hi handshake



Getting Started with Handshake

What is Handshake?

Handshake is a career platform used by the University of Cincinnati where students, career centers, and recruiters come to meet, talk, and share opportunities.

Who may have a Handshake account?

All current students who are enrolled at the University of Cincinnati may have an account. Additionally, all UC alumni may have a Handshake account.

How do I log into Handshake?

Current Students

If you are an enrolled UC student, a Handshake account has likely already been created for you.

- 1. Go to <u>https://uc.joinhandshake.com</u>
- 2. Click on University of Cincinnati Login.
- 3. Log In with your UC username and password.

Alumni

If you have never had a Handshake account and would like to request one, please follow these instructions:

- 1. Go to https://uc.joinhandshake.com
- 2. Click on Sign up for an Account and select Student/Alumni.
- 3. Complete the request form, including your M number, so we can confirm your status and approve your account.
- 4. Please allow 2-3 business days for your account to be processed.

Handshake Homepage

The homepage (see image 1) shows your dashboard, which includes relevant jobs and events based on your career interests. The top navigation bar includes tabs to additional Handshake functions.



Image 1: Handshake Student Dashboard

Updating Your Profile

Updating your profile is the first step you should take in Handshake. This will ensure the content you receive is customized to your interests.

Institutional Profile

If you are a current student, your basic profile information is imported from Catalyst. You may choose to update numerous profile sections including your Name, Class Standing, and Education information as well as Work Experience, Organizations/Extracurriculars, Courses, Projects, Get to Know Me, Skills, Documents, and Social Links.

- 1. From the For You page, click **Your Name** on the top navigation bar.
- 2. Select My Profile.
- 3. To edit a section, click the **pencil icon**.
- 4. You also have the option to make your **profile visible** or hidden to employers on the right side of the page. Making your profile hidden from profiles means that they will not be able to interact with you.

<mark>i i</mark> handshake	Q Search	For You	Jobs	Events	Students	Career Center -	6 ⁹ Ellie -
	Ellie Bridges 🖋 University of Cincinnati Senior 🥒 Graduates May 2019		Socia	logy ken College of A	Arts and Sciences		
Education U University Bachelors, M Aug 2015 - 1 Major In Soc	r of Cincinnati primary education McMicken College of Arts and Sciences May 2019 Jology			æ	O You By mai employ about j Mai	rr profile is hidden from e rking your profile as private, vers cannot search for you job or internship opportunit ke Profile Public See I	mployers , over 200,000 or message you ies. Employer View
	Add School				Profile	Level: Halfway there 💪	
Work Experience Career Co University or Jun 2015 - F	vach f Cincinnati Present (3 years, 2 months) Cincinnati, Ol	н		Ø	Level ✓ S ✓ D + U	Up: kills ocuments odate or add courses	
 Coach und approximate networking, 	ergraduate students, graduate students, an ely 300+ appointments per year, on career Unkedin, behavioral interviewing, and sala Imag	nd recent alumni exploration, job a ny negotiation. ge 2: Stu	from four col ad internship dent l	leges in search, Profile	✓ P	rofile picture	

Adding Professional Documents

You may choose to upload documents to your profile, such as resumes, cover letter, transcripts, etc. This expedites the process to apply for opportunities through Handshake.

- 1. From the For You page, click **Your Name** on the top navigation bar.
- 2. Select Documents.

ii handshake 9	For You	Jobs	Events	Students	Career Center -	🧬 Ellie 🗸
Documents						
Resumes			Add more res	umes, cover letter	s, or transcripts 🛃 Add	New Document
Name				On Profile	Date Added	
Rung Bridges Ellie - CV.docx					June 20th 20	018
Cover Letters						
You don't currently have any cover letters uploaded. Why not upload one?						17

Image 3: Documents Page

Indicate Your Career Interests

Handshake uses machine learning to customize opportunities based on your interests. Help the system learn more about your goals by completing the Career Interests section.

- 1. From the For You page, click **Your Name** on the top navigation bar.
- 2. Select Career Interests.

/our Career Interests	My Profile Documents
I low debug to the balance of find the second and in the the time to form the	Career Interests
Handshake wants to help you find the career and job that's right for you. Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually inter-	ested in. Notifications 3 Messages
What type of job are you looking for? Please select all that apply	Settings & Privacy
V Full-Time Job	Switch Users
Part-Time	Sign Out
On-Campus Job	
How can Handshake help you? Please select all that apply	
V I want a job	
I want an internship	
I'm interested in grad school	
I want to find out about career center events (fairs, info sessions, appointments)	
I want to build my network	
I'm not sure / just checking it out	

Image 4: Career Interests Page

Set Notification Preferences

Let us know how you would like to be notified about various parts of Handshake, including Events, Interview Schedules, Jobs, etc.

- 1. From the For You page, click **Your Name** on the top navigation bar.
- 2. Select Notifications.
- 3. Click Edit Notification Preferences on the middle left side of the screen.
- 4. From here click, or unclick, the checkmarks to indicate how you would like to receive notifications. Notifications are only within the website.

ii handshake	Q Search		For You	Jobs	Events	Students	Career	Center -	🕜 Ellie -
Notification Pr	eferences					Profile	Account	t My Profi	le
Account Information		nstructions				1		Docume Career Ir	nts nterests
Notification Preferences		what and how you wan	t to be notified f	or the variou	s activities bel	ow.	re intereste	Notificat	ions
		General					Email	Message Settings	es & Privacy
		Information and updates to help me get the most out of Handshake						Switch U Help	sers
		Marketing messa Handshake	ges including p	romotions ar	nd special offer	rs from	\checkmark	Sign Out	8
		Events					Email	Notification	Push (iOS)
		An event that I joi	ned is updated				~	~	
		Image 5	5: Notifi	icatio	ns Page	2			

Settings & Privacy

We understand how important privacy is. There are a few settings in Handshake which allow you to indicate who may see your profile.

- 1. From the For You page, click **Your Name** on the top navigation bar.
- 2. Select Settings & Privacy.
- 3. From here, you can indicate who may view your profile, share responses to work authorization questions, and enable high contrast mode.

	For You	Jobs	Events	Students	Career Co	enter -	Ellie
Privacy Profile Visibility to	Employers	d and view n	ny profile			My Profile Document Career Inte	s erests
By marking your pro	ofile as private, ov	er 125,000 e	employers cann	ot search for you or	message you	Notificatio Messages	ons
Profile Visibility to	Other Students					Settings &	Privacy
Allow other students	ients to be able to	o find and vi	ew my profile			Switch Us Help Sign Out	ers
Calendar Exp	ort					Sign Out	
Add your Handsha automatically be u iCalendar file if you	ke events, appoin pdated when Han I'd like.	tments, and dshake is up	more to your c pdated. You car	alendar by using th a also download a :	e following URL. static (not auton	Your calenda	r will ed)
https://uc.joinha	ndshake.com/us	ers/vlpstRN	Z_8MswNJNax	o5uRTh8qBmZE5q	Sx3CUNS6/cale	ndar_sync.ics	Ø
Accessibility	Settings						
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Image 6: Privacy & Settings Page

Jobs

We receive hundreds of new opportunities every week, including full and part-time jobs, internships, co-ops, volunteer roles, experiential learning opportunities and fellowships.

- 1. From the homepage, click **Jobs** on the top navigation bar.
- 2. Search by job title, employer, or other keywords or click items from the "Popular searches for ____ major" for job titles popular among your major.

You may also find it valuable to use our <u>What Can I Do With My Major? resource</u>.

- 3. Select **Filter** for additional search options.
- 4. To apply for positions, click **Apply**, or to save jobs for later, click **the star**.

Handshake	For You	Jobs	Events Stude	ents Career Center -	🤔 Ellie 🗸
Job Search		Job Search	Applications	Employers On-Camp	us Interviews
Q Job Title, Employers, or Keywords	City, State, or Zip Code			★ My Favorite Jobs	0
(Full-Time Job) (Part-Time) (Internship) (On-Campus) (Y Filters))			Saved Searches Jobs in Cincinnati, OH	
Popular searches for Sociology majors case manager - recruiter - research assistant - human resources - sociology - use sociology instructor	er experience • public service • s	urvey research • h	nousing programs •	More Saved Searches Create Search	Alert
1-25 of 2,714 items			↓F Relevance ▼		
Workshop Facilitator Case Manager Brighton Center, Inc.			Apply		
Full-Time Job P Dry Ridge, KY and 2 more	 Apply before Friday, 8/31 All Employer Preferences N 	latch			

Image 7: Job Search Page

Saved Searches/Search Alert

If you would like to receive email or in-app notified when new opportunities that meet your criteria are posted, you may create a saved search.

- 1. From the homepage, click **Jobs** on the top navigation bar.
- 2. Enter your criteria (job title, employer, keywords, etc.) and click Create Search Alert.
- 3. Edit how frequently you would like to be notified (daily or weekly) and if you would prefer to receive an email and/or in-app notifications.
- 4. Click Save.



Applications

You may also view which applications you have completed and your status in the process.

- 1. From the homepage, click **Jobs** on the top navigation bar.
- 2. Next, choose Applications.

<mark>ii</mark> handshake	۹			For You	Jobs	Events	Students	s Caree	r Center 🔸	🤔 Ellie -
Applications					Job Searc	h Applie	cations E	Employers	On-Campu	s Interviews
Filters		1-1 of 1 applicat	ion							↓₹ Default •
Search	^	R	Human Resources Gen Reisenfeld and Associates	neralist s						
Enter a keyword			 i Status: Pending ✓ Applied Jun 20 - Applicat 	tions closed Jun	22					
			Image 9: Ap	oplicatio	ns Page					

Employers

Handshake has over 250,000 employers in the system! You may be interested in researching companies prior to submitting an application, attending a career fair, or dropping into an on-campus information session.

- 1. From the homepage, click **Jobs** on the top navigation bar.
- 2. Next, choose Employers.
- 3. You may narrow the results, using the various filters on the left side of the screen.

On-Campus Interviews

UC hosts employers on campus to interview undergraduate and graduate students from all academic departments for full-time positions. Each employer determines specific qualifications and the application process.

Types of Interview Schedules

1. *Open schedules* are first-come, first-served. Eligible students who meet the employer's requirements submit an online resume and sign-up for a specific time slot.

- 2. *Preselect schedules* allow all students that meet the employer's requirements to submit an application and be considered for an on-campus interview. After the employer reviews applications, they will "preselect" students who are invited for an interview.
- 3. Other schedules allow employers to fill their own schedules from career fairs or information sessions.

Events

Events provide opportunities to connect with employers through information sessions, workshops, as well as mock interviews and networking sessions.

- 1. From the For You page, click **Events** on the top navigation bar.
- 2. From here, you have the option to view and register for upcoming events.

<mark>ii</mark> handshake	٩	For You	Jobs	Events	Students	Career Center -	🤗 Ellie 🗸
Upcoming E	vents		Up	coming Event	s Event S	earch Fair Search	Calendar
Q Search Events	s 🚔 Find Career Fairs 🗍 🛱 Request Appointments 🛛 🕰 Expl	ore Jobs			Your Upcomin You have no up Q Find some ev	g Events coming events. rents	
Events this month							
Peace Corps	Peace Corps Application Workshop August 28th 2018 at 1:00 pm Tangeman University Center (TUC), 411, Tangeman University Center, Cincinnati, Ohio, 45219, United States	0 stud	View Event ents registe Works	t tred hop	Your Upcomin Aug 14 Augus	g Appointments vintment with Paula Harj st 14TH 2018 AT 9:00 AM EDT	per
	View Details				Your Upcomin	g Career Fairs	
Events in the future					You have no up	coming career fairs. areer fairs	
U.S. AIR FORCE	US Air Force - Information Session Fall Career Fair September 6th 2018 at 5:00 pm Tangeman University Center (TUC), 415, Tangeman University Center, Cincinnati, Ohio, 45219, United States View Details	1 stu	View Event dent registe Info Sess	ered slon	Your Upcomin You have no up Apply to som	g Interviews coming interviews. e jobs	

Image 10: Upcoming Events Page

Career Center

Schedule an Appointment

You may choose to schedule an appointment to meet with a career coaching appointment or your co-op faculty advisor. Please note: If you do not see an appointment type to meet with you co-op faculty advisor, reach out to them to see how they accept requests for appointments.

- 1. From the For You page, click **Career Center** on the top navigation bar.
- 2. Select Appointments followed by Schedule a New Appointment.
- 3. Choose the appointment type and select an available timeslot.

Note: Appointments may not be scheduled less than 1 day from the requested appointment start time.

<mark>h</mark> handshake ^Q		For You	Jobs	Events	Students	Career Center -
Appointments						My School
Schedule A New Appointment						Resources Experiences Surveys
Appointment	Туре		Date			Status
Appointment with Paula Harper	Internship Search - A&S Social Sciences		Tuesd	ay, August 14th	2018 at 9:00 am	Declined

Image 11: Appointments Page

iii handshake 🔍 🍳			For You J	obs Events S	Students Career Co	enter - 🧳 Ellie -
Category College of Education	n, Criminal	Type Job Search - CECH	Staff Member No Prefer	ence	Appointment Med No Preferen	ium Ce
		*	Week of Sunday, August 12th 🗸	*		
Sunday August 12th 2018 No Appointments Available	Monday August 13th 201 No Appointment Available	8 Tuesday August 14th 2018 s No Appointments Available	Wednesday August 15th 2018 No Appointments Available	Thursday August 16th 2018 Appointments Available	Friday August 17th 2018 No Appointments Available Time Zone: Easte	Saturday August 18th 2018 No Appointments Available rn Time (US & Canada)
Ellie Bridges - Aug 16	- Job Search - CE	CH			9:30 am	EDT - 10:30 am EDT
Ellie Bridges - Aug 16	- Job Search - CE	CH			10:30 am	EDT - 11:30 am EDT
Ellie Bridges - Aug 16	i - Job Search - CE	CH			1:00 pr	m EDT - 2:00 pm EDT

Image 12: Appointment Scheduling Page

4. Complete any pre-appointment surveys, if applicable.

Resources

Looking for information on what careers are commonly pursued by people with you major or need advice on how to write a resume? Check out this section for content shared by UC faculty and staff.

- 1. From the For You page, click **Career Center** on the top navigation bar.
- 2. Select Resources.



Image 13: Resource Page

Students

The students tab allows you to see profiles shared by other UC students.

Need Help?

It is important to us that you feel comfortable using Handshake. If you have questions, here are a few ways to get them answered.

- 1. From the For You page, click **Your Name** on the top navigation bar.
- 2. Select Help.
- 3. Browse through the frequently asked questions and responses.



Image 14: Help Page

4. If you didn't find an answer to your question, please visit our Peer Career Coaches during Walk-In Hours or call Patti at (513) 556-3061 or Ellie at (513) 556-0318.