GETTING STARTED WITH HANDSHAKE

Ready to start using Handshake? Great!


Handshake is a platform that allows students and alumni to connect with the University Career Center and with employers nationwide. It is innovative, intuitive, and mobile!

Here are five quick steps you can take to jump-start your Handshake experience:

- Update your profile
- Upload your resume, cover letter and other job materials
- Search for jobs and internship opportunities
- Register for upcoming programs (events, meetups and career fairs)
- Request an appointment

Keeping Your Profile up to Date

Complete your profile!

- Students with a full profile are 5x more likely to be messaged by employers
- Under your name, click “My Profile”
- This will allow you to edit relevant information about your education, work experience, organizations / extracurriculars, skills, courses, projects, and more
- You can make your profile public, so that employers can use it to reach out directly to YOU
Handshake Profile

How to subscribe to one or more Career Communities

- **What is a Career Community?**
  Career communities connect students, employers, faculty, and staff through common career interests.

  They are not organized by major because your personal and career interests may or may not relate directly to what you are studying (you can join as many as applicable to you!)

  Career Communities allow students to tap into a vast alumni network and connect with both career professionals and faculty in formal and informal settings to get a head start in career success

**How do I join a Career Community?**

- Log onto Handshake
- Update your Career Interests (click on your name and see menu options)
- Scroll down to Career Communities
How to Upload Job Search Materials
- Store your resume, cover letters, and other useful documents on Handshake, so that you can access them at your convenience
- Select documents from the drop-down menu under your name
- Click “add a new document” and upload the necessary ones from your computer
- Make sure to mark them as visible, so that employers on Handshake can easily view them

How to Upload a Document

How to Search for and Apply to Jobs
- From the top menu bar, select the “Jobs” tab
- You will be shown the option to filter out things such as job type, location, and keywords
- By clicking “filters,” you will be shown more ways to narrow down and personalize your search
- There will be suggested search items that may be of interest to students within your major
- You will see a preview of the jobs and internships with a full description, a list of employer preferences, and information about the application process upon clicking on the job’s name
- Upon clicking “apply,” you will be able to either apply directly through Handshake or be routed to an external company website to complete your application

How to Search for and Apply to Jobs

Events and Job Fairs
- The Career Center offers a variety of events, meetups, and job fairs throughout the academic year. Want to learn more or register? Handshake is the place to do so
- Under the Events tab, view information about upcoming events, job fairs, and meet-ups
- The Fair Search is equipped with information about all of the companies coming to career fairs and positions they are recruiting for

How to Request an Appointment with a Career Coach
- Log in to Handshake using your NetID and password (Alumni:click here)
- Once in Handshake, select “Career Center”
- Then, click “Schedule a New Appointment” and select the appropriate appointment type, followed by a day and time
Extra Handshake Hacks

Favoriting jobs or employers
- See a job or an employer that really stands out to you? Favorite them for easy access going forward!
- Click the star next to the position title or employer name and it will be saved for your convenience

Viewing the profiles of other students
- You can view the profiles of other students by making your own public.
- To make your profile public:
  1. Click your name and then choose “Settings and Privacy”
  2. Check the box under “Profile Visibility to Other Students”
  3. Don’t forget to save the changes

Email alerts for searches
- If there is a search that you found particularly interesting or effective, you can save it in order to get email alerts and be the first to know about new jobs matching this search
- On the right hand side, click “Get Email Alerts”
- By clicking “Email Alerts On,” you can choose in what way and how often you would like to be notified

HAVE ANY QUESTIONS ABOUT OR SUGGESTIONS FOR HANDSHAKE?
Feel free to stop by the Career Center at the end of the Zebra Path or call (631)-632-6810. We are here to help and want to make Handshake even better for you!