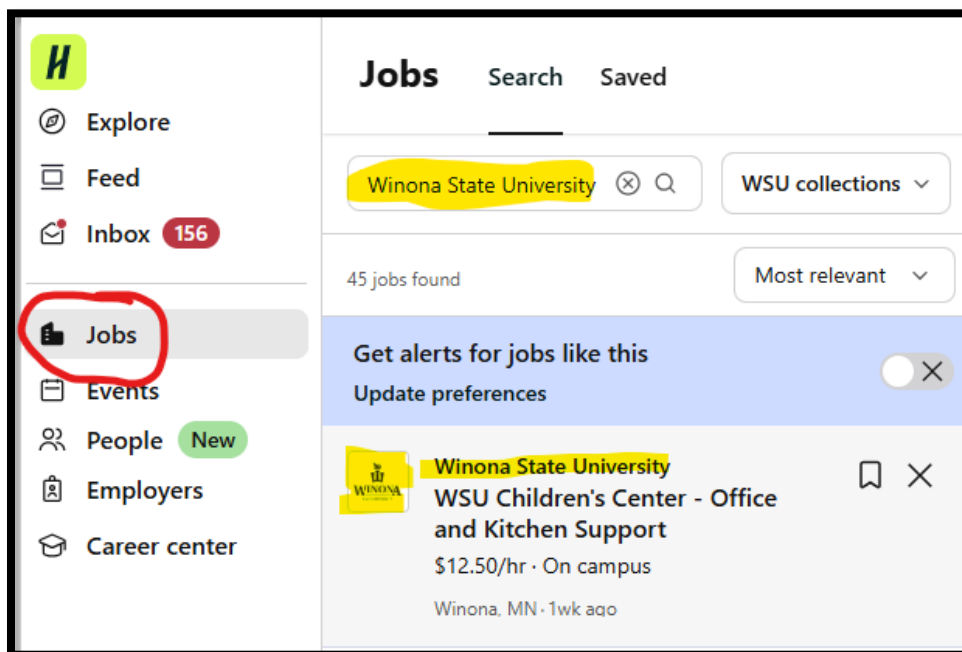


You have the option to change your **Privacy** status under **Settings** to private, employers, or community. Please carefully read through your options and select the option that best serves you.

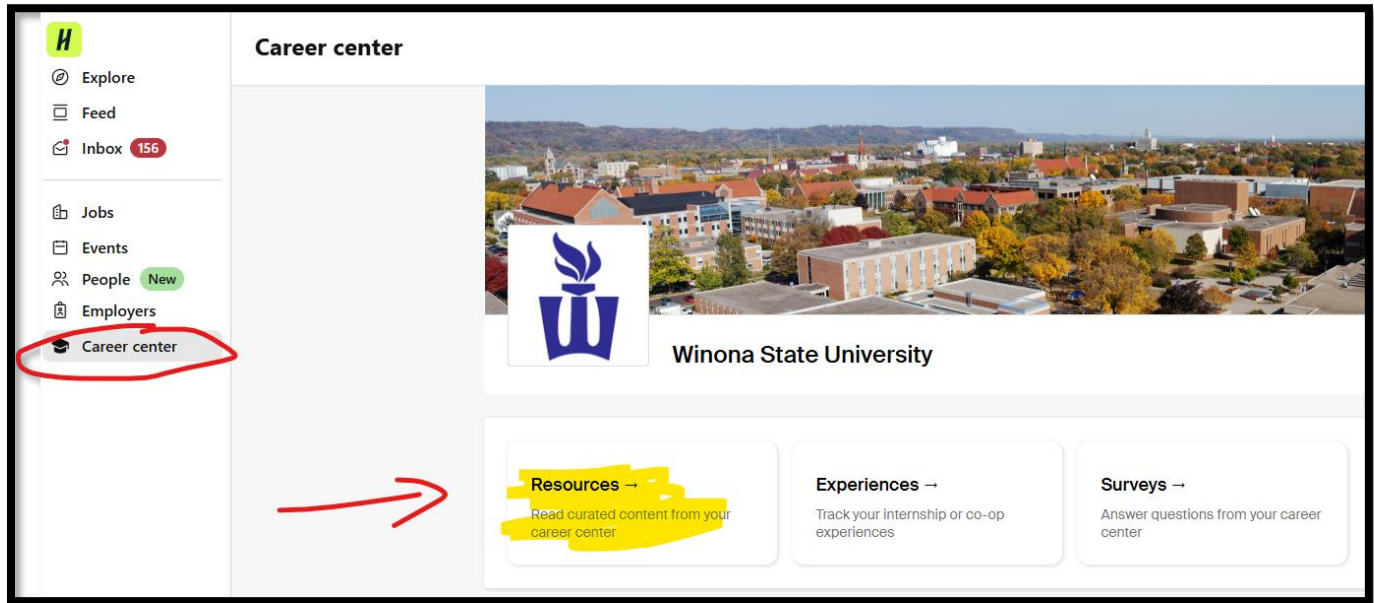
**Step Two:** From your Handshake Homepage, click on the **Jobs** tab on the top navigation bar.

Type in Winona State University in the search bar.

This will generate a list of all on-campus jobs (work-study, student help, graduate assistants), and other jobs connected to WSU programs – i.e. Resume Rush or Mock Interviews. Only click on the Resume Rush and Mock Interview Jobs if you plan to participate in the programs.

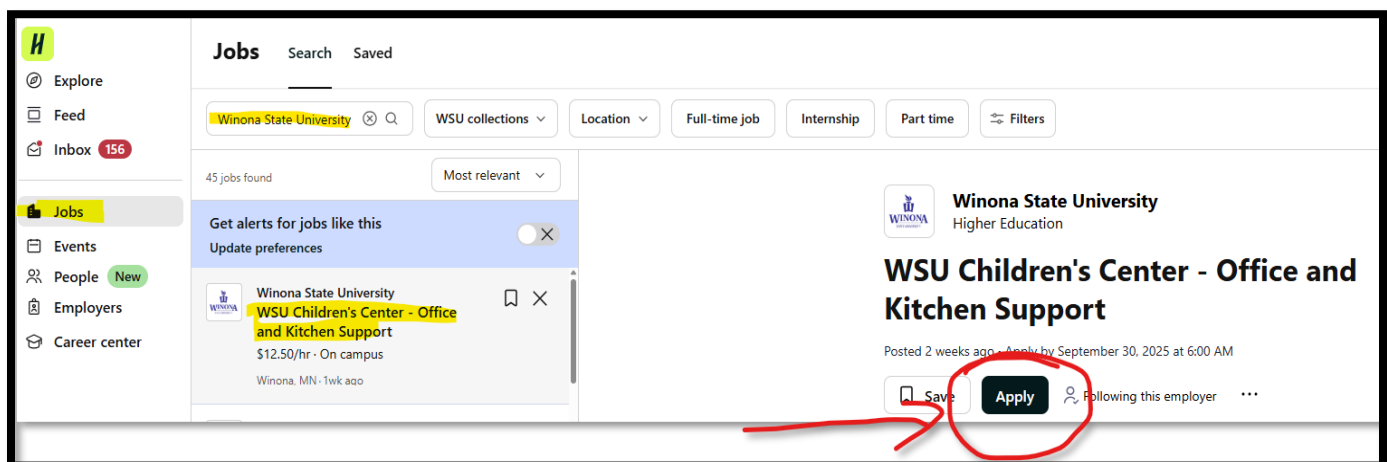


**PAUSE HERE:** Before you can move forward and apply for a position, you will need to create a resume tailored to the job you are seeking to obtain. There are *editable* sample resumes located in the Career Center Resources Library in Handshake and in the Career & Internship Fair Prep Kit (self-registration course) in D2L Brightspace.



First-year Resume Sample (PDF) to help you get started.

**Step Three:** When you locate a job of interest and your resume is ready. Click on the Apply button on the job profile.



You will be directed to a pop-up screen where you can upload your resume. Note: some offices may request additional documentation, including a cover letter, writing sample, class schedule/transcript. Your class schedule/transcript does not need to be official; you can copy and paste from your student account.

## Apply to Winona State University


Your school year does not match what is requested for this job.  
If this information is incorrect, please update it [here](#).

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### Details from Winona State University:

Applying requires a few documents. Attach them below and get one step closer to your next job!



**Attach your transcript**

 or

**Attach your cover letter**

 or

**Attach your resume**

 **Fun Stuff About Me** 

[Preview document](#)

If you have any questions, please contact Career Services.

**Warrior Success Center – Career Services**

Maxwell 314 | P.O. Box 5838 | Winona, MN 55987

p: 507.457.5878 | [career@winona.edu](mailto:career@winona.edu)

[www.winona.edu/career](http://www.winona.edu/career)

Office Hours: 8:00 – 4:30pm, Summer Hours: 7:30 – 4:00pm