A Step-by-Step Guide to Applying for Jobs

SLAC has partnered with Handshake to manage the student application and interview scheduling process. The opportunities will be available on the database several weeks before each event; check the SLAC web site for exact dates and times.

Logging in to the database

1. Go to SLAC.joinhandshake.com
2. Enter your complete college email address (e.g. ssmith@school.edu)
3. Click ‘Forgot your password?’
4. Check your college email account for an email from Handshake, and then select the link to reset your password.

5. Log in to your account!

**Note:** More information about setting up your account is available at handshake.helpjuice.com/8972-Students/how-do-i-set-up-my-student-account. You do not need to complete a Profile to participate in SLAC events—SLAC employers review students’ uploaded résumés, not their online Profiles. However, you can complete your Profile if you would like to make your information available to other employers on Handshake.

**Viewing jobs**

1. Once you are logged in to your Handshake account, click the “Jobs” link on the left menu.

2. The September Video Interview Day jobs each include SVID in front of the title, and are displayed on the Job Postings page.

3. Click on any job title of interest to view the full description and requirements. When you click "Apply," you will be prompted to upload a résumé and any other documents the employer has requested (e.g., cover letter, writing sample, unofficial transcript, etc.).

Students who are selected for interviews or as alternates will be notified by email. Students log in to the SLAC database at the designated time to sign up for interview times; if any spaces remain, alternates may then sign up as well.