

## Eagle Careers

### powered by Handshake

## Student User Guide

Eagle Careers powered by Handshake is UNT's job and internship platform, connecting students to thousands of jobs, internships, and employers using simple and powerful search tools and alerts. You can quickly access your account using the log in box at the bottom of the page on

<http://studentaffairs.unt.edu/career-center/eagle-careers/students-and-alumni>

Be sure to use the following tips when you log in to your Eagle Careers account:

### UPDATE YOUR PROFILE

- Click on the profile link on the left side of the page
- Edit your primary education section with your major(s), GPA, and expected graduation date
- Use the “Upload Resume” tool to autofill your profile from your resume
- Add copies of your resume/cover letter/transcript to the “Documents” section for easy access
- Stand out to employers by filling out the various sections of your profile, and upload relevant work samples

### Employer Search

- Click the “Search Employers” tab on the left-hand side
- Search for employers by name, location, employer type (size/public/private/government), or industry
- On the employer’s Eagle Careers page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities
- Once you find an employer you are interested in, you can click “Favorite” in the upper right corner of their employer page. You will then receive updates when they post a new job, internship or event on campus.

### On-Campus Interviews

- Click the “On-Campus Interviews” tab on the left-hand side
- Search for or select the company you are interviewing with

- Most companies only allow you to sign up for an interview after a pre-selection process. If you are selected, you will be able to sign up for a time on their interview page

### Events Tab

- Click “Search Events” on the left-hand side
- See career workshops, employer panels, and online events hosted by the UNT Career Center
- Information sessions hosted by employers on campus will also be listed under the Events tab
- Click “Search Fairs” on the left-hand side to see information specifically about upcoming career fairs on campus
- When you have clicked on a career fair, click on “View All Employers” to see who will be attending. Click “View Details” under an employer’s name in the list to learn more about the company, job openings they have posted on Eagle Careers, and more

### Job/Internship Search

- Click the “Jobs & Internships” tab on the left-hand side
- Under “Job Type,” select job or internship
- Narrow down the results using filters including location, major, and job function
- Click “Show Advanced Options” for more options, including filters for remote work and U.S. work authorization
- Select “Match All Employer Preferences” to only see positions for which you are fully qualified based on major, GPA, graduation date, and work authorization
- Favorite jobs/internships from the homepage and view those favorites by clicking “My Favorite Jobs” at the top
- Save the search by selecting “Save these filters.” Set your default search by clicking “My Saved Filters,” then select the four lines by your filter and select “Make Default”