Gorillas4Hire Instructions for Students

GETTING STARTED

1. Go to Career Services' webpage at https://careers.pittstate.edu/
2. Under "**Students**", click the "**Gorillas4Hire**"
3. Click the "**Student Login**" button
4. Click the blue button that says "**Pittsburg State University Login**"
5. Login using your GUS Single Sign-on information
6. If this login information does not work, you may click on "**Sign up here**." in the top right corner

FILL OUT YOUR PROFILE

1. Some of your information will already be in your Handshake profile. Check to make sure all pre-loaded information is correct. If you find an error in any of your profile data, contact the Career Services office
   - Pay especially close attention to your major and expected graduation date – these are the filters we use most to notify you of job opportunities.
   - Your profile is hidden from employers until you choose to make it public.
   - Your GPA is hidden from employers until you choose to deselect the "**Hide from Employers**" box next to GPA when editing your Education section
2. When you are ready for employers to find you in searches and view your profile, click "**Make Profile Public**"
   - A public profile, and most information in the profile, can be seen by any employer on Handshake and by your Career Services Center. (Note: There are some Handshake profile components, like GPA, that have their own privacy settings. So you can make your profile public, but your GPA private, for example).
   - Your profile can't be seen by other students or by Career Services Centers at other schools
   - If you make your profile private, it can only be seen by you and your school's Career Services Center
   - You can switch your privacy status at any time, from private to public or from public to private

UPLOAD DOCUMENTS

1. Click your name in the top right hand corner and select "**Documents**"
2. Click "**Select from Computer**" if you have not added a document or select "**Add New Document**" in the top right
3. Once you drag or choose a document from your computer, you'll see a preview of the document. You can name it, select the document type, and then click "**Add Document**"
   - Uploaded documents can be resumes, cover letters, transcripts, or work samples
   - Files should be in .PDF, .DOC, or .DOCX format. Note: The preferred format is .PDF. Handshake will automatically attempt to convert any .DOC or .DOCX format into .PDF.
   - You can select the Feature on Profile option if you would like your document to be able to be found and viewed by employers on Handshake or your school's Career Services Center.
   - Note: We recommend having a public resume, so we can include your document in resume packets that we pull for employers on occasion.
4. You will now be able to see your document and have the ability to build your profile from this document!

SEARCH FOR JOBS

Start by clicking on "**Jobs"** on the top 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:

- To search for jobs using keywords **Enter a few keywords** in the search box and click "**Search**"
- Another great way to search for jobs and internships is to use the filters and create a saved search. If you are looking for an internship in a specific city, you can set these as filters in your search!
- 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
- 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**"
- If you favorite a job, you can return to the list at any point by clicking "**My Favorite Jobs**" on the left hand navigation bar

APPLY FOR JOBS

1. Select the job that you are interested in applying for by clicking on "**View Details**"
2. Review the details and qualifications for the job
   - Note: You can take notes at the bottom of the page if you would like to come back to this job at a later date
3. If you are ready to apply click "**Apply Now**" located on the right side of the screen
4. Select the documents you would like to upload from your document library or upload from your computer
5. Click the green "**Apply**" button when you are ready to submit your application
   - If this job has additional application instructions you will see a message with directions that you will need to follow to complete this application. Click any links here to be directed to external applications
6. You will see that your application has been submitted!

EDIT DOCUMENTS

1. Click your name in the top right hand corner and select "**Documents**"
2. Find the document you want to edit or delete and click on it
3. To edit/replace a document: Documents stored in Handshake are in .PDF format, so you cannot make a change to the document directly within Handshake. You'll need to first make the change in original document (on your computer), save it as a .PDF, and upload it as a replacement
4. To feature on profile: all you need to do is select this option, and the document will be set as visible, or public, on your profile page. You can select featured on profile at any time to remove this document from your profile
5. For deleting your document: Once you click "**Delete**", you will be prompted to confirm this deletion. Handshake does not store old versions of your documents, so if you edit or delete a document you think you might want to reference in the future, please keep a copy of that document in your own files

ON-CAMPUS INTERVIEWS

1. Under the "**Jobs**" tab, select "**On-campus Interviews**" to view what companies have interviews on the schedule
   - Interview Schedules in Handshake now must have a job attached to them, so you'll never apply directly to the interview schedule, but to the job itself.
2. If you select an On-Campus Interview that is not yet open for applications, you will see messaging about what happens if you apply and are selected to take a slot, and you will also see the breakdown of the interview's timeline. You will also see any attached jobs.
3. Once you've been chosen by an employer for an On-Campus Interview, you'll receive a notification in Handshake.
4. If you see that you've been selected to interview, you can select the interview in order to see all available slots. Simply select "**Take Slot"** to reserve that time for yourself to interview.
5. You can always find all of the jobs, along with any interviews, that you've applied to by selecting "**Applications"** from the menu