What is *Handshake* ?

Handshake is the #1 way college students find jobs and is the UCI Division of Career Pathways' comprehensive online job search platform. This online resource allows students to:
- Search and apply for jobs and internships
- Register for career fairs, employer info sessions, and career development workshops
- Schedule career counseling appointments.

Students can create a profile to store multiple resumes, cover letters, and other documents to use for internship and job searches.

What types of jobs are on *Handshake* ?

Handshake offers a wide variety of job listings, including campus work-study and non-work-study jobs, as well as part-time, full-time, project-based and internship opportunities off campus.

Login and get started!

1. From uci.joinhandshake.com, click on the blue UCI Sign In button and enter your UCInetID

2. Complete your Handshake profile – save time by uploading your resume and letting Handshake automatically fill in most of the sections.

3. Select whether you want your profile to be publicly viewable or not. Setting your profile to public will allow more employers to find you.

Note: Handshake is also available on the App Store or Google Play. Search for "Handshake" to download the app.

How do I search for a job or internship?

After logging into Handshake, locate the menu bar across the top of the page. Select "Jobs" to be directed to the basic search page. From this page you can limit your search with a variety of combinations including the following:
- **Use the keyword box** (e.g. "customer service," "administrative," "student assistant," etc.)
- **Select a geographic area** by entering a city (and altering the mile radius by dragging the bar), state, or country
- **Select a "Job Type"** (e.g. "on campus student employment," "internship," "volunteer," etc.
- **Filter for work-study jobs** by clicking "Show Advanced Options"
  - Tip: Click "save these filters" to find relevant employers and jobs in the future
- **Already have a specific employer in mind?** Select "Employers" to filter by "employer size" (e.g. "1 - 10," "50 - 100," etc.) or "industry" (e.g. "internet & software," "healthcare," etc.)

Search for Jobs

Your results will be presented immediately, allowing you to see a brief overview of a job, employer name, location, job type, application deadline, and whether you match all or some of the employer preferences.

- Click on the **employer name** to visit their profile and learn more about their organization.
- Click on the **job title** to see the full job description.

Applying to Jobs

Employers choose which types of documents they want to receive – resumes, cover letters, unofficial transcripts, writing samples, etc. To apply for positions via Handshake, you will need to upload these requested documents.

- Select the **job** you are interested in, then click "apply now."
- Select an existing document or upload a new one (see below).
- Once all requested documents have been selected, click "apply." If additional application instructions exist, a message with directions will be shown. Follow the directions and click any links to be directed to external applications

Fresh
Unpaid · Part-Time · Internship

DCE: Digital Marketing Intern

The Aesthetic Centers
On-site · Newport Beach, CA

Seasonal Role
June 26 – September 8, 2023

Location Type
On-site

Application Deadline
June 14, 2023

US Work Authorization
Not required

Overview

The Aesthetic Centers in Newport Beach is a 7,000 square foot, state-of-the-art plastic surgery facility located in the heart of Orange County within a couple of miles of John Wayne airport. It's our mission to provide superior results in plastic surgery and to educate the population regarding surgery and patient safety.

Apply

Uploading Documents

Follow these steps to upload a document to your profile:

1. Locate the menu at the top of the page and select **"Documents"** under your name

2. Click on **"Select from Computer"**

3. Enter a name for your document in the text box marked **"Document Name."** We recommend using your name and the document type (e.g. "Peter Anteater Resume")

4. Select the type of document you will be uploading. Documents should be in .PDF, .DOC, or .DOCX format

5. Click **"Add Document"**

6. Review the document **(Tip: Click "Feature on Profile"** to allow employers to view the document)
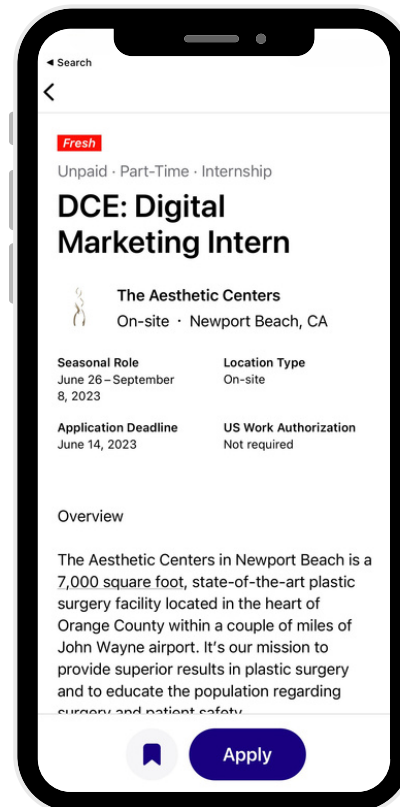
BE AWARE OF JOB POSTING SCAMS & REPORT SUSPICIOUS ACTIVITY

The Division of Career Pathways makes every effort to screen Handshake listings for any misleading or scam postings. Please report any suspicious activity to the Division of Career Pathways by emailing us at career@uci.edu or calling 949-824-6881. Learn more at: career.uci.edu/undergraduate/find-a-job/avoiding-scams

Need a Professional Profile Photo?
Get **FREE** professional photos with our Professional Photo Booth

Learn more at career.uci.edu/professional-photo-booth