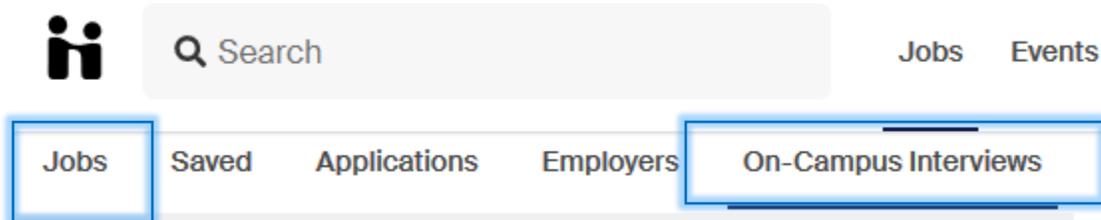
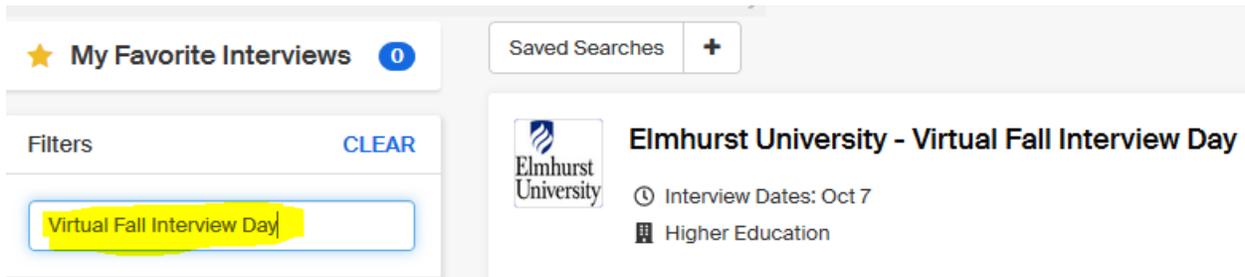


How to apply to Fall Interview Day (s) In Handshake

1. Log into your schools [Handshake](#) account. If your institution does not have access to Handshake please contact your Career Center for application details.
2. Click 'Jobs' tab and then click 'On-Campus Interviews' tab at top of screen.



3. In the "Filters bar, search for "Virtual Fall Interview Day" employers



Note: this will give you a complete list of the employers participating in the *Virtual Fall Interview Day* event and the job opportunities they are interviewing for.

4. Click to open the **Virtual Fall Interview Day** employer and jobs that interests you. The bar at top identifies the date and time when applications open and close and the interview dates associated with the position.
5. Click on '**Apply**' in top right of screen. Attach the required documents (approved resume) and answer any other application questions required. Then click the '**Submit Application**' button.
6. You will receive a confirmation that your application has been submitted.
7. If you are selected as a **primary candidate**, you will receive an email from Handshake to sign up for an interview time slot.
 - Primary candidates are usually given 2-3 days to sign up for an interview slot before the slots are opened to alternate candidates.
 - Once open to alternate candidates, time slots are available on a first come, first served basis.
 - *Be on the lookout for emails from Handshake!*

- The ability to sign up for an **Virtual Fall Interview Day** time slot lasts only a few days before the job will close in Handshake.

8. If you are selected as an **alternate candidate**, you will receive an email from Handshake to sign up for an interview time slot, after primary candidates have had an opportunity to sign up.

Note: Alternate time slots are offered on a first come, first served basis. *Be on the lookout for emails from Handshake!*

- The ability to sign up for an **Virtual Fall Interview Day** time slot lasts only a few days before the on interview schedule will close in Handshake.

9. If you have any questions about how to apply to a Virtual Fall Interview Day job in Handshake, contact India Worthem at india.worthem@elmhurst.edu.

Reminders & Tips:

- Upload your resume in plenty of time for it to be reviewed, revised, and approved well before the application deadline closes on **Sunday, September 20, 2020**.
- Review all positions carefully and apply/submit your approved resume only to those you would accept if the position were offered to you.
- You must submit a resume to each position in which you have an interest.
- Remember to check for Handshake emails in your inbox and spam folders.