Special Edition Prepared for:

Syracuse University
College of Arts and Sciences | Maxwell School

I*n Collaboration with:*

School of Information Studies
Syracuse University

CAREER SERVICES

Handshake Student Guide

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Welcome to Handshake

Thank you for using Handshake, Syracuse University's ultimate career platform. We can't wait for you to start connecting with employers and getting on the path towards career success.

Handshake is the ultimate career network and recruiting platform for college students and young alumni.

Handshake's Key Objectives

- Help students meet their post graduation employment goals, regardless of where they go to school
- Create a network of employers and schools that allows students to access jobs and opportunities they may not otherwise
- Help Advisors understand available opportunities for their students like never before, to even better help guide each student along their career path

What this Means for Students

- All students have a profile on Handshake connected to their University
    - You can customize your profile by adding a resume, profile picture, career interests, work experience, etc.
- You can be connected to hundreds of top employers
- You can apply to jobs those employers post, with the click of a button
- Career Fairs and events can be shared across students and employers simultaneously

Questions & Contact

We created this guide to provide you with the information you need to get started with Handshake. If other questions should come up or if you want to learn more about Handshake, please don't hesitate to contact our office. We're here to help!

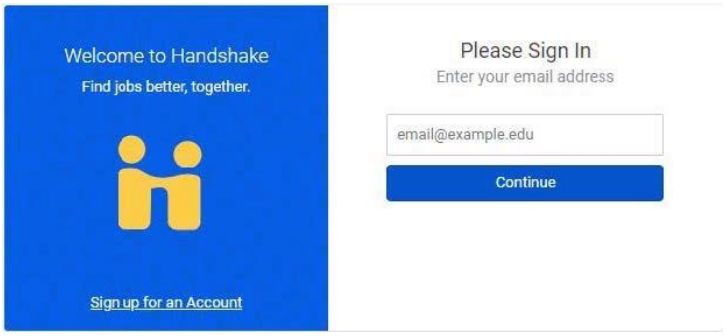
College of Arts & Sciences/Maxwell Advising Office
342 Hall of Languages
Phone: (315) 443-3150
Website: thecollege.syr.edu/advising

Let's get started!

How to Login to Handshake

Go to: syr.joinhandshake.com

Enter your Syracuse University Username and Password (same as MySlice)



Complete your Profile

Some of your information will already be in your Handshake profile.

1. Check to be sure all pre-loaded information is correct.
2. If you find an error in any of your profile data, you have the ability to edit your profile.

Manage your Privacy Settings

Decide whether to make your profile **public** or **private**.

A **public** profile means that most information in the profile can be seen by any employer on Handshake and other students.

If you make your profile **private** it can only be seen by you. You can **switch** your privacy status at any time, from private to public or from public to private.

The more information you add to your profile, the easier it will be for employers to find you and to make good decisions about whether or not you might be a good fit for their job postings.

Take Handshake for a Spin

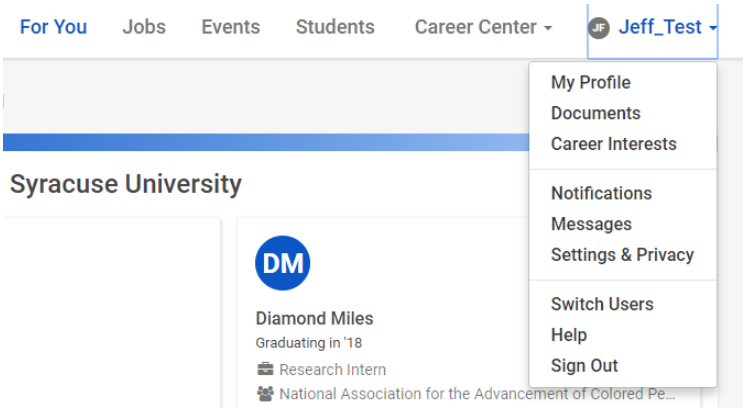
Use the landing page, top search bar and filters to look for companies and jobs you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy.

Follow some jobs and employers you're interested in. When you follow an employer or a job, you can begin filtering based on companies you follow.

Uploading a Document

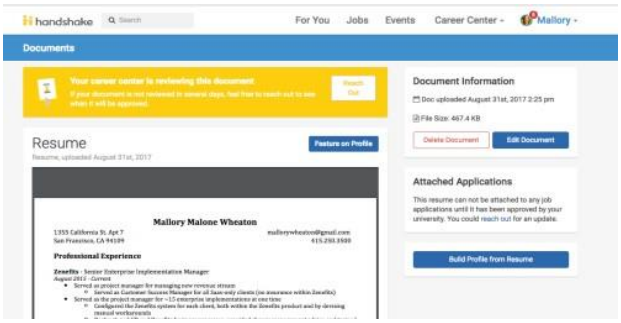
To upload a new document:

1. Click **Your Name** on the left-hand navigation bar.
2. Click the **Documents** tab in the dropdown



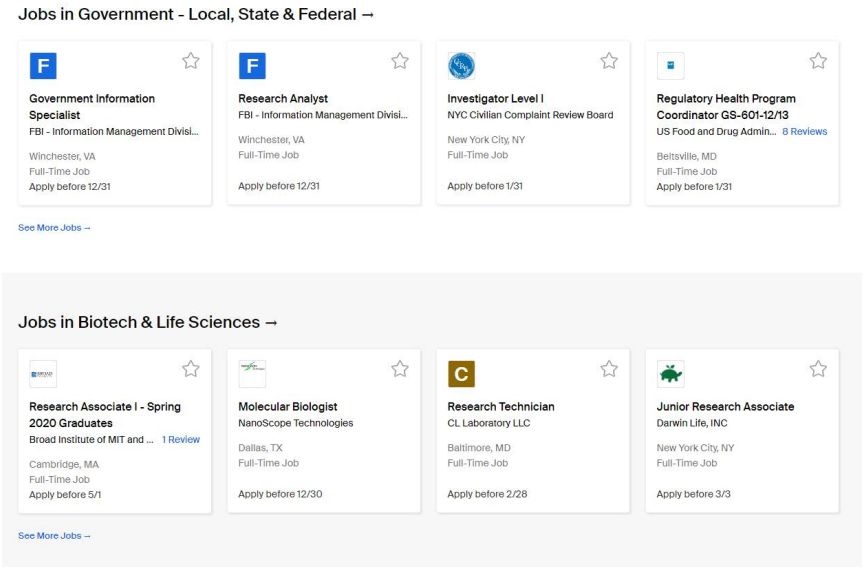
3. Click **Add Document** in the lower left corner of Your Documents.
4. Complete the New Document form. Uploaded documents can be resumes, cover letters, transcripts, or work samples.
    - Files should be in .PDF, .DOC, or .DOCX format. **The preferred format is .PDF.** Handshake will automatically attempt to convert any .DOC or .DOCX format into .PDF. You will need to review and approve the converted .PDF version of your document prior to using it apply for a job.
    - If you would like your document to be able to be found and viewed by employers on Handshake, check the **Public?** checkbox. If you want to keep the document part of your private document library, or if you're uploading it for use in a particular job application, the checkbox should remain unmarked.

You'll now be able to see your document in **Your Documents** and you will have the ability to build your profile from this document.



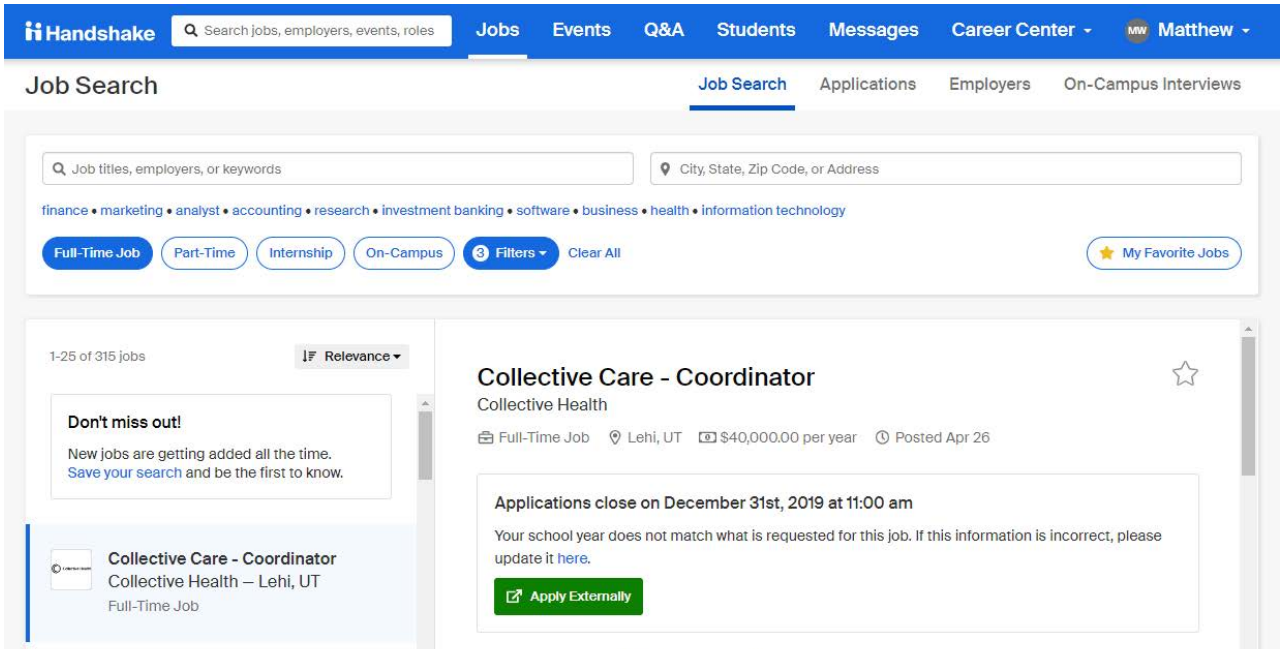
Searching for Jobs in Handshake

Handshake takes information that you entered during onboarding and from your profile to recommend jobs for you. You can also favorite collections, jobs, and employers to see them more frequently.



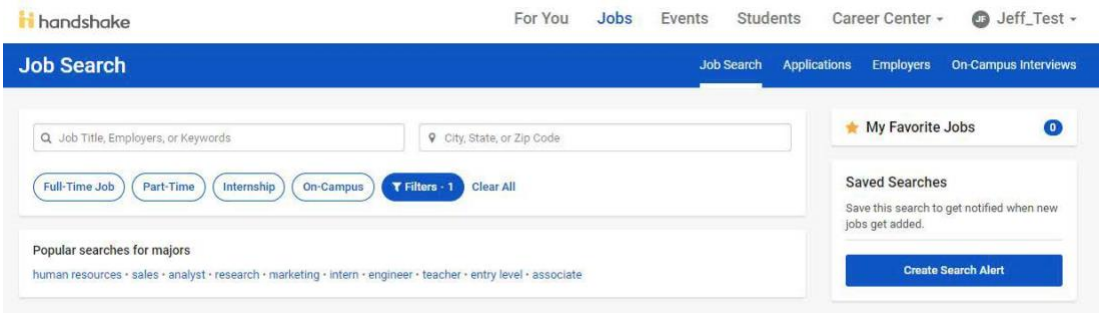
Handshake offers a variety of criteria to filter your search and create customizable search lists.

- Click on the **Filters** button and select the criteria you'd like to filter. Options to select will appear.
- Select your options then click on **See Jobs** in the lower right corner of the page. You may select as many options as you need.

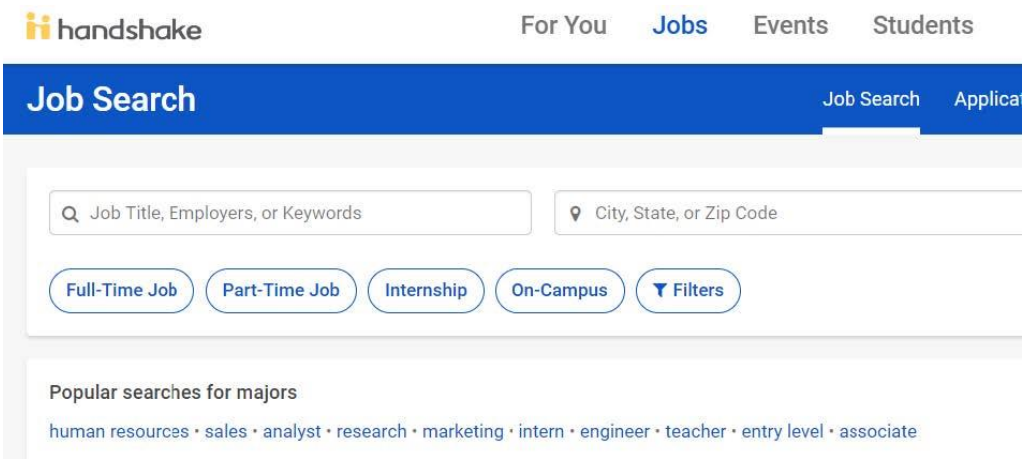


Searching for On-Campus Jobs

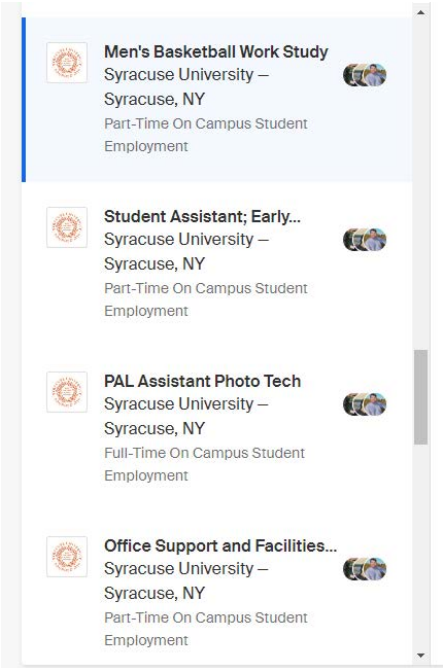
Select **Jobs**



Select **On-Campus**



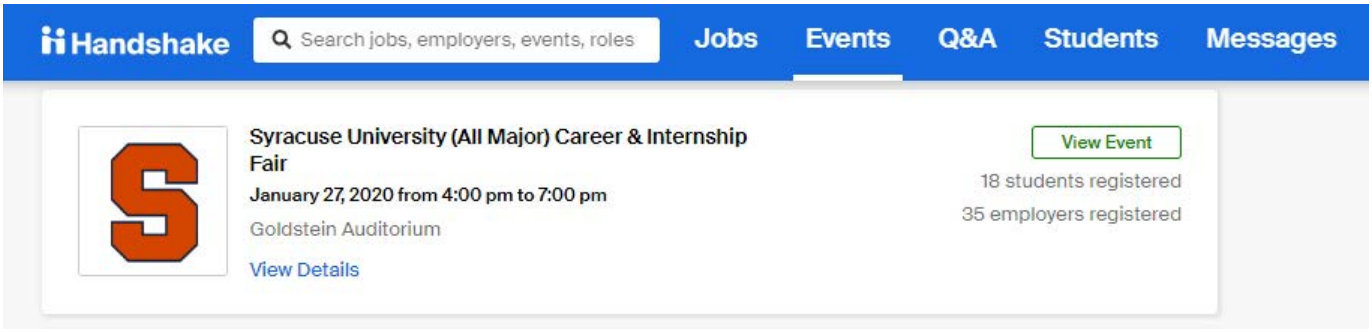
Click on the **individual jobs** for more detailed information or to apply.



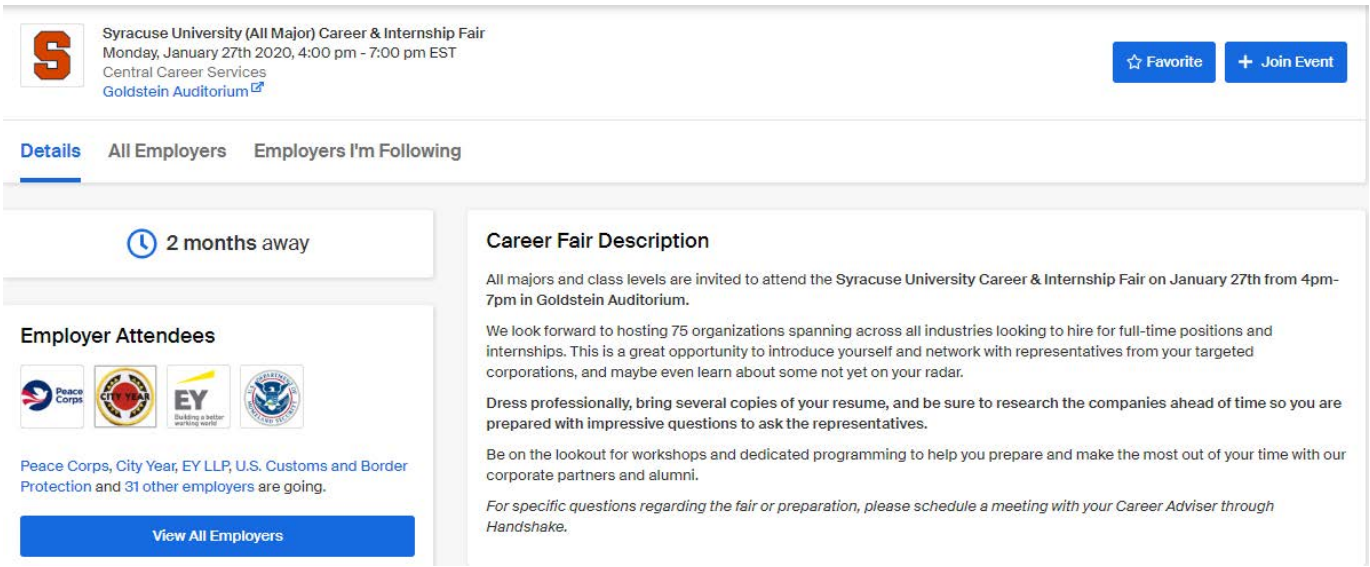
Find Career Fairs and Events

At the top of your home page, select **Events.**

Here, you can view upcoming events, careers fairs, or search for events to find out more details about a particular event.

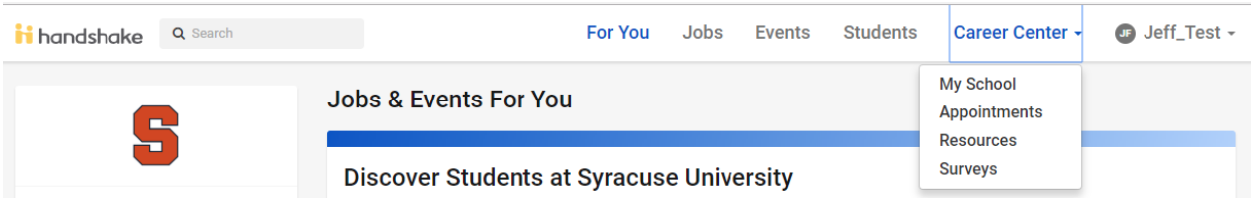
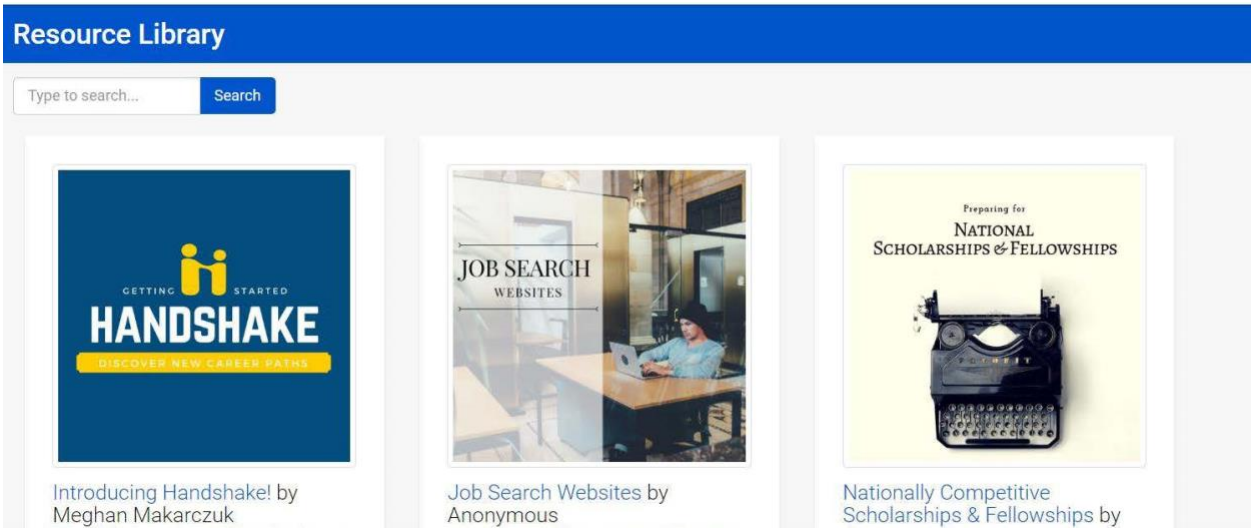


Click on **View Event** to find out more details. Select the **Favorite** star to add event to your Event Search page. Select **RSVP for Event** to RSVP. You will receive reminders for events that you RSVP for.



Resource Library

On your home page, select **Career Center**, then **Resources.**



Browse through and view any of the resources provided.