



How to Set Up Your Handshake Profile Work Authorization & Filter For Jobs/Internships

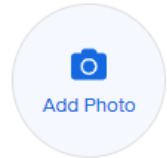
**The Hoffman Family Undergraduate Center of
Career Development**

STEP I – SET UP PROFILE/MY PROFILE/SETTINGS



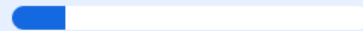
Jobs Events Employers

Messages ¹ Career Center



Hao He
Babson College
Graduates December 2021

Your profile is 15% complete



[Add Primary Education](#)

[Add Work Experiences](#)

[Add Organizations](#)

✔ Your profile is visible to employers, students and alumni across all Handshake universities.

You'll be able to message students and alumni who have similar interests or experiences.

This can be changed anytime in [settings](#).

[See Employer View](#)

My Journey

What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Type your introduction...

Education



Babson College primary education
Ending Dec 2021

[Add School](#)

Work & Volunteer Experience



Macy's, Inc.
Missing Details

[Add Work Experience](#)

Organizations & Extracurriculars



Women in Business
Missing Details

[Add An Organization](#)

[My Profile](#)

[My Jobs](#)

[My Interviews](#)

[My Documents](#)

[My Career Interests](#)

[My Reviews](#)

[Notifications](#)

[Settings](#)

[Switch Users](#)

[Help](#)

[Terms of Service](#)

[Log out](#)

STEP II – ANSWER WORK AUTHORIZATION QUESTIONS

DO Not Choose “Prefer Not to Answer”

If you check the option "Prefer not to answer these questions", you will be FULLY QUALIFIED for all posting preferences or virtual fair sessions with work authorization requirements.

This may cause last minute cancelation for interviews, or even offer letters; which leads to unnecessary time wasted by both employers and you.

e.g. She/her, they/them

I want to make my pronouns visible to:

Employers

Other students

Privacy

Community Recommended

Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.

Employers

Your profile will be visible to employers. You may receive messages about potential job opportunities.

Private

You'll be able to apply for jobs but won't get contacted by any employers.

Work Authorization ?

Are you legally authorized to work in the United States?

Yes No

Will you now or in the future require visa sponsorship?

Yes No

Prefer not to answer these questions ?

Calendar Export

As an F-1 student you are eligible for CPT and OPT temporary work authorization but must have the authorization prior to begin working.

Selecting YES is needed since you will need employer sponsorship (i.e. H1B visa) in the future after your OPT.

STEP III – SEARCH FOR JOBS/ALL FILTERS

The screenshot shows a job search platform interface. At the top left, there is a navigation menu with 'Jobs', 'Events', and 'Employers'. The 'Jobs' link is circled in red. At the top right, there are links for 'Messages' (with a notification badge) and 'Career Center'. Below the navigation, there is a search bar and a row of filter buttons: 'Location', 'Full-time job', 'Internship', 'Part-time', 'On-campus', and 'All filters'. The 'All filters' button is circled in red. The main content area shows a list of job results on the left and a detailed view of a job on the right. The job being viewed is 'Intern - Public Policy Research - Spring 2022' at 'Cato Institute' in Washington, DC. The job is categorized as 'Full-Time • Internship'. Below the job title, there is a table with details about the role, including application deadline, posted date, seasonal role, estimated salary, remote status, and work authorization.

5K jobs found | Relevance

Full-time • Internship
Intern - Public Policy Research - Spring 2022
Cato Institute
Remote • Washington, DC

Full-time • Job
Entry Level - Associate Data Scientist (Commercial)
IBM
Cambridge, MA and 7 more
IBM Campus Recruiting
Digital Talent Acquisition Sourcer

Full-time • Job
KPMG Associate Opportunities
KPMG LLP

Full-Time • Internship
Intern - Public Policy Research - Spring 2022
Cato Institute
Washington, DC

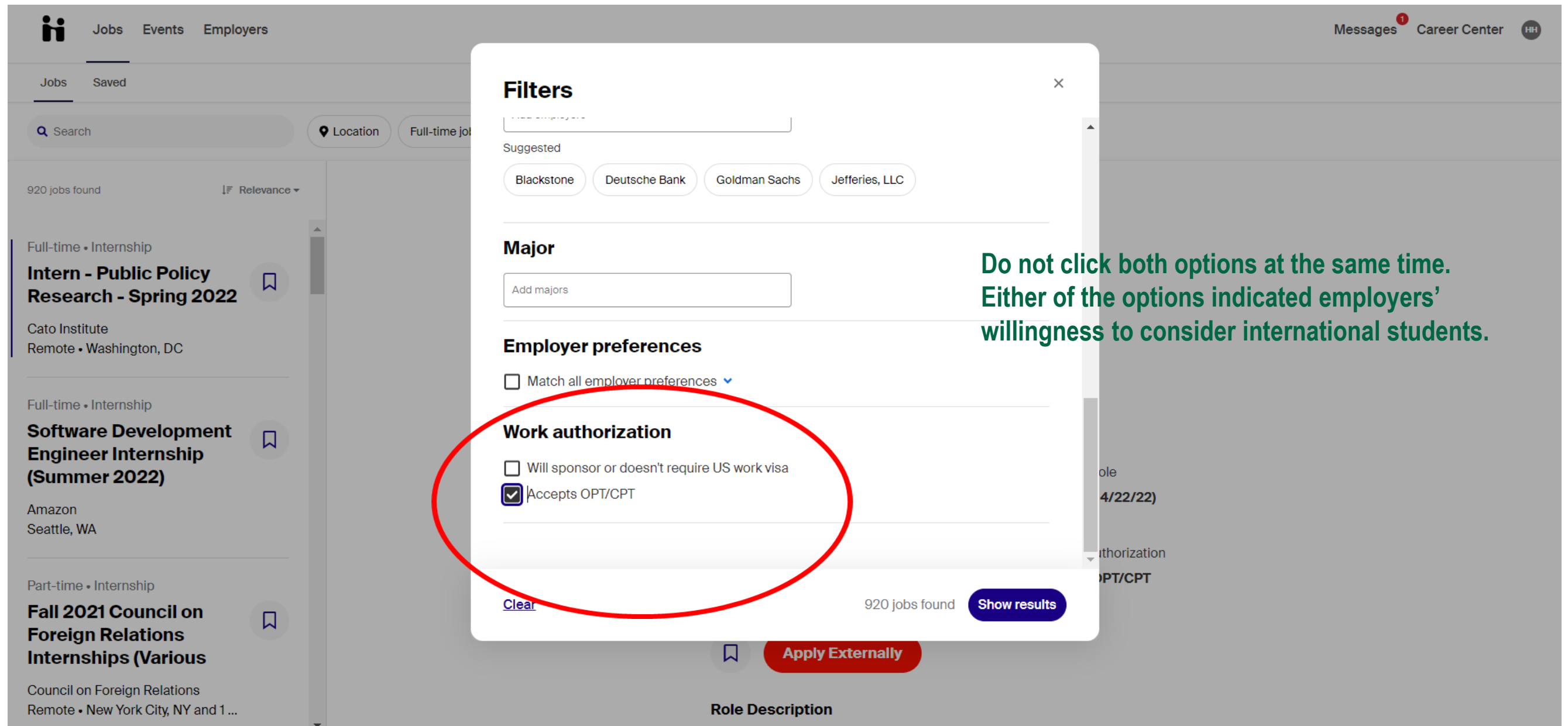
About the role

Application deadline	Posted date	Seasonal role
November 1, 2021 11:55 PM	July 21, 2021	(1/25/22 - 4/22/22)
Estimated salary	Remote	US work authorization
\$1,000.00 Per month	Remote workers allowed	Accepts OPT/CPT

Apply Externally

Role Description

STEP IV – SELECT ANY OF THE TWO OPTIONS



The screenshot shows the LinkedIn job search interface. A 'Filters' modal is open, displaying various filter categories. The 'Work authorization' section is circled in red and contains two options: 'Will sponsor or doesn't require US work visa' (unchecked) and 'Accepts OPT/CPT' (checked). A green text overlay on the right side of the modal reads: 'Do not click both options at the same time. Either of the options indicated employers' willingness to consider international students.'

Filters

Suggested

Blackstone Deutsche Bank Goldman Sachs Jefferies, LLC

Major

Add majors

Employer preferences

Match all employer preferences

Work authorization

Will sponsor or doesn't require US work visa

Accepts OPT/CPT

920 jobs found [Show results](#)

[Clear](#)

[Apply Externally](#)

Role Description