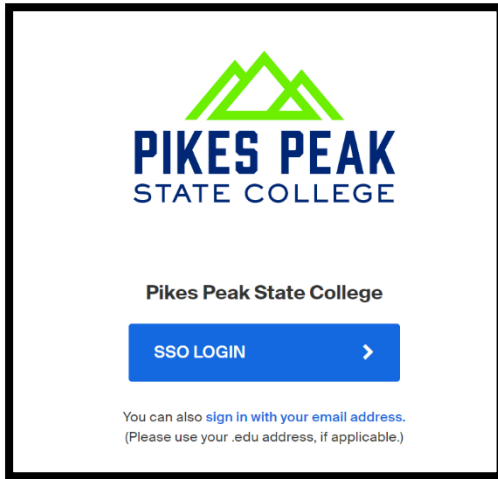


# PPSC Student Job Board Guide

Powered by *Handshake*





PPCC Handshake link: [Handshake \(joinhandshake.com\)](https://joinhandshake.com)

### **New to Handshake**

Click on **SSO LOGIN** to activate your account. You will then login with your S# and portal password.

- Note: When you login for the first time you will need to verify your email.
- Note: You may be asked to set-up SSO. If prompted, go through SSO set-up instructions.

Questions? Career Services @ 719-502-2360 or [career@pikespeak.edu](mailto:career@pikespeak.edu).

There is also an app that you can download on your phone through the app store. (Optional)

### **Returning User?**

Click on SSO Login and enter your S# and portal password.

If you forgot your password, click on “Forgot your password” to reset your portal password.

### **Educational plans**

Note: Pikes Peak State College will be automatically included.

Fill out Education level and Expected Graduation Month and year.

View terms of service and privacy policy

Select **Continue**

### **Select profile visibility**

-Private- Viewable only by you and employers you apply to

- Employers- Viewable by all Handshake employers

- Community- Viewable by Handshake employers, students, and alumni

Note: You can change your profile visibility anytime.

## Share a few details to get started.

### Pronouns

Sharing pronouns is optional. Pronouns help everyone on Handshake address each other in an inclusive, respectful way. You can make changes to pronouns and visibility from your profile.

e.g. she/her, they/them

Continue

## You're one step closer to your next job.

Answer a few short questions to see relevant opportunities.

What are you looking for?

Full-Time Job

Internship

Part-Time

On-Campus Job

Not sure yet

Continue

## Question Section

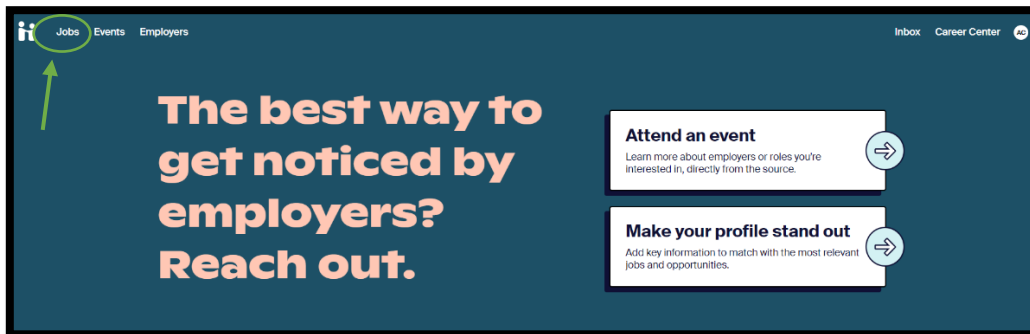
Note: All questions in this section are optional. Click Continue to skip.

Note: Answers can be updated/changed at your discretion.

- Pronouns
- Demographic Information
- Job type Interest
- Industries
- Employer qualities
- Job interest
- Your background information
- GPA

Select **Submit**

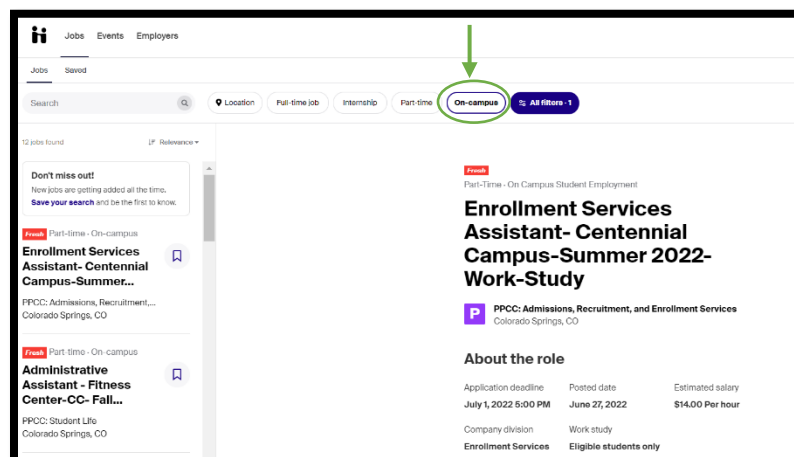
Click on the **Jobs** icon on the homepage to view all jobs in Handshake.



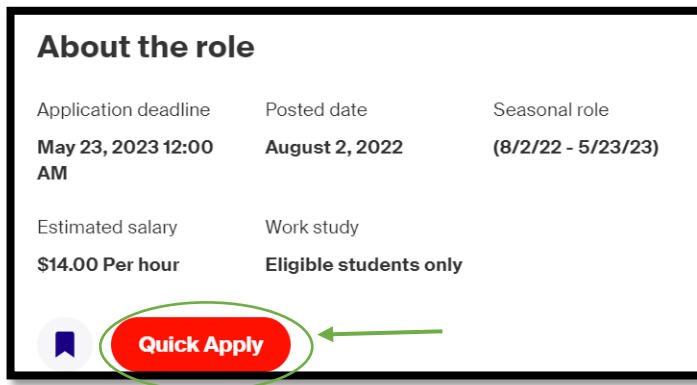
The jobs tab will encompass all work-study jobs in the community. Click on the **on-campus** filter icon to view **only** on-campus opportunities such as work-study and student hourly.

You can also find part-time, full-time and internships (not for credit) in Handshake.

Note: If you do not have the on-campus filter contact Career Services at 719-502-2360 or [Career@pikespeak.edu](mailto:Career@pikespeak.edu)




To apply for on-campus positions select the **Apply** icon.



**About the role**

Application deadline	Posted date	Seasonal role
May 23, 2023 12:00 AM	August 2, 2022	(8/2/22 - 5/23/23)
Estimated salary	Work study	
\$14.00 Per hour	Eligible students only	

 **Quick Apply**

Upload your resume and any other requirements and select submit application.

**Note:** If this is your first application you may see questions regarding work authorization. You may answer the questions or select prefer not to answer.



1. Attach your resume

Search your resumes  or [Upload New](#)

Recently Added

[Test resume.docx](#)

[Submit Application](#)

**Not sure how to write a resume?**  
**That's ok!**  
**Career Services can help!**  
**719-502-2360**

**On-campus Jobs:** The hiring manager will reach out to you regarding your application via phone or student email, so be on the lookout for an update on your application.

After you submit your application the next step will be an interview. The hiring manager will reach out to you to get it scheduled if you meet the job qualifications.

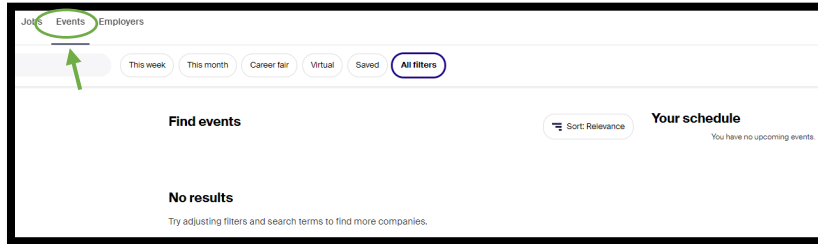
**Community Jobs:** View job description for application process to reach out to employer directly.

**Want to freshen up on your interviewing skills? Contact Career Services to schedule a mock interview!**

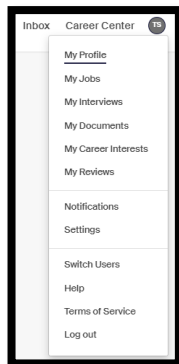
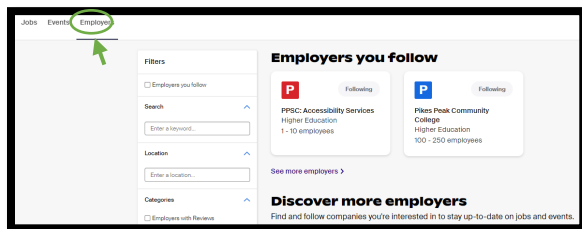
If you are chosen for the position, you will sign a work-study contract and fill out the HR packet. The hiring manager will have more information.

View and register for on-campus career events!

Career fairs, Focus 2 Career workshops, Resume workshops, Handshake trainings, and more!



View and follow employers! You will be notified of company job fairs and employment opportunities.



**Profile-** View and update your profile.

**Jobs-** View status applications

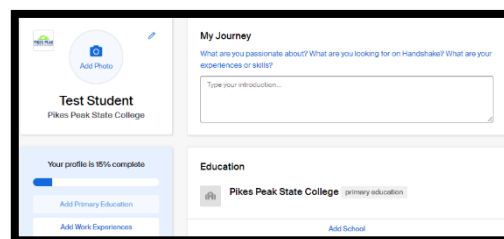
**Interviews-** Any scheduled interviews will show up here

**Documents-** Upload your resume for easy access when you apply for jobs!

**Career Interests-** Update your career preferences to

**Reviews-** Leave reviews for your employers and fellow students to view.

Note: Reviews are reviewed by Career Services before posting.



Contact Career Services if you have any questions regarding *Handshake*.

Career Services  
719-502-2360  
Career@pikespeak.edu

or

Andrea Bier  
719-502-2282  
Andrea.Bier@pikespeak.edu

# General Disclaimer

The Career Center at Pikes Peak State College in its provision of services to students, alumni, and off-campus employers makes no representations or guarantees regarding the opportunities listed on its website, bulletin boards, print materials and other resources, and is not responsible for the wages, safety, working conditions or other aspects of off-campus employment.

Moreover, the Career Center at Pikes Peak State College makes no representations or guarantees regarding the opportunities listed in *Handshake* (Career Management System) and we encourage all students to thoroughly research prospective employers using resources made available by Career Services and other tools, such as the internet. While we require employers to adhere to established policies and ethical standards, we are not able to research the integrity of each organization or individual that lists a job with us. Students and alumni assume all responsibility and risk for one's use of the *Handshake* site.

It is the responsibility of the students and alumni to take the necessary precautions when interviewing for and accepting part-time/full-time/Paid-Internship employment and participating in volunteer activities.

## Phishing and Scam Postings/Emails

Phishing scams try to trick you into providing your sensitive personal information via email or text. Such scams may ask you to provide information like your Social Security number, credit card numbers, or bank account information. These scams can originate from anywhere in the world and may appear to be legitimate. However, **NEVER** respond to these communications with any sensitive information.

Be aware that you might receive email or other notification regarding possible "employment opportunities" or jobs that use the same tactics to steal your information.

What are the signs?

- A request for your credit card or bank account numbers, your social security number, or other sensitive information.
- The contact email address contains the domain @live.com, @yahoo.com, @hotmail.com, etc. but the contact claims to be from a well-known and reputable company (like a fortune 500 company)
- The job/position requires you to make an investment
- The message uses the wrong name for the university or campus department: ex. career center, career office, instead of Career Development Center
- The posting or email contains misspellings and errors in grammar
- You are asked to send a photo of yourself
- The posting or email lists no qualifications, job requirements, or details about the job
- The posting/email suggests a very wide salary range OR offers a very large “first year compensation”
- The posting/email is about a job as: Envelope Stuffers, Home-base Assembly jobs, and Survey Takers
- Look for the company website. Does it have an index or About Us section or does it only contain the job posting?
- When you Google the company, the word scam appears or you see several scam reports on them.

## If You Receive a Questionable Email or Offer

1. DO NOT respond to the message in any way.
2. Forward the email to the ITSS Helpdesk ([ITSSservicedesk@pikespeak.edu](mailto:ITSSservicedesk@pikespeak.edu)) and explain that you have received a fraudulent email.
3. **Contact Career Services** immediately so that we can look into the email.
4. Delete the email.