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IT 355 A
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MU Handshake User Guide

The logo for Handshake, consisting of the word 'Handshake' in a bold, black, italicized sans-serif font, set against a solid yellow rectangular background.

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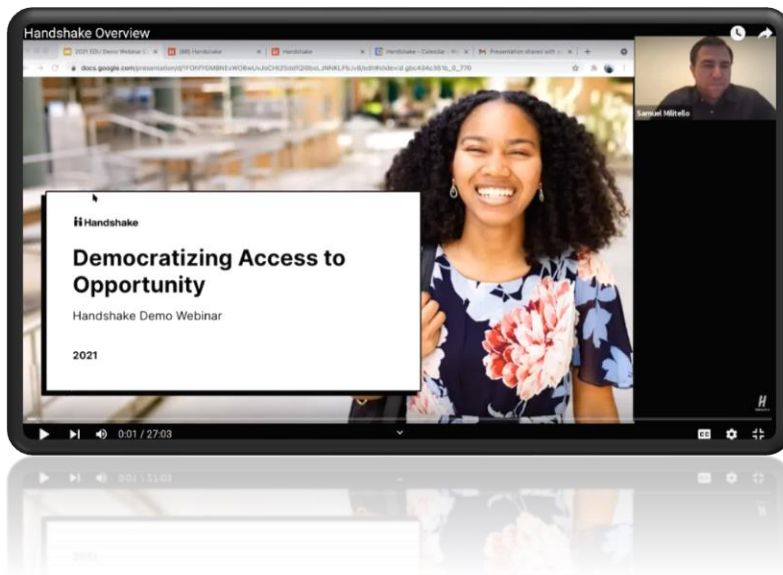
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I. Introduction

Handshake is an online web application (website) for students to find jobs, internships, recruiting events, information sessions, career fair details, and even more. Handshake and the Marymount Career Development Center work with employers and other organizations to bring jobs and internships to students. This platform allows you to:

- Apply for jobs! Internships, Part-Time, and even Full-Time opportunities
- Register for information, networking, workshops, and recruiting events
- Work with Career Development to develop or refine your resume and cover letters
- Schedule mock interviews, career advising, and other job search help
- Track experiences (required for the Internship/Field Experience courses)
- Receive alerts when jobs and other opportunities match your profile
- Let recruiters contact you directly about opportunities you'd be a good fit for

If you are unfamiliar with Handshake, follow this guide to get started. You can also watch a recorded webinar [here](#) for an overview of what Handshake is and how to use some of its features.



“Handshake's mission is to democratize access to opportunity: to help every student find the right job, no matter where they're from or who they know.”

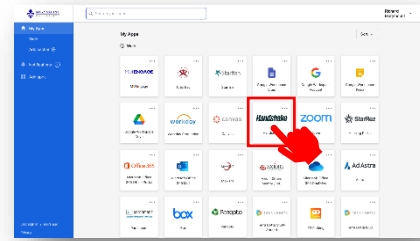
- Handshake.com

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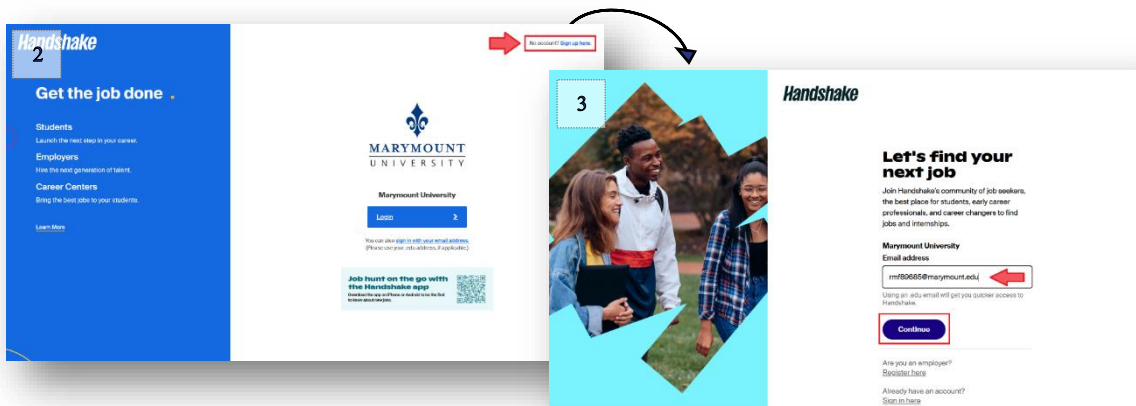
II. Creating a New Account

Summary: This section will guide you in setting up a new account using your .edu email address.

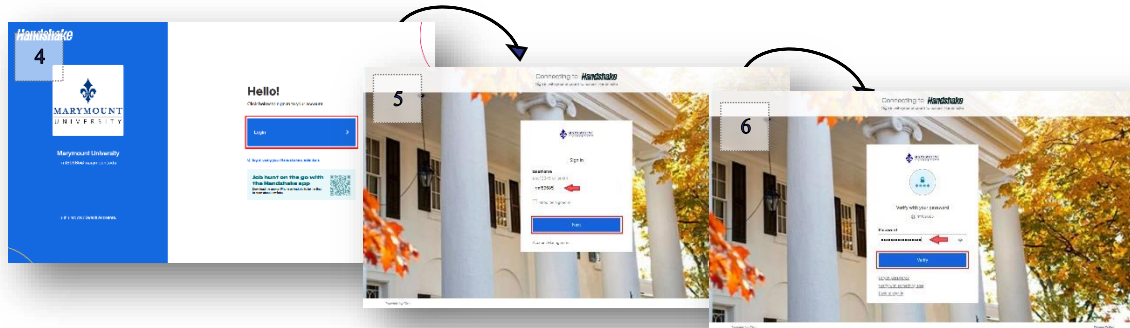
1. Navigate directly to Handshake [here](https://marymount.joinhandshake.com/login),
(<https://marymount.joinhandshake.com/login>)
or you can find it on the Marymount Single
Sign-On (SSO) Portal.
[also known as Okta Portal]



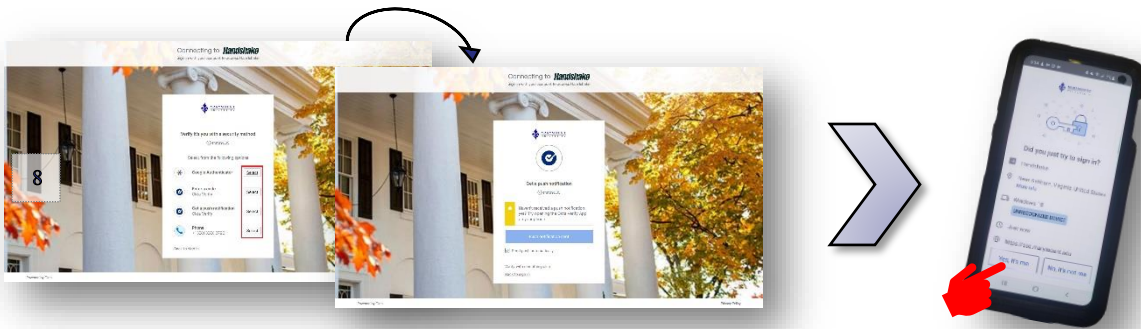
2. Select the “Sign up here.” link in upper right corner.
3. Enter your .edu email address in the provided field, then press “Continue”.



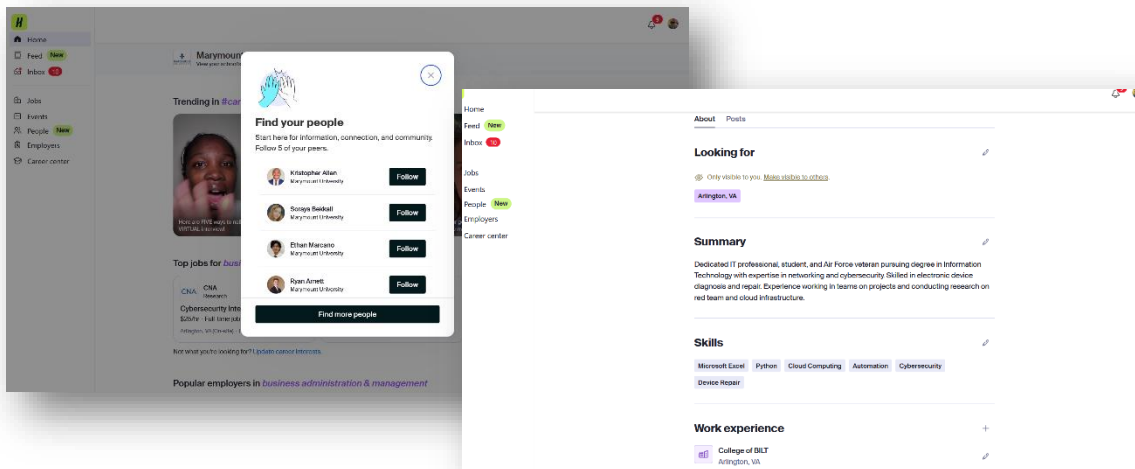
4. Press “Login” in the center of the page, and you will be taken to the MU SSO login page.
5. Enter your username and press “Next”.
6. Now enter your password and press “Verify”.



7. If you have multifactor authentication enabled, select a method to authenticate.



8. You now have a new account. Finish by completing your profile, connecting to people you know, and browsing the resources and opportunities available on Handshake.



III. Logging Into Your Account

Summary: This section will walk you through logging into your account.

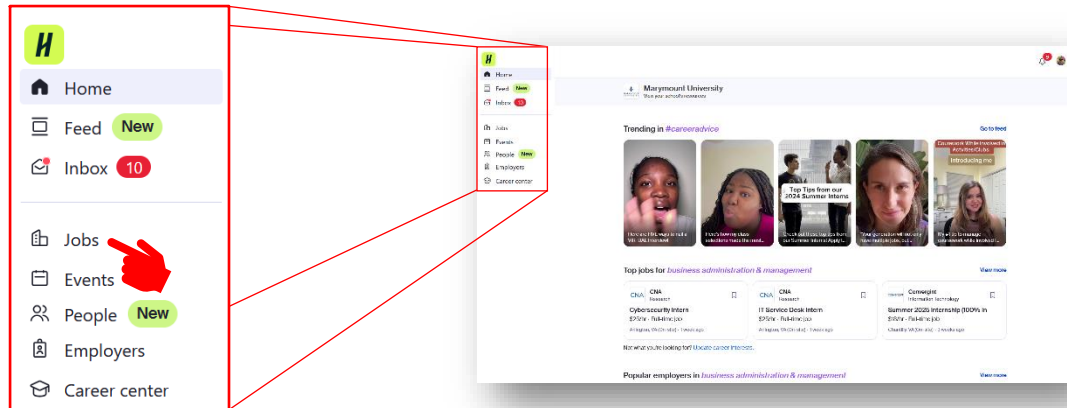
1. Navigate directly to Handshake [here](https://marymount.joinhandshake.com/login). (*https://marymount.joinhandshake.com/login*)
2. Press “Login” in the center of the page, and you will be taken to the MU SSO login page.
3. Enter your username and press “Next”.
4. Now enter your password and press “Verify”.
5. If you have multifactor authentication enabled, select a method to authenticate.
6. You are now logged in.

[see images in section II: Creating a New Account, steps 1 through 7]

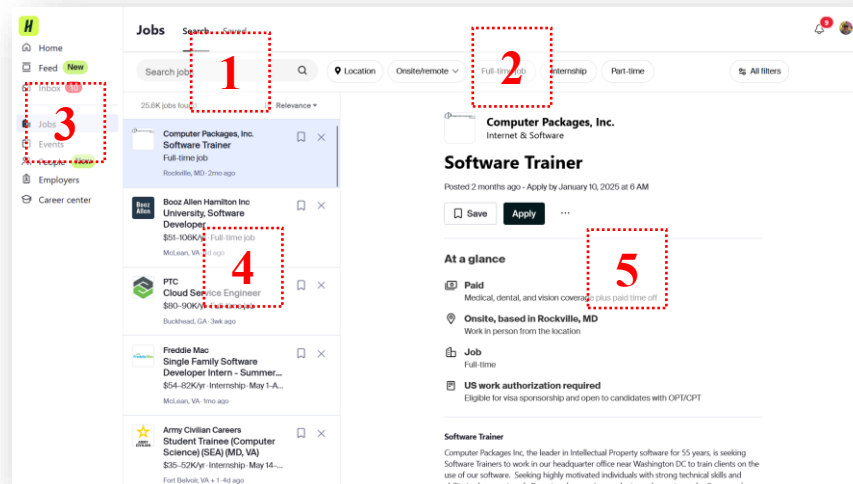
IV. Searching for a Job

Summary: This section will guide you through searching for your next job or internship.

1. From the home page, after you have logged in, select “Jobs” on the left menu.

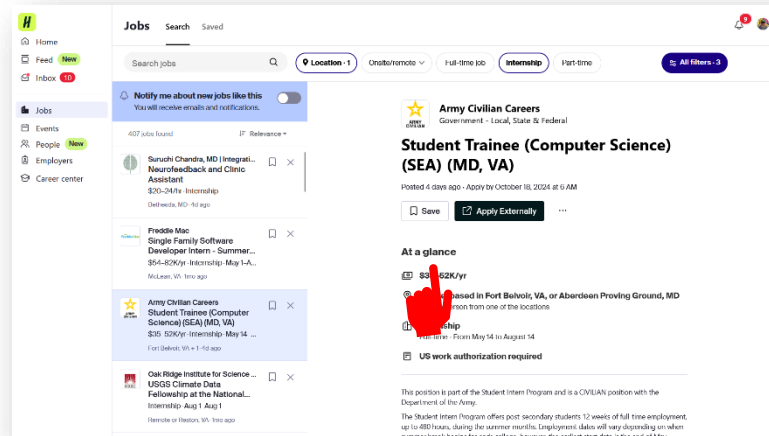


2. On the Jobs page, you will see a search bar [1] and filters [2] along the top, navigation menu [3] on the far left side, a list of job opportunities and internships [4] towards the left side, and a description [5] of the currently selected job taking up the right half of the screen. Above the search bar.

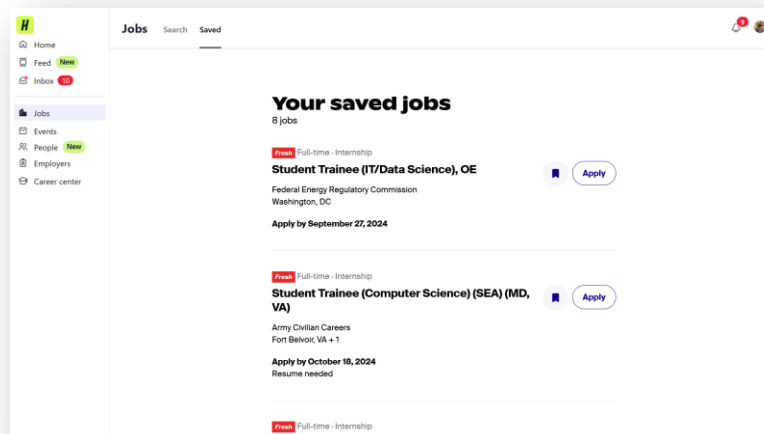


3. Use the search bar to filter the displayed results by keywords, such as a company name, field, job title, or any other attributes that may exist in the job listings or contents.
4. Use available filters to further narrow your results by desired location, work style (on-site, remote, hybrid), and time commitment. Select “All Filters” to get a full pop-up list.

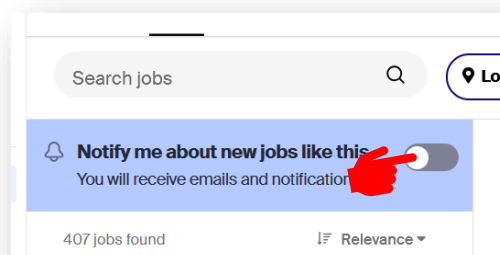
5. When you've found a job you are interested in, you can click the "Save" button.



6. Saved jobs can be found on the "Saved Jobs" tab above the search bar. Click the banner next to an entry to remove a job from the list if you are no longer interested in it.



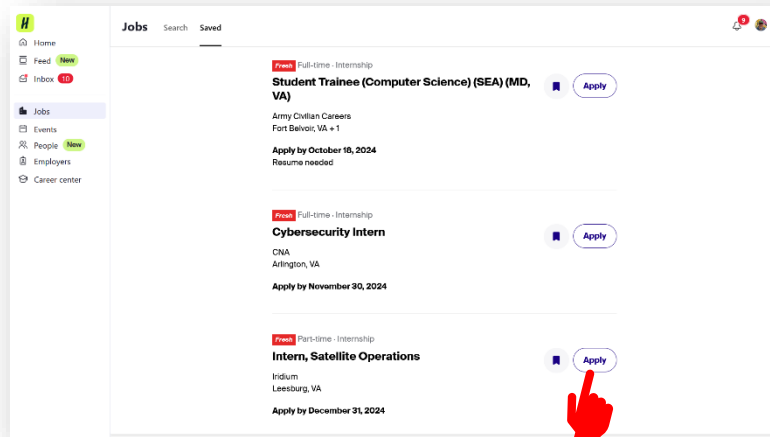
7. If the currently selected filters are displaying a lot of jobs you are highly interested in, click the "Notify" toggle below the search bar to be automatically alerted via Handshake notifications and emails about new job postings that fit the current filtered criteria.



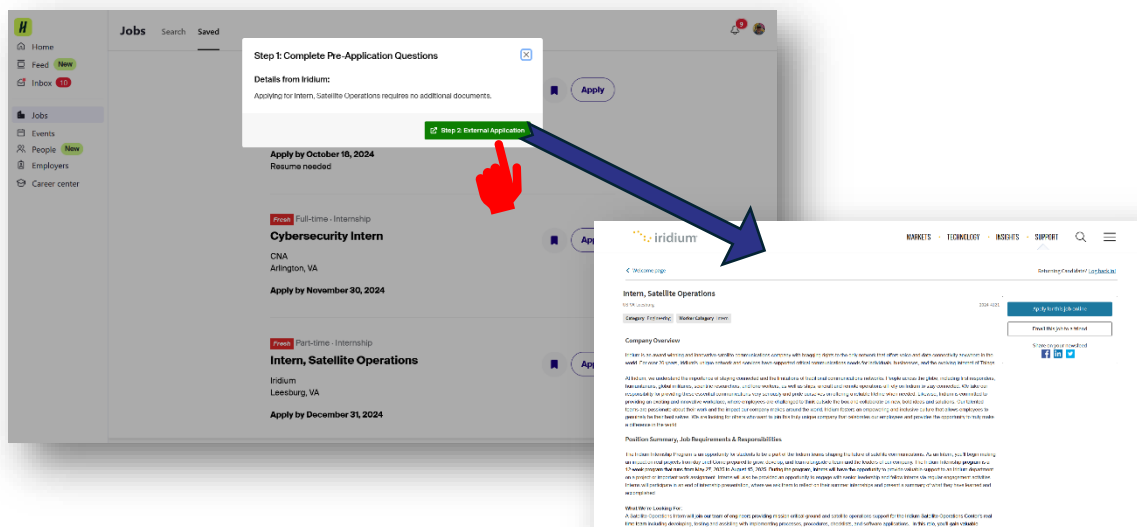
V. Applying for a Job

Summary: This section will guide you through applying for a job opportunity or internship.

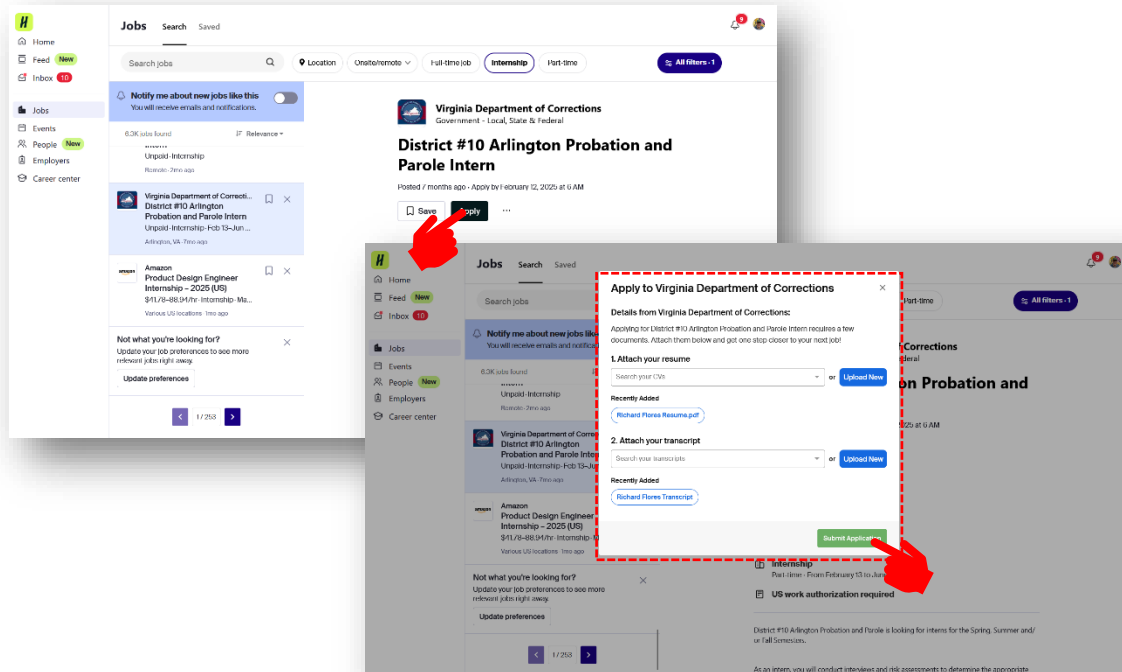
1. Go to your saved jobs tab (See previous section).
2. Select a job to apply for and click the “Apply” button next to it.



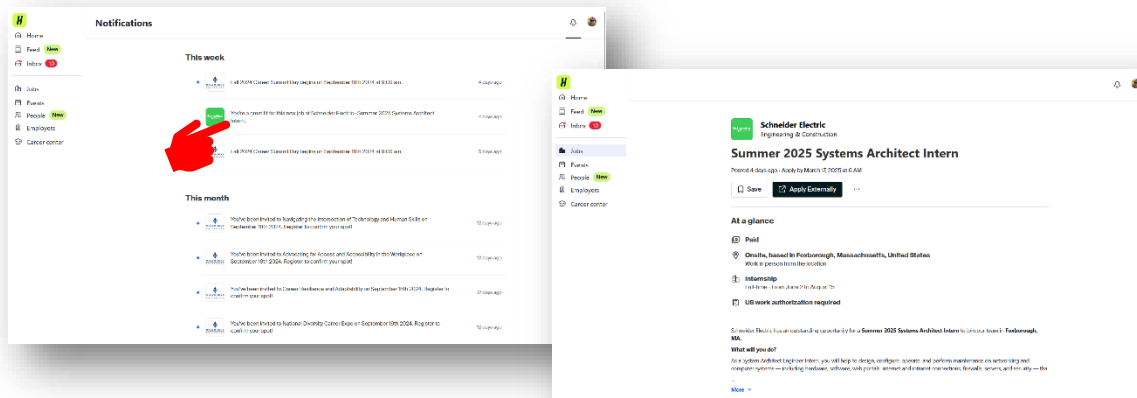
3. A pop-up window will appear that lists any pre-qualification questions, documents, or other tasks that must be completed within Handshake to apply. Once those tasks, if any, are accomplished, select the “Step 2: External Application” button to be taken to the external job application website.



4. Some job listings can be applied for directly within Handshake. Click the apply button, and the pop-up window will contain all questions and documents such as resume to attach that are needed to apply. Complete all items, then click “Submit Application” to apply



5. ALTERNATIVE METHOD: You don't have to save a job to apply. A job can be directly applied to from its original listing without saving it by clicking the “Apply” button.
6. You may also get job alerts in your notifications. Click the bell icon in the top right corner of the page and select a job notification to review it and save or apply.



VI. Frequently Asked Questions (FAQ)

1. Do I have to use my @marymount.edu email address to create my account?
 - A. No, but Handshake recommends using it for simplicity.
2. Can I use Handshake on a mobile device?
 - A. Yes, Handshake has a mobile application on both the Apple IOS Store and Google Play Store.
3. Can I upload my resume to Handshake?
 - A. Yes, not only can it be used for job searches and applications, but it is required for your Internship/Field Experience class in order to graduate.
4. Why should I make a Handshake account if I already have a LinkedIn account?
 - A. “Handshake is so much more than a site to search for jobs! It also offers you the opportunity to connect with employers and alumni, sign up for events and career fairs, take advantage of your school's resources, and communicate with your career services center.” – *Handshake.com*
5. Why should I fill out my Handshake profile?
 - A. “Handshake will personalize job recommendations based on the details you provide on your profile. Plus, employers often use Handshake to search for candidates, and having a complete profile will make it easier for employers to find you! Additionally, your profile will give you access to exclusive resources such as career fairs, networking events, and workshops that may require qualifications. By completing your profile, you can take advantage of all the amazing opportunities Handshake has to offer.” – *Handshake.com*
6. Which parts of my Handshake profile are most important to fill out?
 - A. “We recommend filling out your profile in its entirety! This will ensure you're making the most of your experience on Handshake.” – *Handshake.com*
7. What are employers looking for in my profile?
 - A. Employers may vary in their expectations, but in the majority of cases, they are interested in your: job interests, work experiences, skills, qualifications, relevant coursework, certifications, club participation, and organization memberships.

8. Why should I care about other students on Handshake?
 - A. “Building a network on Handshake gives you the opportunity to exchange tips with others, pass along contacts, receive interview advice, and more! Connecting with other professionals is an excellent way to identify your career goals and improve your chances of getting the job you want!” – *Handshake.com*
9. Why should I make my profile public?
 - A. “Handshake offers you the option to choose your profile visibility at any given time. While your profile visibility is completely up to you, there are some advantages to having your profile public. Making your profile public allows employers to find you and view your qualifications, which increases the likelihood of you being considered for jobs. It also offers others the ability to find and connect with you, which can lead to new opportunities for collaboration or networking.” – *Handshake.com*
10. What is the best way to use keyword search and filters?
 - A. “The best way to use keyword search and filters is to first determine the keywords that are most relevant to what you are looking for. Once you have identified the keywords, you can use them in combination with filters to narrow down your search results and find the most relevant results.” – *Handshake.com*

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