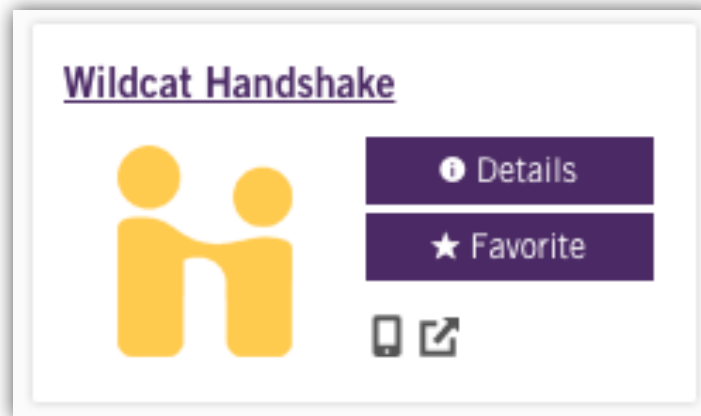


Fall Education Screenings

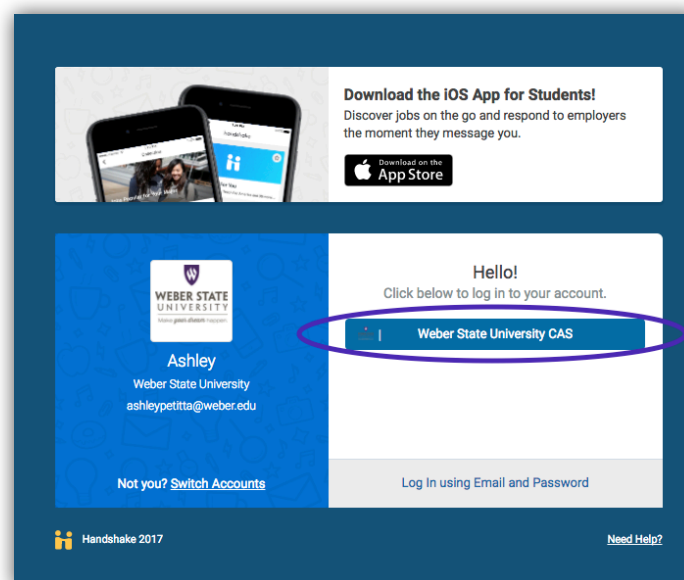
Handshake Instructions

Logging In:

1. Log in through your eWeber Portal or search weber.joinhandshake.com
 - a. eWeber Portal
 - i. Search “Handshake”
 - ii. Select Handshake
 - iii. Log in with your weber credentials
 - iv. Build your portfolio, identify your skills, and launch your dream career

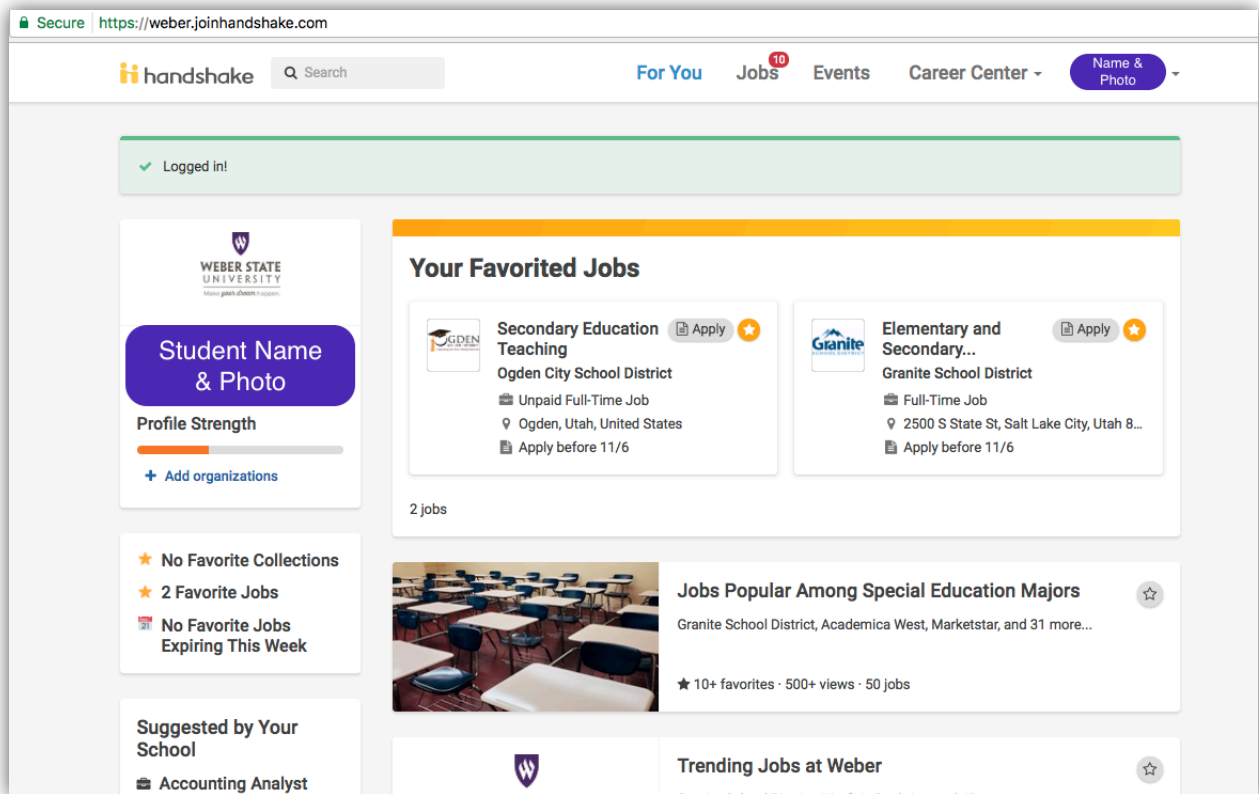


- b. Search weber.joinhandshake.com
 - i. Log in with your weber credentials
 - ii. Build your portfolio, identify your skills, and launch your dream career



Searching Screenings:

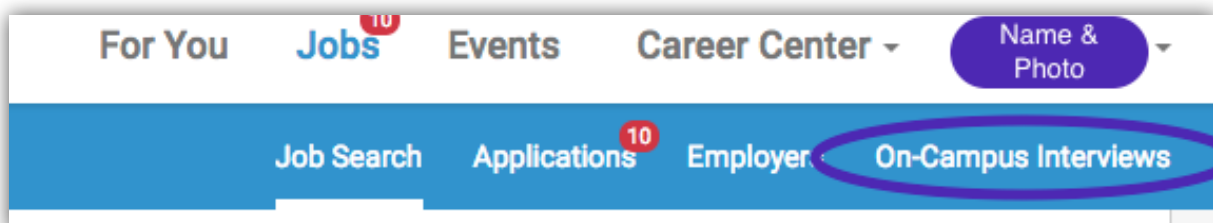
1. Navigate your home screen in Handshake (Example below)



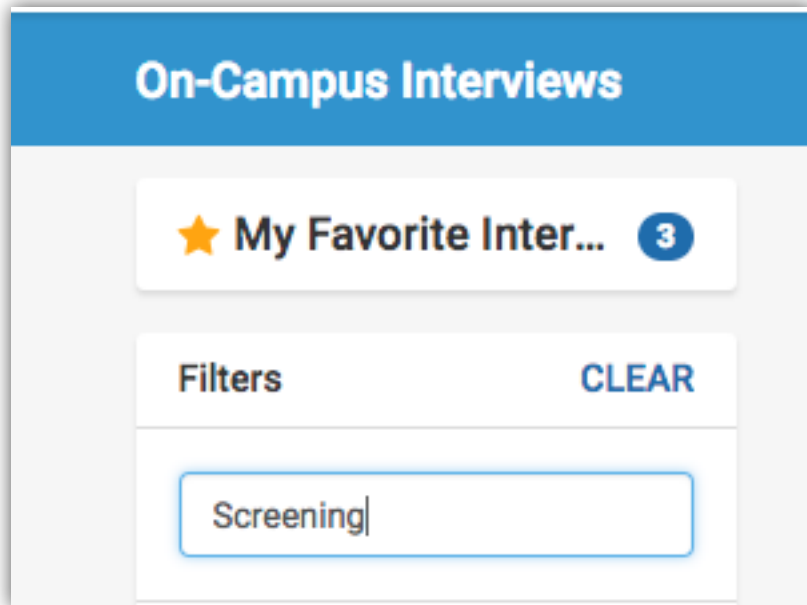
2. Select “Jobs”, on the top bar next to your name



3. Select “On-Campus Interviews”, in the blue bar
























4. Filter your search by typing in the keyword “Screening” in the search bar on the left hand side of your screen




The screenshot shows a web interface for 'On-Campus Interviews'. At the top is a blue header with the title. Below it is a white box containing a yellow star icon, the text 'My Favorite Inter...', and a blue circle with the number '3'. Underneath is a 'Filters' section with a 'CLEAR' button. A search bar contains the text 'Screening'.

5. Your search will now list all Districts screening on campus (Example below)
 - a. Tuesday November 7th
 - i. Box Elder School District
 - ii. Canyons School District
 - iii. Jordan School District
 - iv. Davis School District
 - b. Wednesday November 8th
 - i. Duchesne School District
 - ii. Morgan School District
 - iii. Weber School District
 - c. Friday November 10th
 - i. Academica West Charter Schools
 - ii. Granite School District
 - iii. Ogden School District
 - d. Screening with Tooele School District upon request (email ashleypetitta@weber.edu)



Saved Searches 	
	Academica West - Weber State University Education Screenings - Friday November 10th  Interview Dates: Nov 10 Apply Deadline: Nov 6, 2017 Other Education
	Ogden City School District - Weber State University Education Screenings - Friday November 10th  Interview Dates: Nov 10 Apply Deadline: Nov 6, 2017 K-12 Education
	Granite School District - Weber State University Education Screenings - Friday November 10th  Interview Dates: Nov 10 Apply Deadline: Nov 6, 2017 K-12 Education
	Box Elder School District - Weber State University Education Screenings - Tuesday November 7th  Interview Dates: Nov 7 Apply Deadline: Nov 6, 2017 K-12 Education
	Canyons School District - Weber State University Education Screenings - Tuesday November 7th  Interview Dates: Nov 7 Apply Deadline: Nov 6, 2017 K-12 Education
	Jordan School District - Weber State University Education Screenings - Tuesday November 7th  Interview Dates: Nov 7 Apply Deadline: Nov 6, 2017 K-12 Education
	Weber School District - Weber State University Education Screenings - Wednesday November 8th  Interview Dates: Nov 8 Apply Deadline: Nov 6, 2017 K-12 Education
	Davis School District - Weber State University Education Screenings - Tuesday November 7th  Interview Dates: Nov 7 Apply Deadline: Nov 6, 2017 K-12 Education
	Morgan School District - Weber State University Education Screenings - Wednesday November 8th  Interview Dates: Nov 8 Apply Deadline: Nov 6, 2017 K-12 Education
	Duchesne County School District - Weber State University Education Screenings - Wednesday November 8th  Interview Dates: Nov 8 Apply Deadline: Nov 6, 2017 K-12 Education


Scheduling Screenings:

1. Select the district of your choice
 - a. It is highly recommended that you screen with as many districts as you can so that you can not only receive additional practice interviewing, but also for future career opportunities and having this process already taken care of



Academica West - Weber State University Education Screenings - Friday November 10th

 Interview Dates: Nov 10  Apply Deadline: Nov 6, 2017

 Other Education


2. Select the link for the “Related Job”
 - a. Important note:
 - i. If the job states “Elementary and Secondary Education” then there is one schedule to choose from for that district
 - ii. If there are two jobs listed separately as “Elementary Education” and another as “Secondary Education”, please select the appropriate schedule as space is limited

To apply to this interview schedule you must qualify and apply through one of the associated jobs.

November 10th 2017

If you apply and are selected to interview, you will see the interview schedule appear here!

Related Jobs

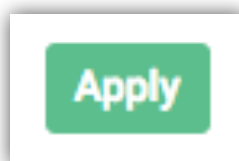


[Elementary and Secondary Teaching Positions](#)
Academica West | Kaysville, Utah, United States | Full-Time

3. Make sure all “Employer Preferences” match and are marked with a green check mark
 - a. Majors, GPA, School Year, Work Authorization, and College
 - b. Please update all information in your profile that will allow you to apply and set up a time for screening
 - i. If you have questions about your preferences and cannot adjust the information, please contact Career Services at 801-626-6393

The screenshot shows the Handshake interface for a job listing by Academia West. The job title is "Elementary and Secondary Teaching Positions". The location is Kaysville, Utah, United States. The job is Full-Time and has 10-50 employees. The application deadline is November 6th at 4:30 pm. The "Employer Preferences" section is highlighted with a purple box and shows a list of preferences with green checkmarks: Majors, GPA, School Year, Work Authorization, and College. The "Apply" button is highlighted with a green box. The "Contact Information" section shows Ashley Petitta. The "Recommended Jobs" section shows two other job listings: "Elementary and Secondary Teaching Positions" by Morgan School District and "Elementary and Secondary Teaching Positions" by Duchesne County School District.

4. Select “Apply” in the green box



5. A box will pop up and ask you to upload your resume
 - a. You can upload your resume directly from your computer, or
 - b. If you already have your resume uploaded to Handshake, you can find it by typing in the file name in the “Documents” box

Apply

Choose from existing documents

After applying, **Academica West** will review your application. Your application is attached to your profile, so make sure your **profile is up-to-date**. You will be notified when a decision has been made.

The following documents are required: **Resume**

Document...

If you do not see your document in the list above it is probably because you haven't [approved the pdf version of it yet](#) or it had a PDF conversion error.

Upload a document

Haven't uploaded a document yet? Do it quickly right here

Document type

Resume

File

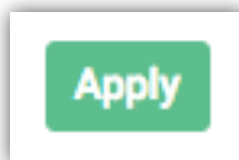
[Choose File](#)

Files uploaded here must be a PDF. To upload other document types please use [your document library](#).

Upload

Apply

6. Select “Apply” once your resume is uploaded



7. You will have a notification that will pop up on the top of your screen notifying you that you are being redirected to the Interview Schedule

Application successfully submitted. Redirecting you to an interview schedule that you can now take a slot on.

8. The schedule will populate and you can choose any available green box that says "Take Slot"

handshake Search For You Jobs Events Career Center Ashley

EMPLOYER
Academica West

NAME
Academica West - Weber State University Education Screenings - Friday November 10th

INTERVIEW SCHEDULE TYPE
Open

Primary

Interview with Academica West - Weber State University Education Screenings - Friday November 10th for job Elementary and Secondary Teaching Positions
Submitted less than a minute ago

This application was selected to interview with Academica West.

You submitted this application with the following documents: Divine by Design Results.pdf

You qualify for this interview schedule and can take a slot.

Timeline

CURRENT STATUS
In Application Period: 28 days remaining

APPLY START
Monday, September 25th 2017 12:00 am

APPLY END
Monday, November 6th 2017 4:30 pm

INTERVIEW DATE
November 10th 2017

Labels

No labels have been added.


Attachments

No files have been attached


November 10th 2017 Group By: None

Time	Jobs	Student	Interviewer	Room	Action
8:00 am - 8:30 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Take Slot
8:30 am - 9:00 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Take Slot
9:00 am - 9:30 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Take Slot
9:30 am - 10:00 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Take Slot
10:00 am - 10:30 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Take Slot
10:30 am - 11:00 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Take Slot
11:00 am - 11:30 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Take Slot

9. Once you select “Take Slot”, the schedule will update and you can still “Switch to Slot” to change to a different time, or “Leave Slot” to be removed from the schedule altogether



Search

For YouJobs¹¹EventsCareer Center ▾ Ashley ▾

EMPLOYER
Academica West

NAME
Academica West - Weber State University Education Screenings - Friday November 10th

INTERVIEW SCHEDULE TYPE
Open

Timeline

CURRENT STATUS
In Application Period: 28 days remaining

APPLY START
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APPLY END
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INTERVIEW DATE
November 10th 2017

Labels

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Attachments

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Primary

Interview with Academica West - Weber State University Education Screenings - Friday November 10th for job Elementary and Secondary Teaching Positions
Submitted less than a minute ago
This application was selected to interview with Academica West.
You submitted this application with the following documents: Divine by Design Results.pdf

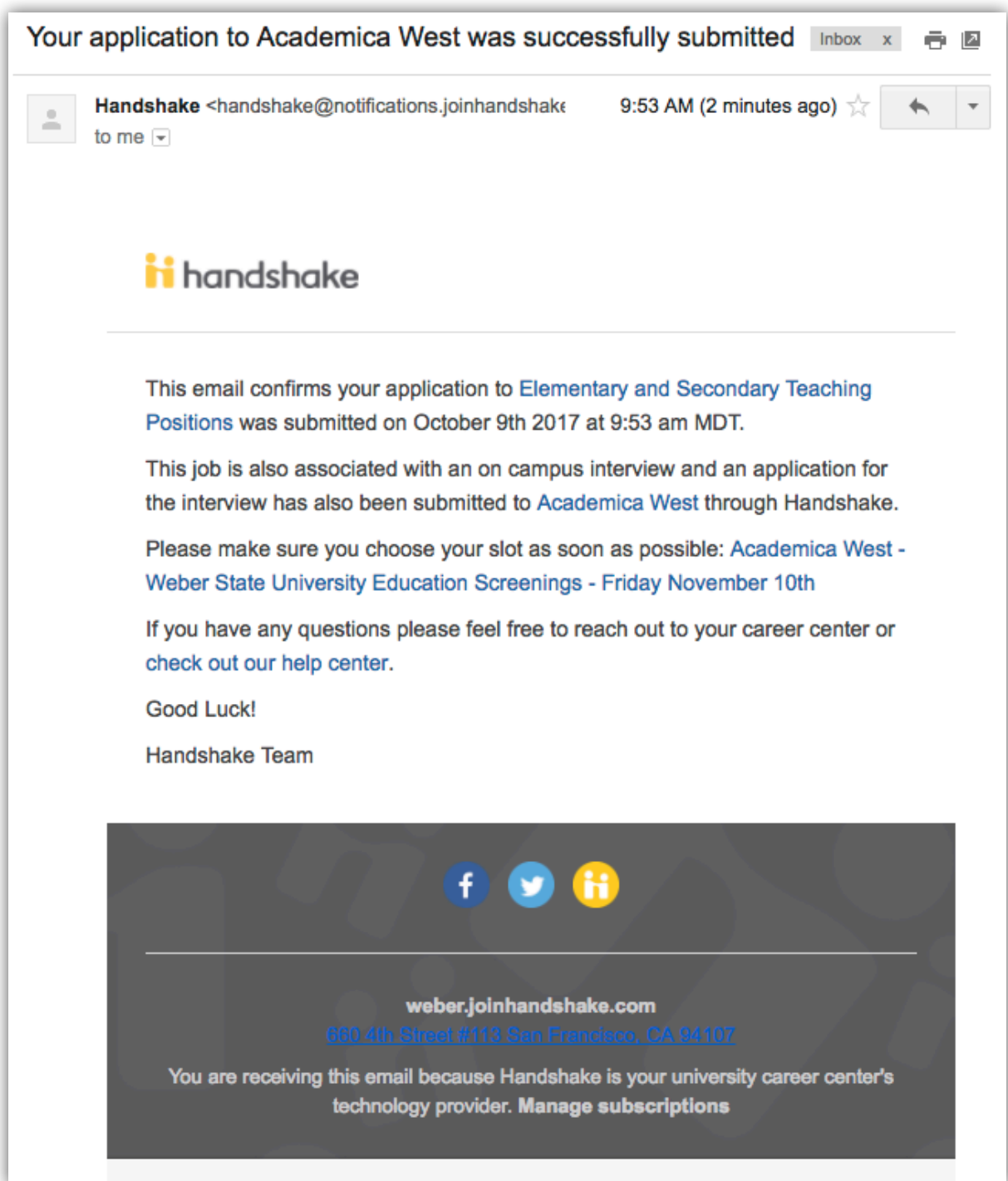
You qualify for this interview schedule and can take a slot.

November 10th 2017

Group By: None ▾

Time	Jobs	Student	Interviewer	Room	Action
8:00 am - 8:30 am	Elementary and Secondary Teaching Positions #1061399	Your Slot	Not Assigned	Student Services Building Interview Room 4	Leave Slot
8:30 am - 9:00 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Switch to Slot
9:00 am - 9:30 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Switch to Slot
9:30 am - 10:00 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Switch to Slot
10:00 am - 10:30 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Switch to Slot
10:30 am - 11:00 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Switch to Slot
11:00 am - 11:30 am	Elementary and Secondary Teaching Positions #1061399	Not Assigned	Not Assigned	Student Services Building Interview Room 4	Switch to Slot

10. You will receive a confirmation email stating that your registration is complete and you are on the schedule for that district



Schedule more screenings by returning to the On-Campus Interview tab and searching “Screening”