What the New Student Employee Needs to Know

Searching for On-Campus Employment in Handshake

1. Go to the CPDC website and click on the Handshake banner at the bottom of the page.
2. Login with your Andrew ID and Password.
   Send an email to recruit@andrew.cmu.edu if you have trouble logging in.
3. First year and new students must build their profile from the beginning, completing all required fields
4. Before you start searching for jobs, make sure that you have a resume uploaded into the system. In order to apply to any on-campus job, you must include a resume.
5. From your home screen, select Jobs on the left side tool bar.
6. Using the Job Type filter, select On-Campus Student Employment. Now you will be able to see a list of all of the on campus jobs.
7. **For students without a work study award** *Search for jobs you are eligible for by also clicking on Label and choosing “work study & non work study may apply”.
8. **For work-study students** DO NOT select the Work-Study filter. All jobs that qualify just for Work-Study only are shown in the job title- for example “Office Assistant (Work-Study)”. You can apply for all campus jobs that are posted if you have the skills and qualifications listed.
9. **For work-study students** When applying for a Work-Study job, you will see this notification:

   ![Work Study Error]
   
   Work Study
   Work study eligibility is requested.

   This is an error within Handshake, your work-study eligibility is still valid; it was just not uploaded into the system. You can still apply for these jobs even with the error message. Our on-campus employers have also been informed of this error, and it should not cause any difficulties with your job search.
10. You may apply for more than one job. Each campus employer will choose students to interview and hire.