PPSC Student Job Board Guide

Powered by *Handshake*

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Signing in

Handshake Link: [Handshake (joinhandshake.com)]

New to Handshake?

Under the Students & Alumni section select “Pikes Peak Community College”

Click on SSO Login

Type in your S# and Portal Password

Verify your account

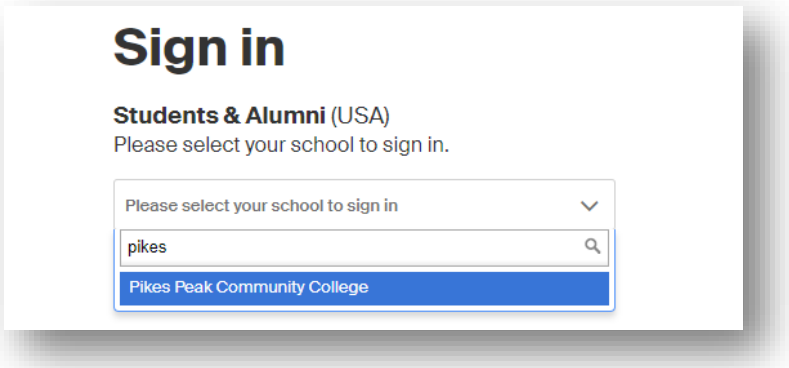
Returning User?

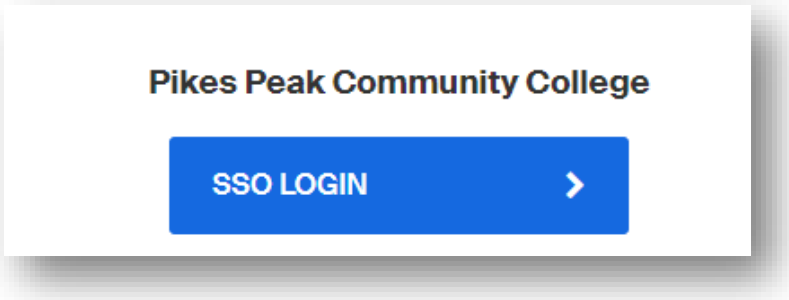
Under the Students & Alumni section select “Pikes Peak Community College”

Click on SSO Login

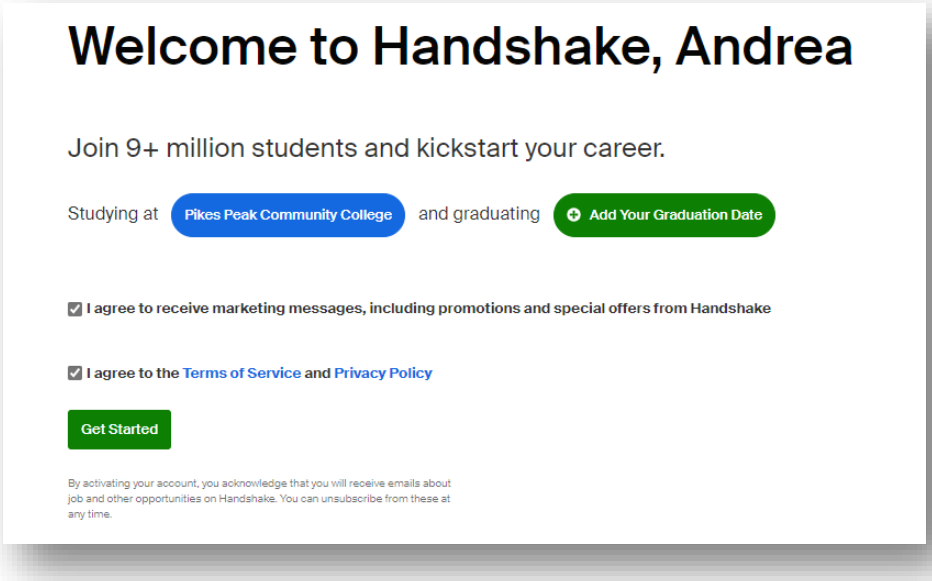
Type in your S# and Portal Password

Questions? Contact Career Services at 719-502-2360



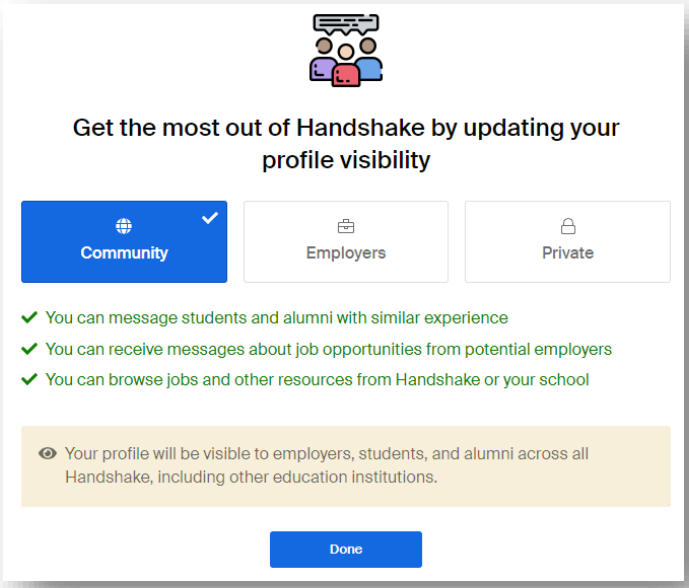


Job Preferences

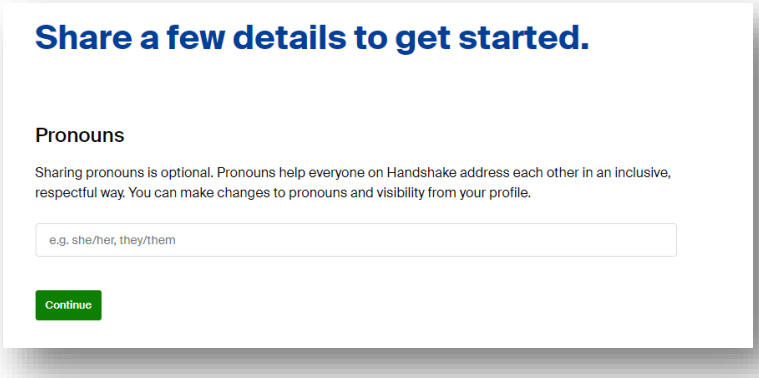


Choose which profile visibility you prefer

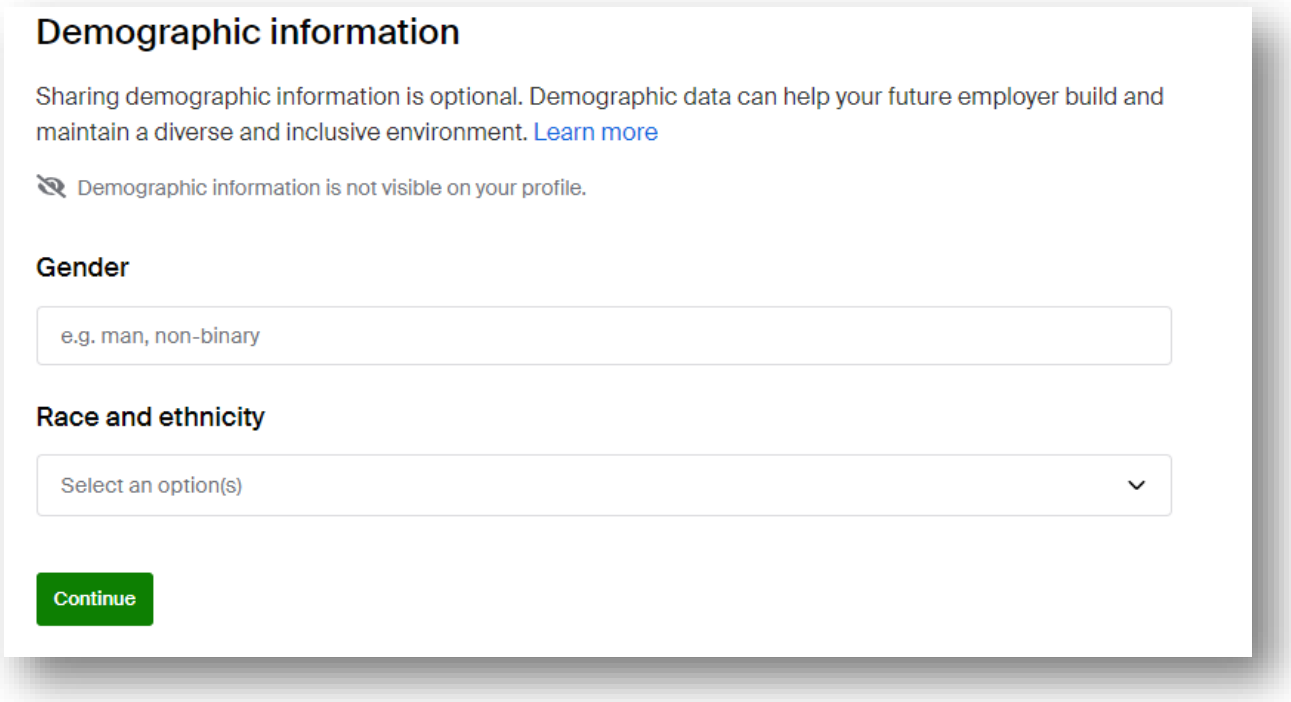
- Community, Employers, or Private



Pronouns- Optional

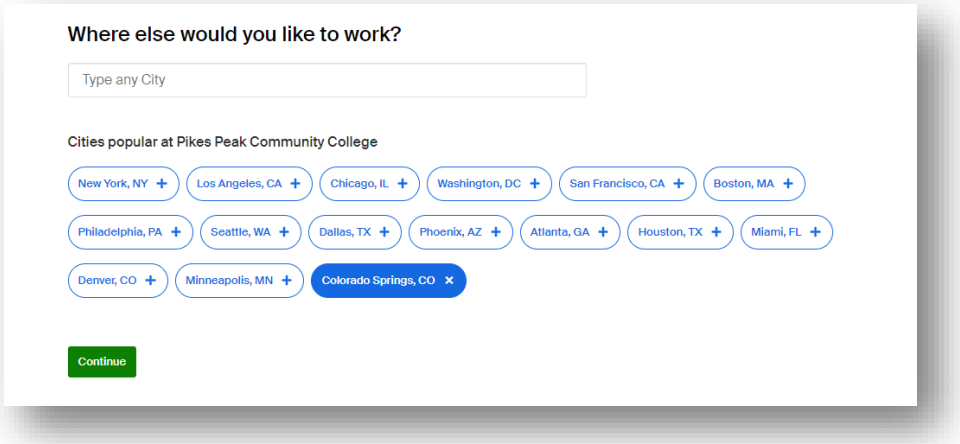


Demographic information: Optional

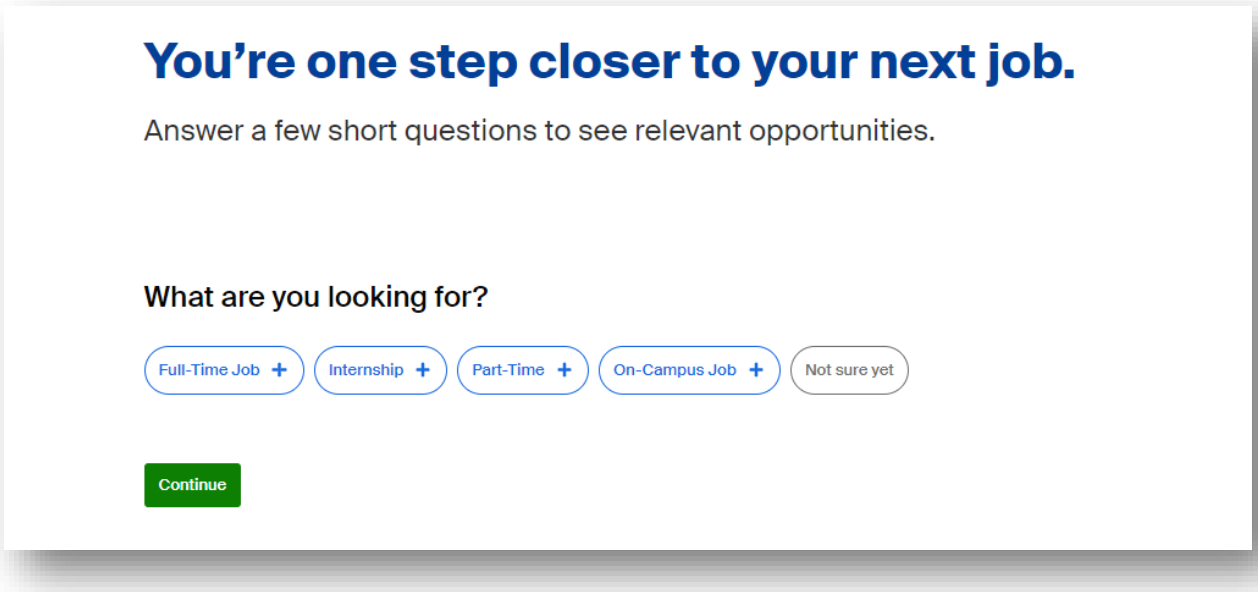


Note: Your responses to the following questions will determine which jobs will be promoted on your homepage. Your preferences can be updated at any time.

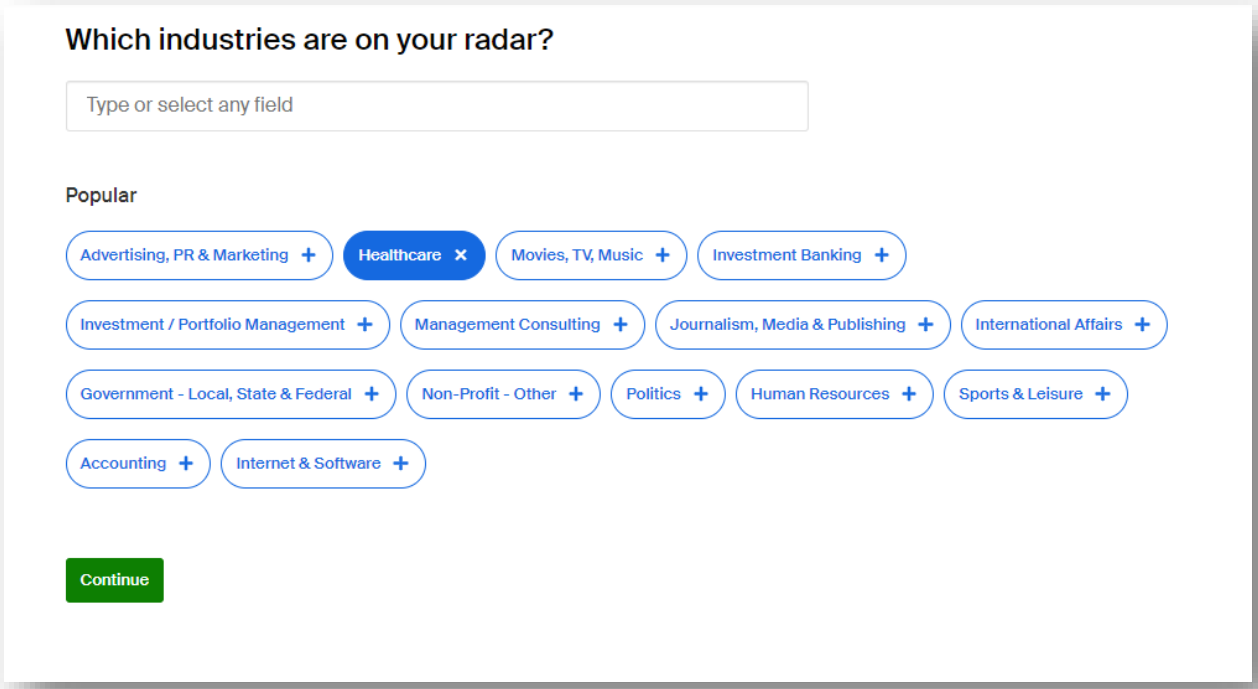
Work location preferences: Optional



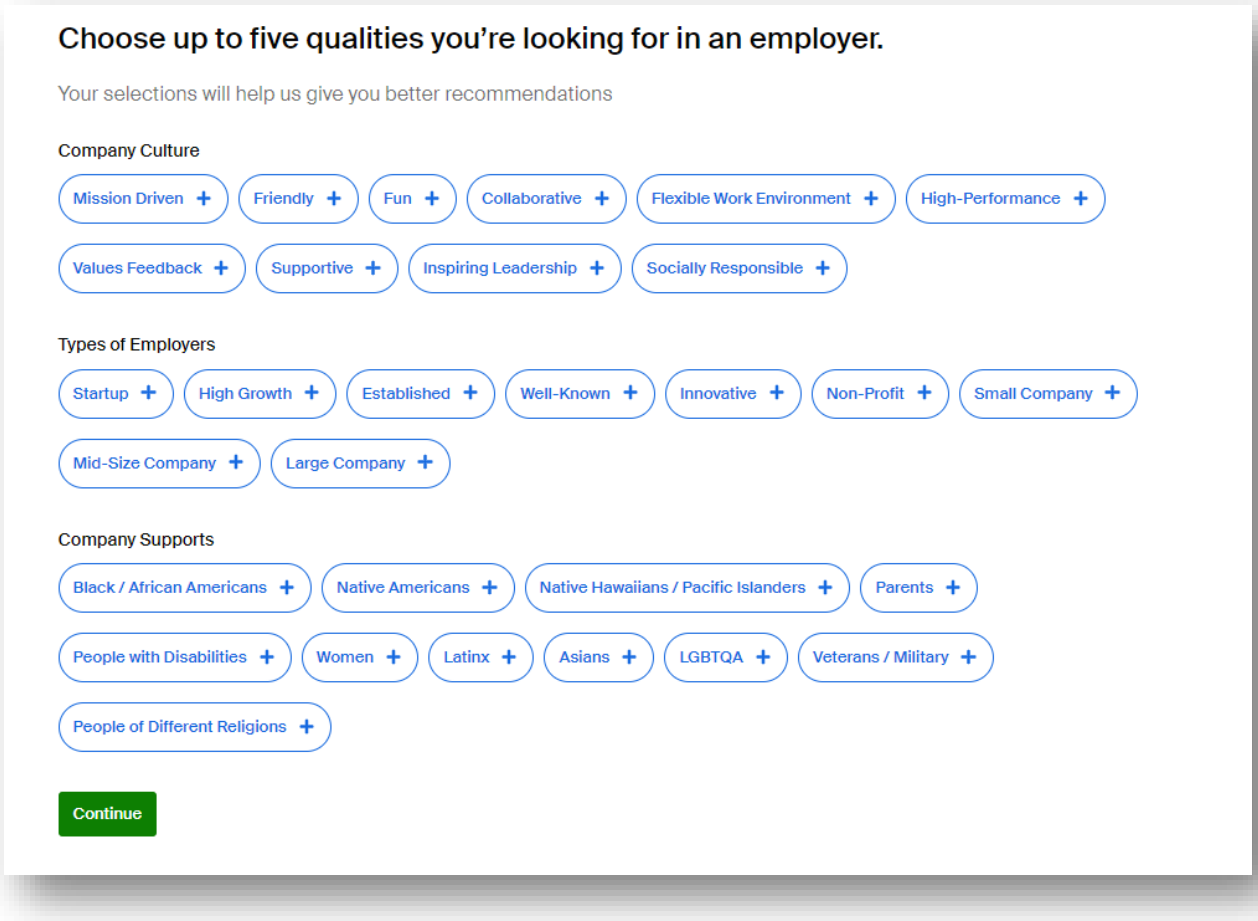
Preferences section: Optional



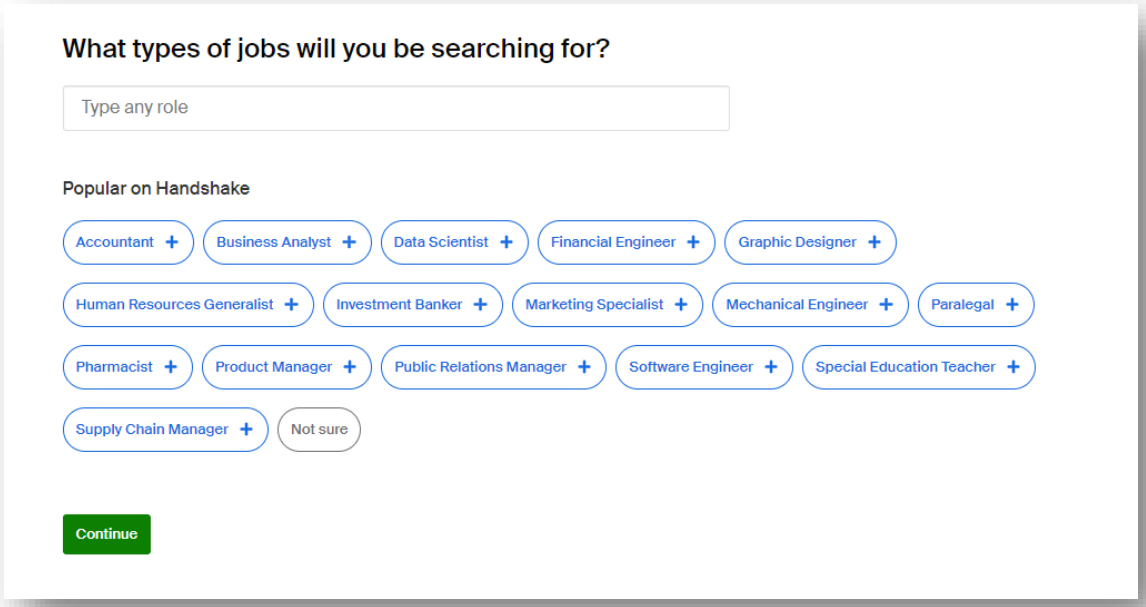
Industry preferences: Optional



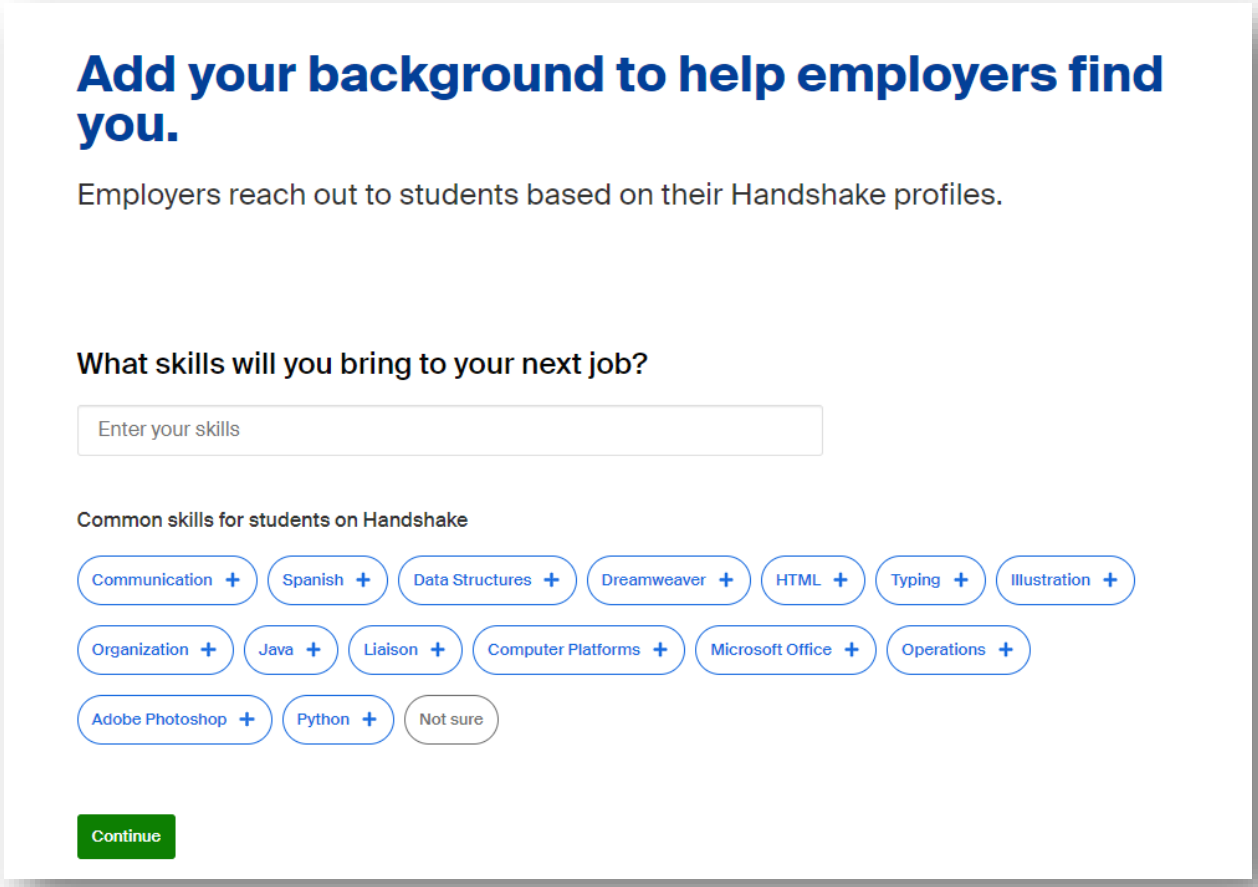
Employer personalities: Optional



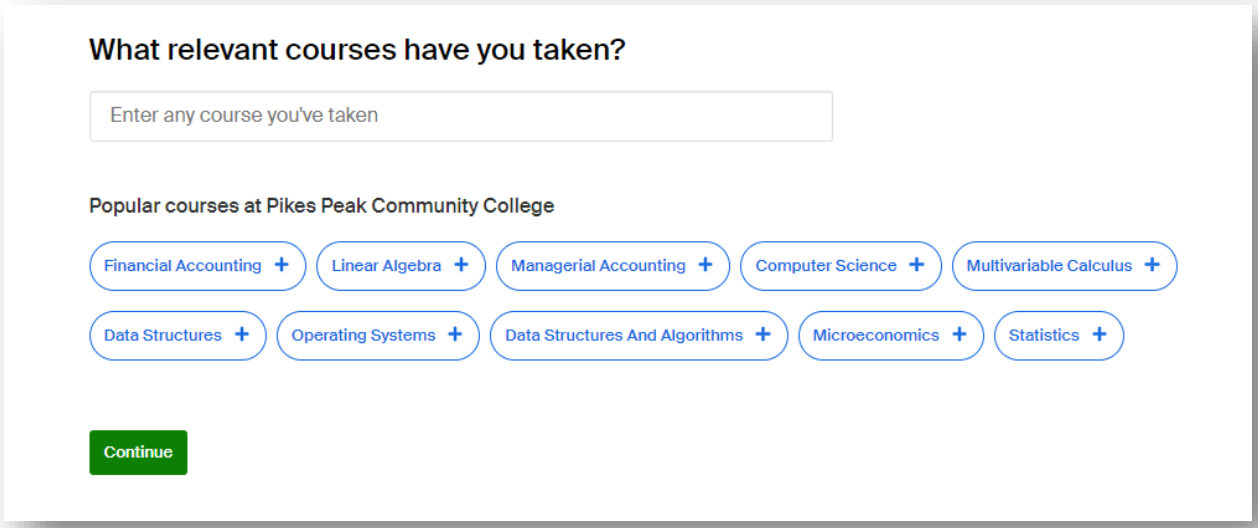
Job type: Optional



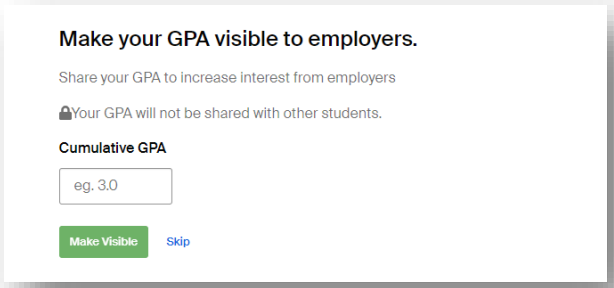
Skills: Optional



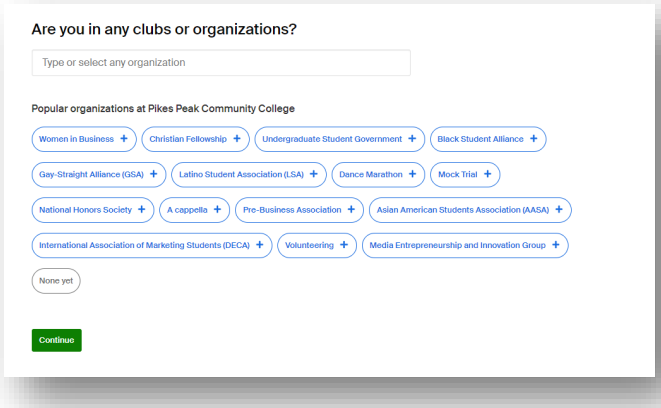
Relevant coursework: Optional



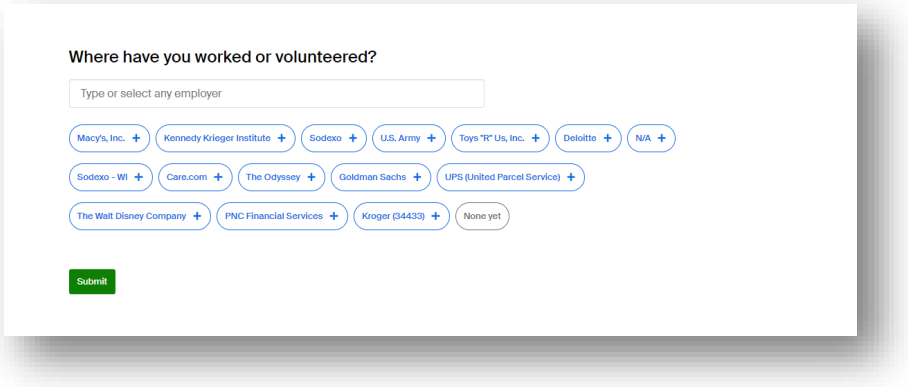
GPA: Optional



Club Affiliation: Optional



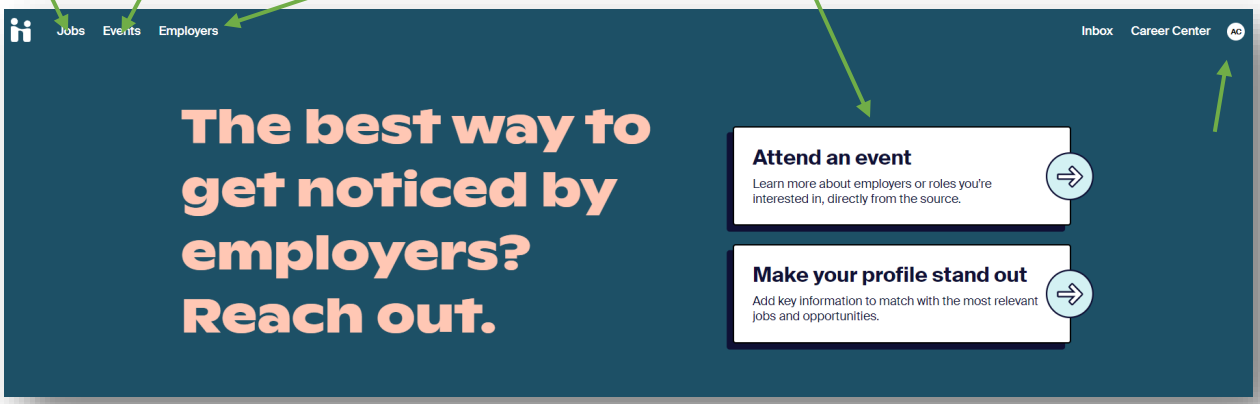
Volunteer History: Optional

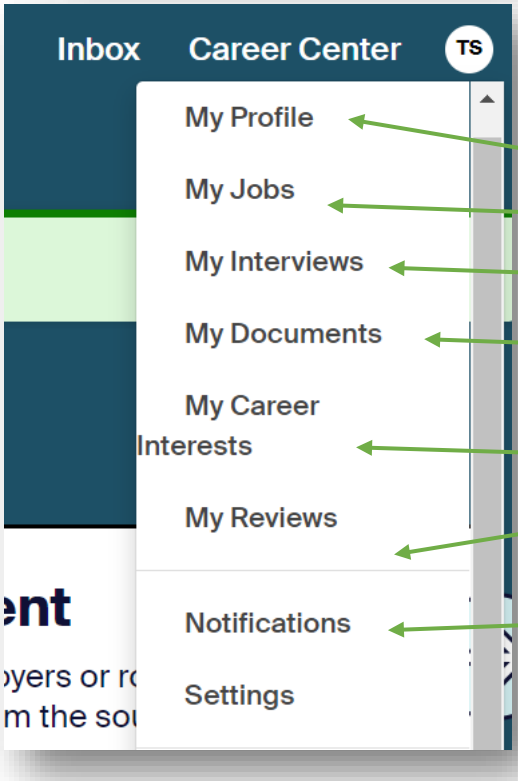


Homepage

On the Handshake homepage you will find a link to jobs, events, employers, inbox, Career Center, and profile.

Search jobs Search events View Employers Attend Career Fairs





View your student profile and edit

View and apply for jobs

View upcoming scheduled interviews

Upload/view resume & other docs

View/edit career preferences

Post and view company reviews

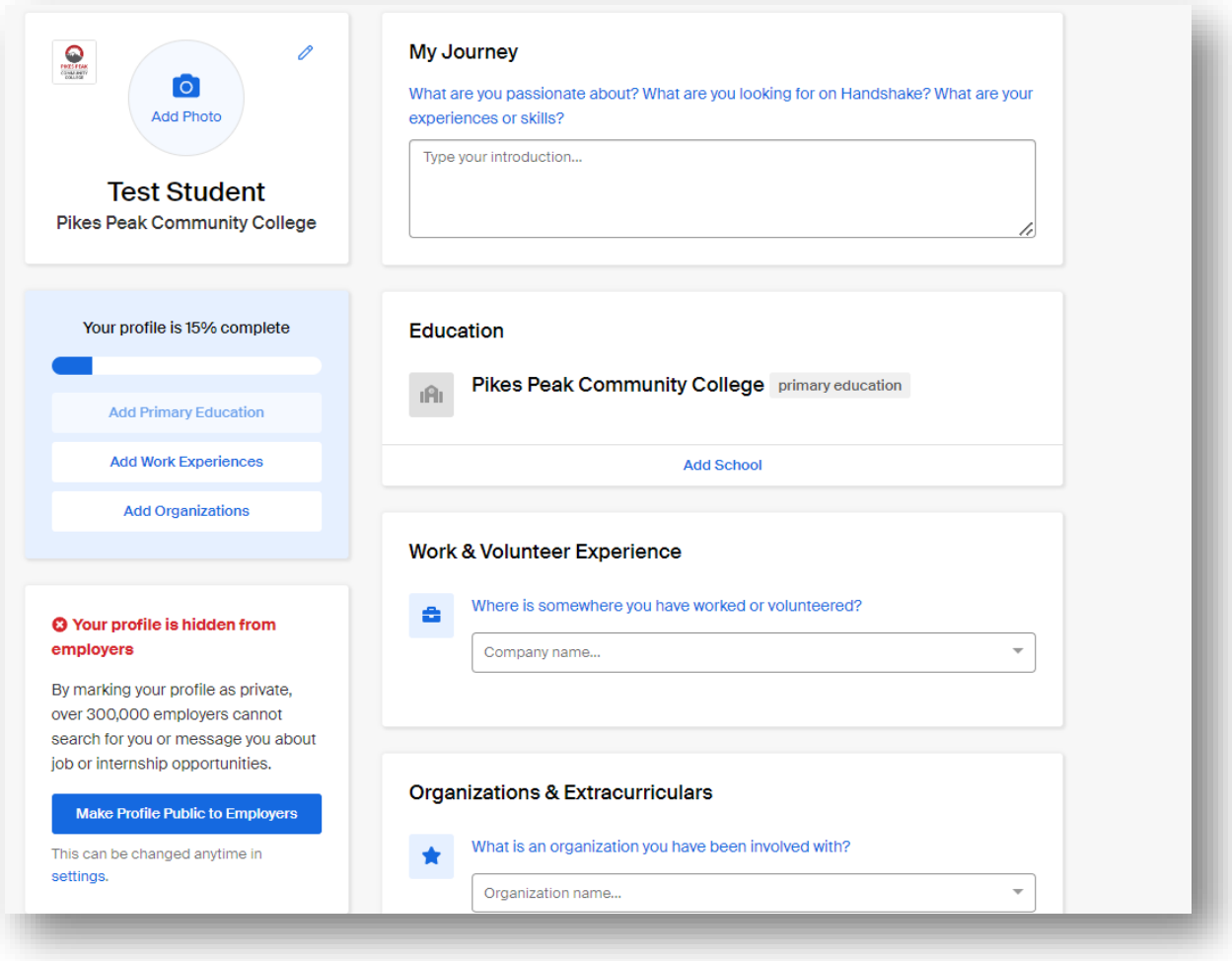
Set/edit notification preferences

My Profile

Fill out your profile! Showcase your education and skills to employers!

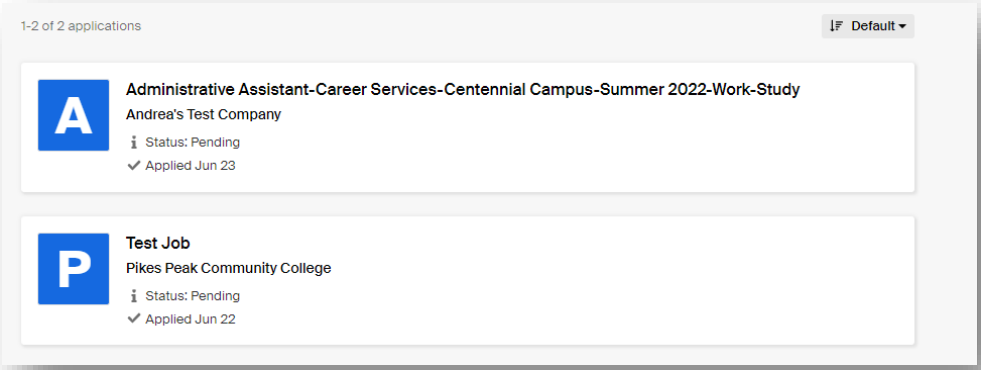
- Journey (Optional)
- Education
- Work & Volunteer Experience (Optional)
- Organizations & Extracurriculars (Optional)
- Make your profile public (Optional)

Note: Sections can be edited/updated



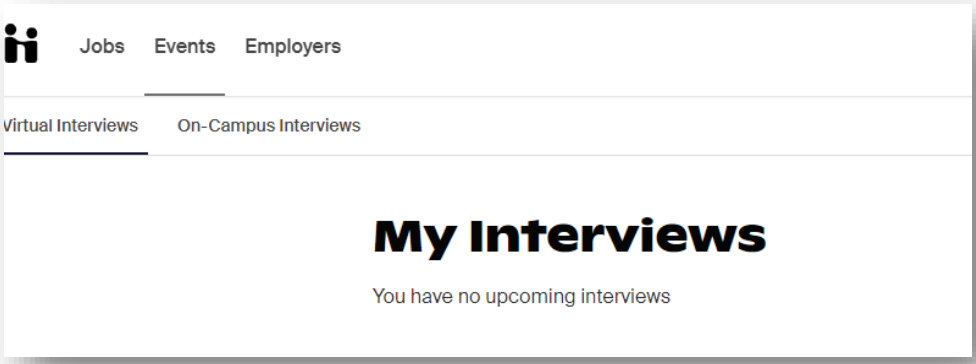
My Jobs

View applications and view application status updates



My Interviews

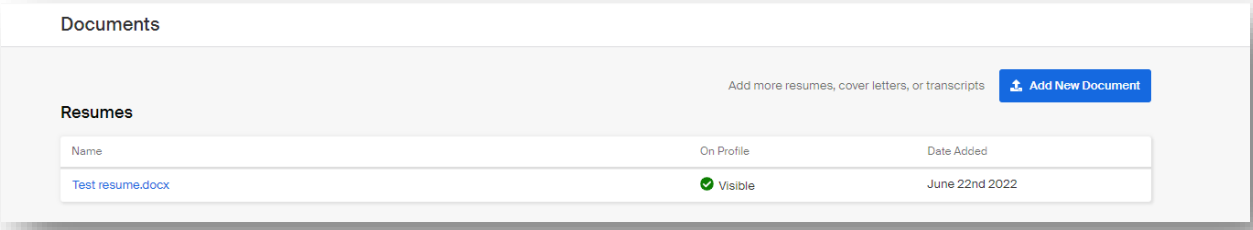
View your upcoming virtual and On-Campus Interviews.



My Documents

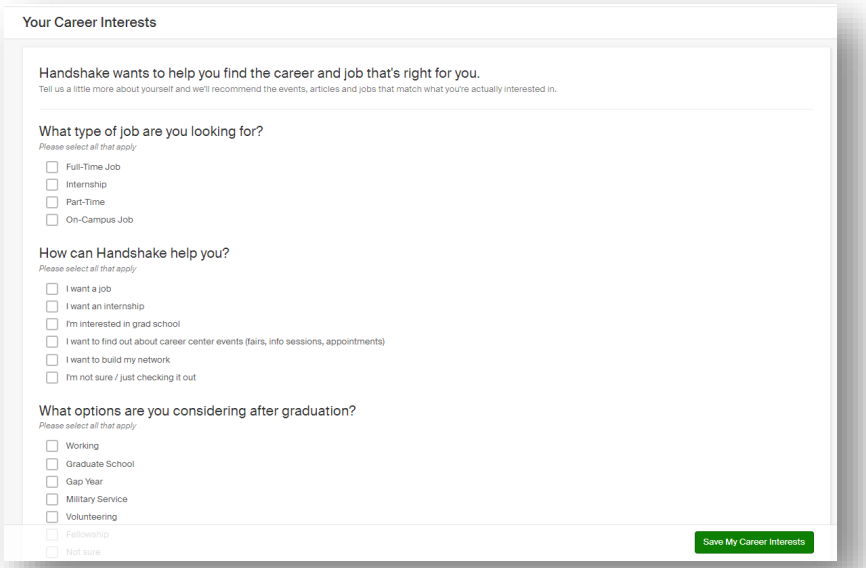
Upload your resume to Handshake!

Have your resume viewable on your profile for employers (Optional)



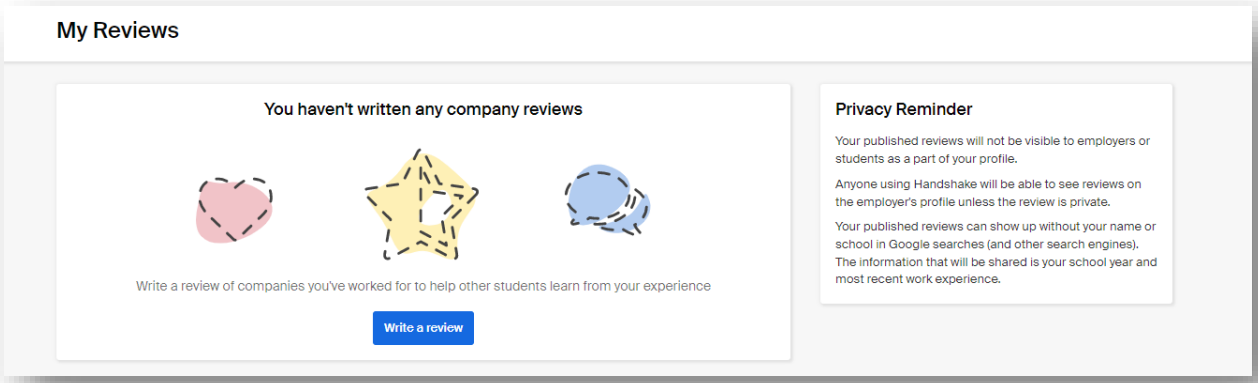
My Career Interests

Update your career interest selections in this section.
Note: Your selections will tailer your suggested jobs.



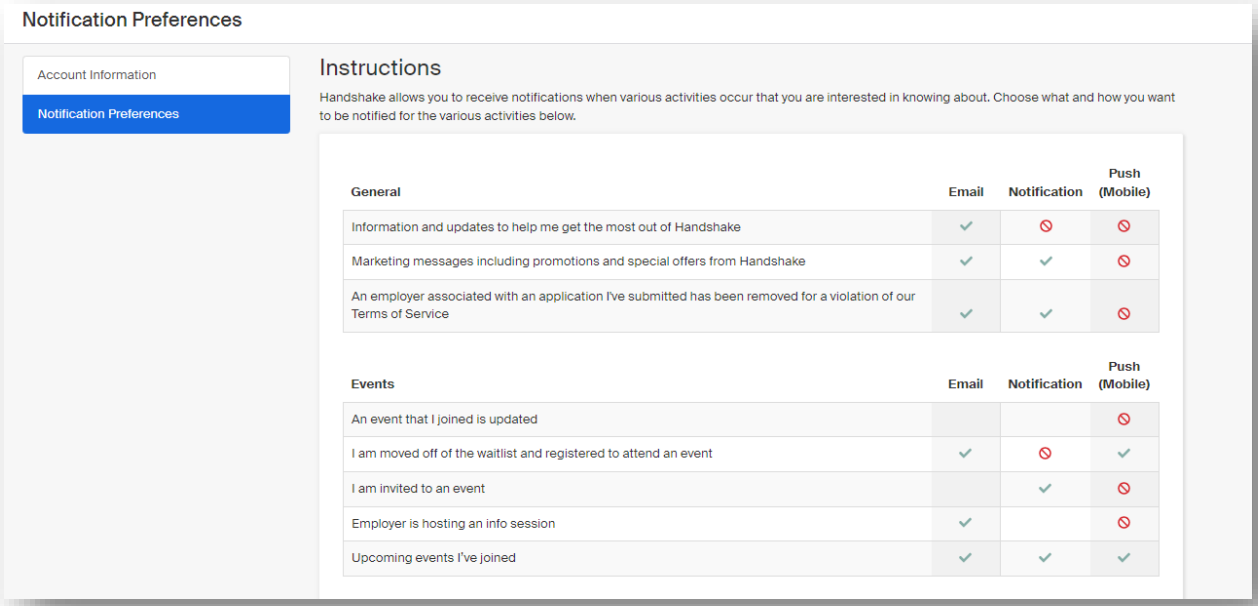
My Reviews

Do you love your job? Write a review here.



Notifications

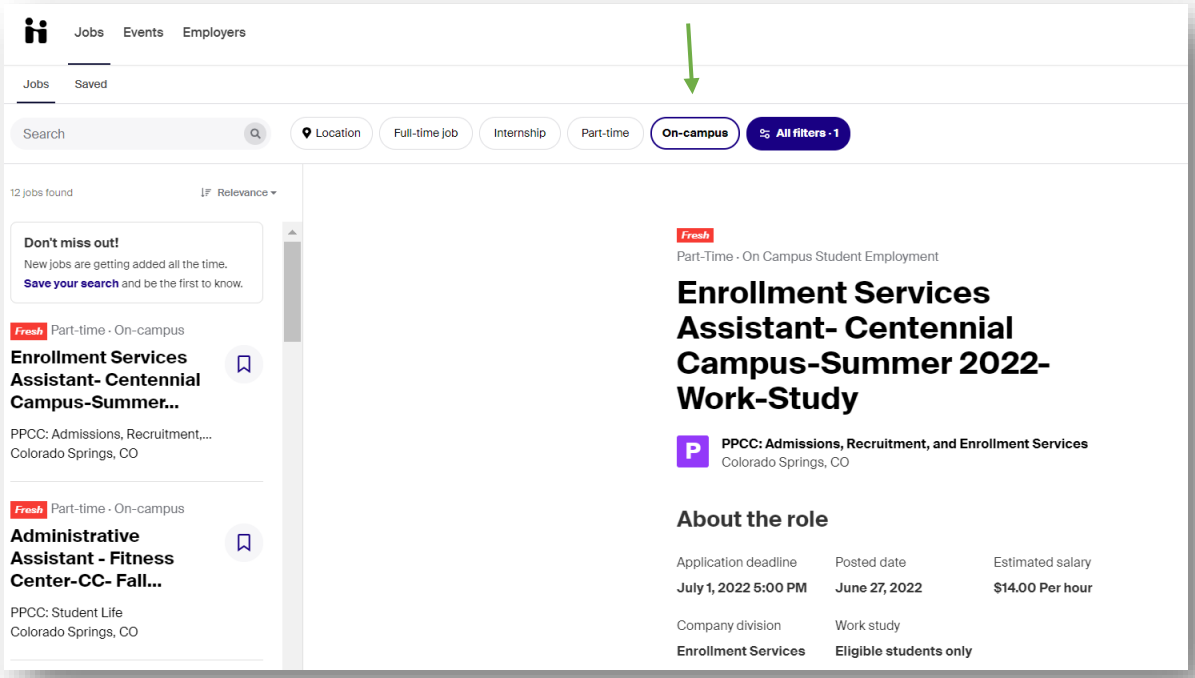
Update/set your notification preferences here.



Jobs Tab

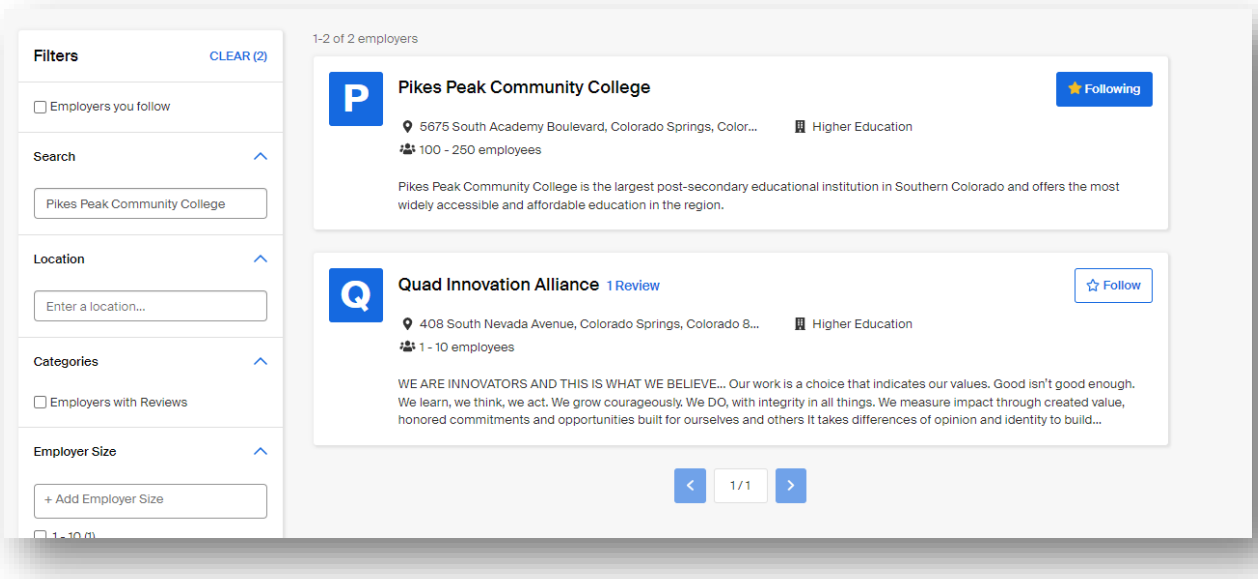
View and apply for jobs on campus and in the community!

Note: To search for on-campus jobs click on the "on-campus" filter.



Employers

Want to work for a specific employer? Search employers and select the “Follow” icon to follow for job opportunities and events by the company.



Contacts

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