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Syracuse University

College of Arts and Sciences | Maxwell School

In 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!

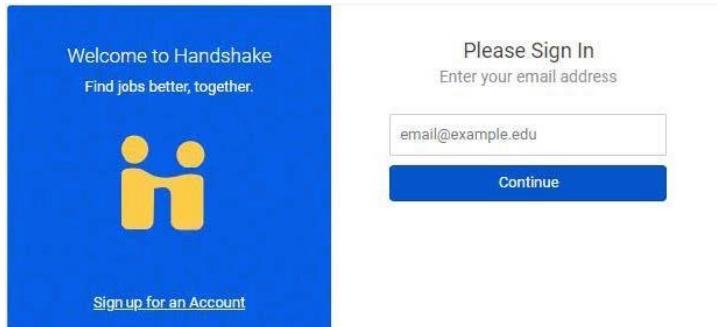
College of Arts & Sciences/Maxwell Advising Office
342 Hall of Languages
Phone: (315) 443-3150
Website: thecollege.syr.edu/advising

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

The screenshot shows the Handshake platform interface. At the top, there is a navigation bar with links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a dropdown menu for 'Jeff_Test'. The 'Jeff_Test' dropdown menu is open, displaying options: 'My Profile', 'Documents', 'Career Interests', 'Notifications', 'Messages', 'Settings & Privacy', 'Switch Users', 'Help', and 'Sign Out'. Below the navigation bar, the user's profile information is displayed: 'Syracuse University', a blue circular icon with 'DM', 'Diamond Miles', 'Graduating in '18', 'Research Intern', and 'National Association for the Advancement of Colored Pe...'. On the far left, there is a sidebar with sections for 'Professional Experience', 'Education', 'Skills', and 'Projects'.

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.

The screenshot shows the 'Your Documents' section of the Handshake platform. At the top, there is a search bar and a navigation bar with links for 'For You', 'Jobs', 'Events', 'Career Center', and a dropdown menu for 'Mallory'. The main area is titled 'Documents' and shows a yellow banner stating 'Your resume is ready for reviewing! Click document to view.' Below this, there is a 'Resume' card for 'Mallory Malone Wheaton', uploaded on August 31st, 2017. The card includes a preview of the resume, contact information (email: mallorywheaton@gmail.com, phone: 415.293.3500), and a 'Feature on Profile' button. To the right, there is a 'Document Information' section showing the file was uploaded on August 31st, 2017 at 2:25 pm, has a file size of 467.4 KB, and buttons for 'Delete Document' and 'Edit Document'. Below this, there is an 'Attached Applications' section with a note that the resume cannot be attached to any job applications until it has been approved by your university. There is also a 'Build Profile from Resume' button.

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.

Jobs in Government - Local, State & Federal →

Four job listings are shown:

- F** Government Information Specialist
FBI - Information Management Division...
Winchester, VA
Full-Time Job
Apply before 12/31
- F** Research Analyst
FBI - Information Management Division...
Winchester, VA
Full-Time Job
Apply before 12/31
- I** Investigator Level I
NYC Civilian Complaint Review Board
New York City, NY
Full-Time Job
Apply before 1/31
- R** Regulatory Health Program Coordinator GS-601-12/13
US Food and Drug Admin... 8 Reviews
Beltsville, MD
Full-Time Job
Apply before 1/31

[See More Jobs →](#)

Jobs in Biotech & Life Sciences →

Four job listings are shown:

- R** Research Associate I - Spring 2020 Graduates
Broad Institute of MIT and ... 1 Review
Cambridge, MA
Full-Time Job
Apply before 5/1
- M** Molecular Biologist
NanoScope Technologies
Dallas, TX
Full-Time Job
Apply before 12/30
- C** Research Technician
CL Laboratory LLC
Baltimore, MD
Full-Time Job
Apply before 2/28
- J** Junior Research Associate
Darwin Life, INC
New York City, NY
Full-Time Job
Apply before 3/3

[See More Jobs →](#)

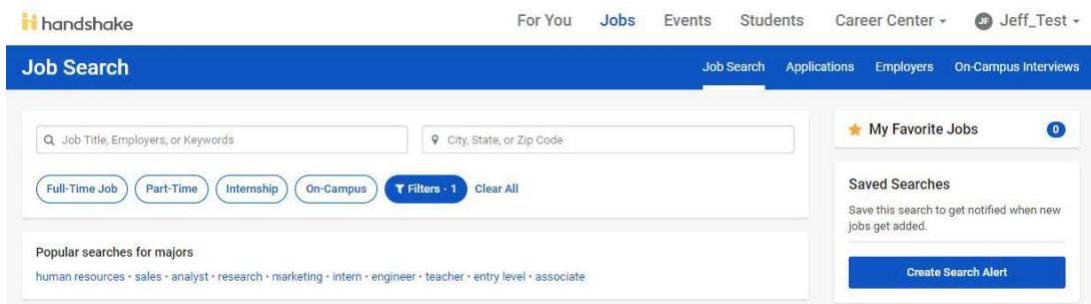
Handshake offers a variety of criteria to filter your search and create customizable search lists.

- 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.

The screenshot shows the Handshake platform interface. At the top, there's a navigation bar with the Handshake logo, a search bar, and links for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Matthew. Below the navigation is a "Job Search" section with a search bar for "Job titles, employers, or keywords" and another for "City, State, Zip Code, or Address". There are filters for "Full-Time Job", "Part-Time", "Internship", "On-Campus", "Filters", and "Clear All". A "My Favorite Jobs" button is also present. On the left, a sidebar has a "Don't miss out!" message encouraging users to save their search. The main content area displays a job listing for "Collective Care - Coordinator" at "Collective Health" in Lehi, UT, with a \$40,000.00 per year salary. The listing includes a relevance filter dropdown, a star icon, and an "Apply Externally" button.

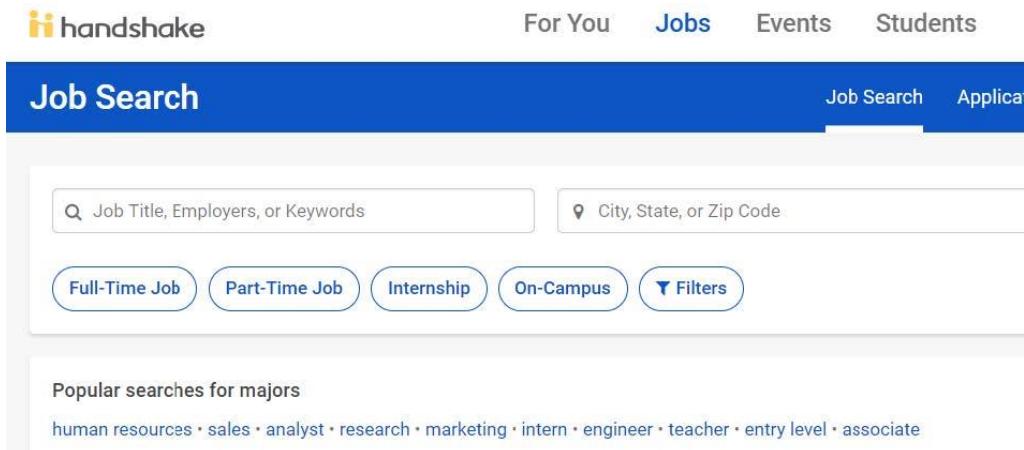
Searching for On-Campus Jobs

Select Jobs



The screenshot shows the Handshake platform's job search interface. At the top, there are navigation links: For You, Jobs, Events, Students, Career Center, and a user profile for Jeff_Test. Below the header is a blue bar labeled "Job Search". On the left, there are two search input fields: "Job Title, Employers, or Keywords" and "City, State, or Zip Code". Below these are several filter buttons: "Full-Time Job", "Part-Time", "Internship", "On-Campus" (which is highlighted in blue), "Filters - 1", and "Clear All". To the right, there is a section titled "My Favorite Jobs" with a count of 0. Further down, there is a "Saved Searches" section with a link to "Create Search Alert".

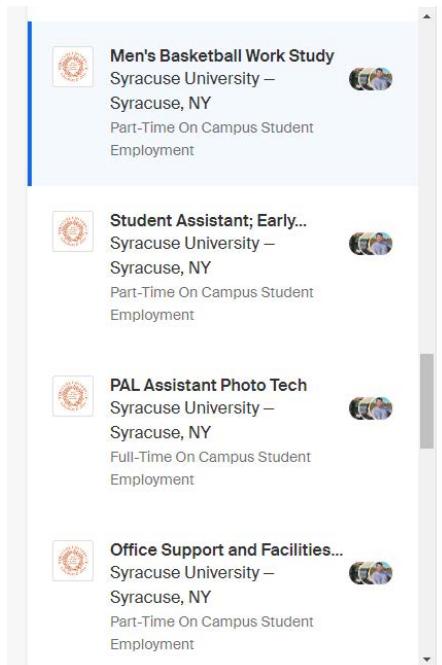
Select On-Campus



This screenshot shows the same Handshake interface as above, but with the "On-Campus" filter applied. The results list four job opportunities:

- Men's Basketball Work Study** at Syracuse University in Syracuse, NY. It is a Part-Time On Campus Student Employment position.
- Student Assistant; Early...** at Syracuse University in Syracuse, NY. It is a Part-Time On Campus Student Employment position.
- PAL Assistant Photo Tech** at Syracuse University in Syracuse, NY. It is a Full-Time On Campus Student Employment position.
- Office Support and Facilities...** at Syracuse University in Syracuse, NY. It is a Part-Time On Campus Student Employment position.

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



A vertical list of four on-campus job opportunities:

- Men's Basketball Work Study** at Syracuse University in Syracuse, NY. It is a Part-Time On Campus Student Employment position.
- Student Assistant; Early...** at Syracuse University in Syracuse, NY. It is a Part-Time On Campus Student Employment position.
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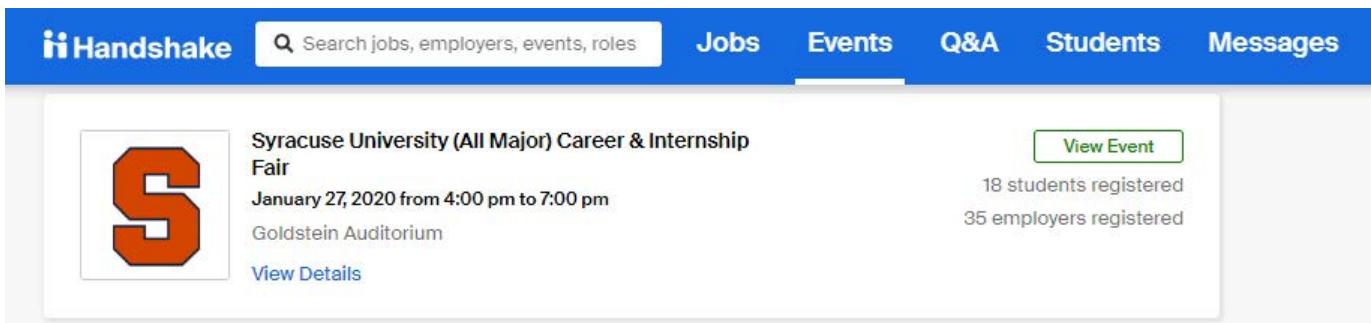
Find Career Fairs and Events

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



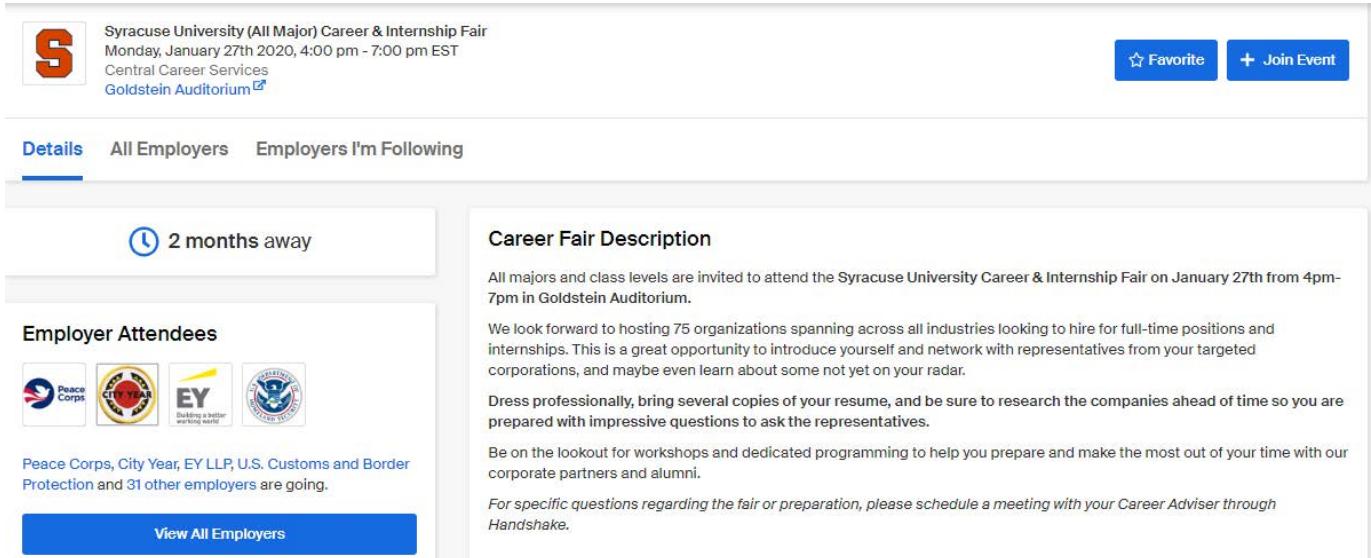
The screenshot shows the Handshake website's navigation bar. It includes links for "For You", "Jobs", "Events" (which is highlighted with a red box), "Students", and "Career Center". Below the main bar, there's a secondary navigation bar for "Job Search" with links for "Job Search", "Applications", "Employers", and "On-Campus".

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



The screenshot shows a specific event listing on the Handshake platform. The event is titled "Syracuse University (All Major) Career & Internship Fair" and is scheduled for "January 27, 2020 from 4:00 pm to 7:00 pm" at "Goldstein Auditorium". There are "18 students registered" and "35 employers registered". A "View Event" button is visible. The "Events" tab is currently selected in the navigation bar.

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



The screenshot provides more detailed information about the Syracuse University Career & Internship Fair. It shows the event is "2 months away". Under "Employer Attendees", logos for Peace Corps, City Year, EY LLP, U.S. Customs and Border Protection, and 31 other employers are listed. The "Career Fair Description" section states: "All majors and class levels are invited to attend the Syracuse University Career & Internship Fair on January 27th from 4pm-7pm in Goldstein Auditorium. We look forward to hosting 75 organizations spanning across all industries looking to hire for full-time positions and internships. This is a great opportunity to introduce yourself and network with representatives from your targeted corporations, and maybe even learn about some not yet on your radar. Dress professionally, bring several copies of your resume, and be sure to research the companies ahead of time so you are prepared with impressive questions to ask the representatives. Be on the lookout for workshops and dedicated programming to help you prepare and make the most out of your time with our corporate partners and alumni. For specific questions regarding the fair or preparation, please schedule a meeting with your Career Adviser through Handshake." Buttons for "Favorite" and "Join Event" are also present.

Resource Library

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

The screenshot shows the handshake homepage. At the top, there is a navigation bar with links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Jeff_Test'. A dropdown menu is open under 'Career Center' with options: 'My School', 'Appointments', 'Resources', and 'Surveys'. Below the navigation bar, there is a large 'S' logo and sections for 'Jobs & Events For You' and 'Discover Students at Syracuse University'.

Browse through and view any of the resources provided.

The screenshot shows the 'Resource Library' page. At the top, there is a search bar with a placeholder 'Type to search...' and a 'Search' button. Below the search bar, there are three resource cards:

- Introducing Handshake!** by Meghan Makarczuk: An image of the Handshake app logo.
- Job Search Websites** by Anonymous: An image of a person working on a laptop in an office setting.
- Preparing for NATIONAL SCHOLARSHIPS & FELLOWSHIPS**: An image of a typewriter.