

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

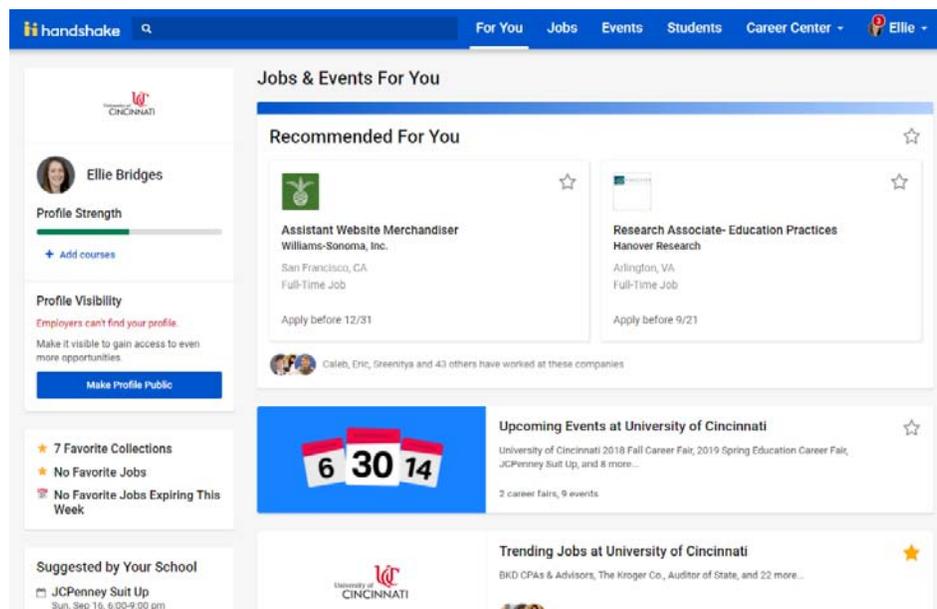
Alumni

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.



The screenshot shows the Handshake Student Dashboard. The top navigation bar includes 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile 'Ellie'. The main content area is divided into several sections: 'Jobs & Events For You' with a 'Recommended For You' list featuring jobs like 'Assistant Website Merchandiser' and 'Research Associate- Education Practices'; 'Upcoming Events at University of Cincinnati' with a calendar showing dates 6, 30, and 14; 'Trending Jobs at University of Cincinnati'; and a sidebar on the left with 'Profile Strength', 'Profile Visibility', 'Favorite Collections', and 'Suggested by Your School'.

Image 1: Handshake Student Dashboard

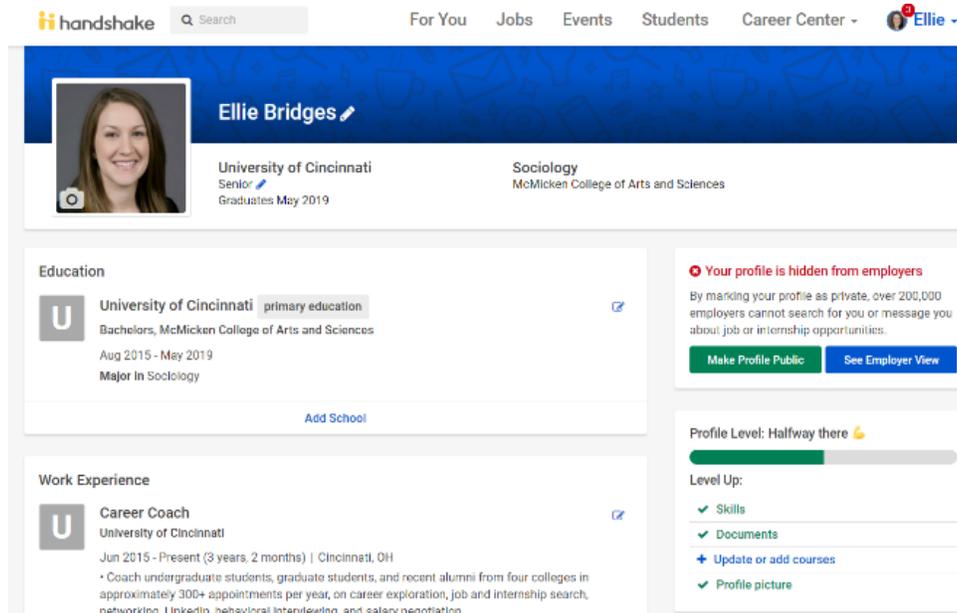
Updating Your Profile

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.



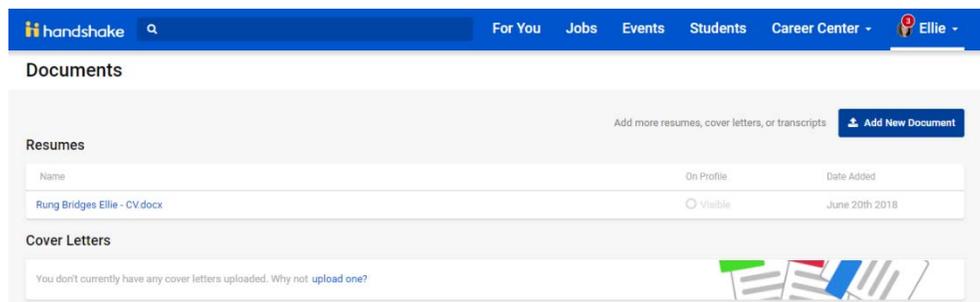
The screenshot shows a student profile for Ellie Bridges on the Handshake platform. The profile header includes a photo of Ellie, her name, and her affiliation with the University of Cincinnati, where she is a Senior majoring in Sociology. Below the header, there are sections for Education and Work Experience. The Education section lists her Bachelor's degree from the McMicken College of Arts and Sciences, completed from August 2015 to May 2019. The Work Experience section lists her role as a Career Coach at the University of Cincinnati from June 2015 to the present. On the right side of the profile, there is a notification that the profile is hidden from employers, with options to make it public or see employer views. Below this, a 'Profile Level' progress bar shows 'Halfway there' with a 'Level Up' section listing Skills, Documents, Update or add courses, and Profile picture.

Image 2: Student Profile

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**.



The screenshot shows the 'Documents' page on Handshake. The page has a blue header with the Handshake logo and navigation links. Below the header, there is a section for 'Documents' with a sub-section for 'Resumes'. A table lists the uploaded resumes, with one entry for 'Rung Bridges Ellie - CV.docx' which is visible and was added on June 20th, 2018. Below the resumes section, there is a section for 'Cover Letters' which currently has no documents uploaded. A button labeled 'Add New Document' is visible in the top right corner of the document section.

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**.

handshake Search For You Jobs Events Students Career Center - Ellie

Your 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 interested in.

What type of job are you looking for?
Please select all that apply

- Full-Time Job
- Internship
- Part-Time
- On-Campus Job

How can Handshake help you?
Please select all that apply

- 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.

handshake Search For You Jobs Events Students Career Center - Ellie

Notification Preferences

Account Information

Notification Preferences

Instructions

Handshake allows you to receive notifications when various activities occur that you are interested in. You can choose what and how you want to be notified for the various activities below.

General	Email
Information and updates to help me get the most out of Handshake	<input checked="" type="checkbox"/>
Marketing messages including promotions and special offers from Handshake	<input checked="" type="checkbox"/>

Events	Email	Notification	Push (iOS)
An event that I joined is updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Image 5: Notifications Page

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.

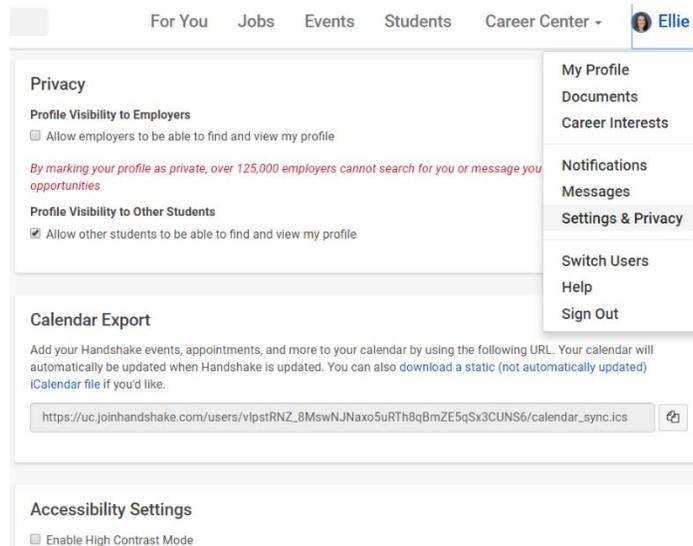


Image 6: Privacy & Settings Page

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 [What Can I Do With My Major? resource](#).

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

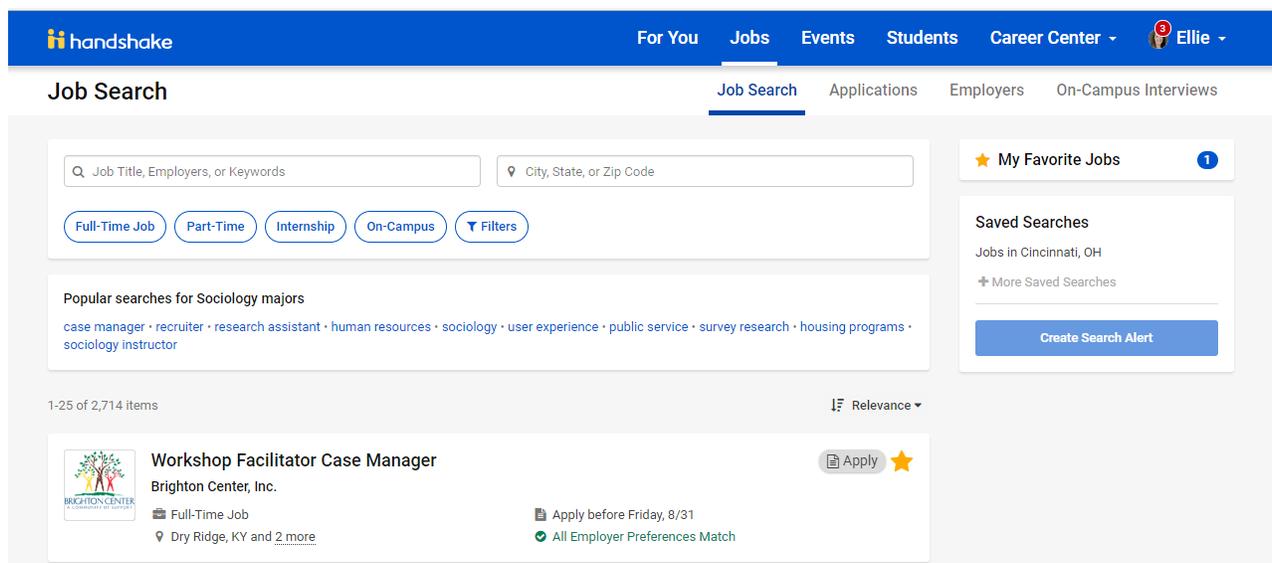


Image 7: Job Search Page

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**.

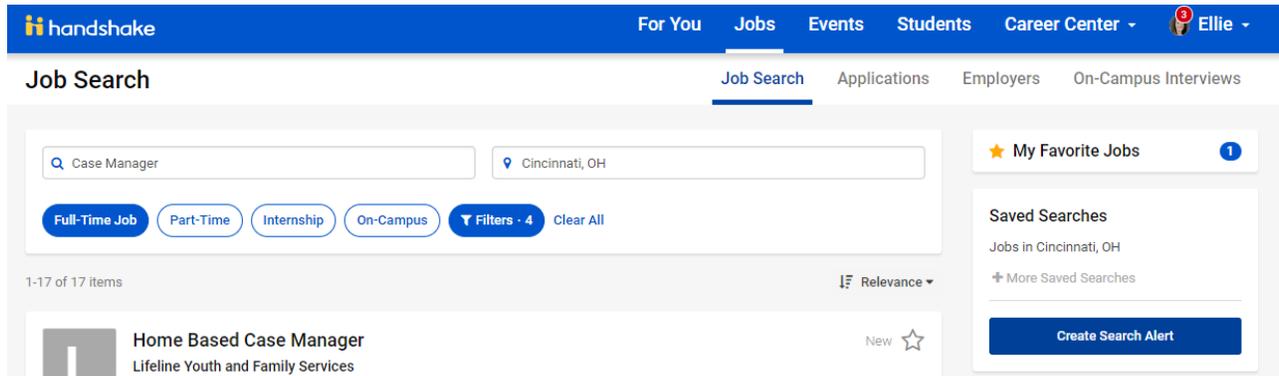


Image 8: Saved Searches

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**.

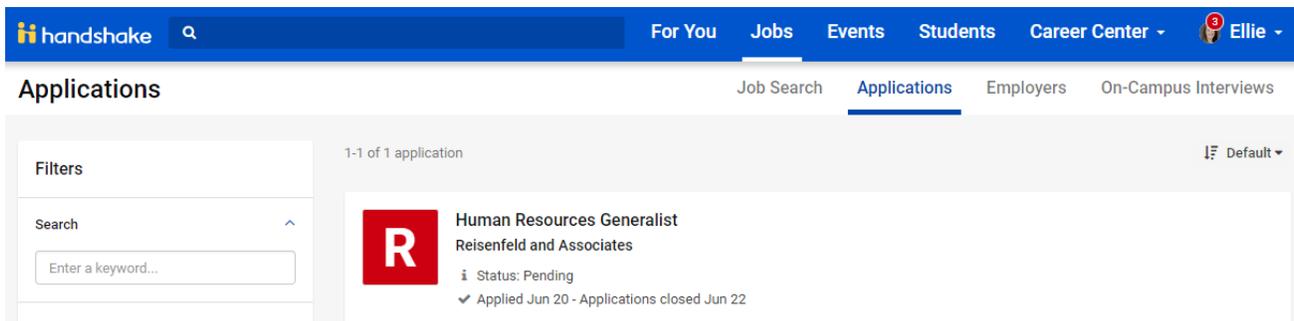


Image 9: Applications Page

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.

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.

Appointment	Type	Date	Status
Appointment with Paula Harper	Internship Search - A&S Social Sciences	Tuesday, August 14th 2018 at 9:00 am	Declined

Image 11: Appointments Page

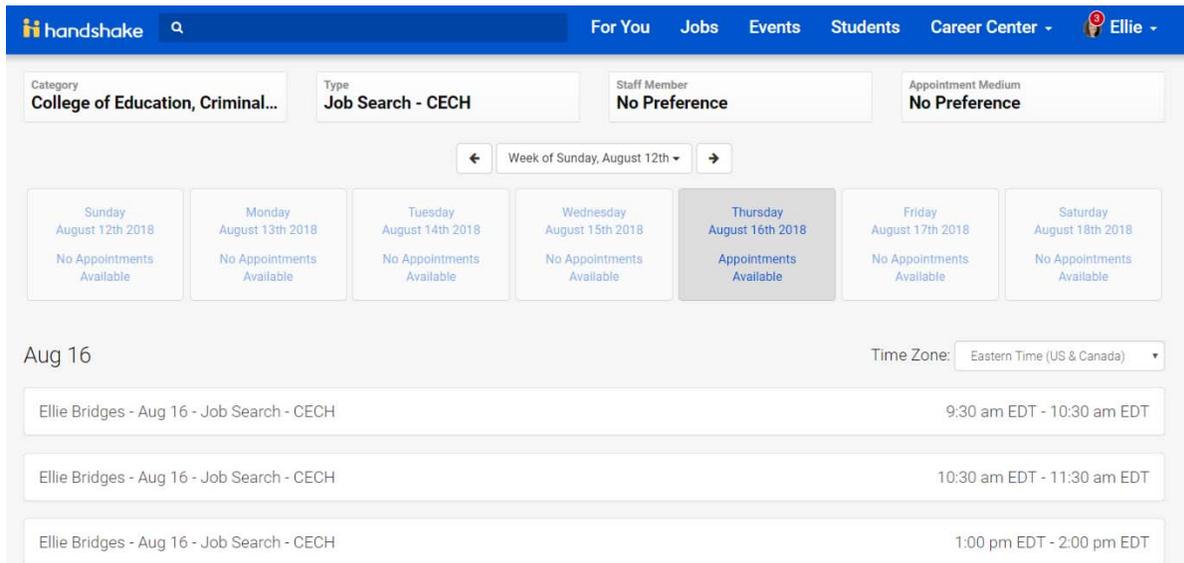


Image 12: Appointment Scheduling Page

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

Resources

Looking for information on what careers are commonly pursued by people with your 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**.

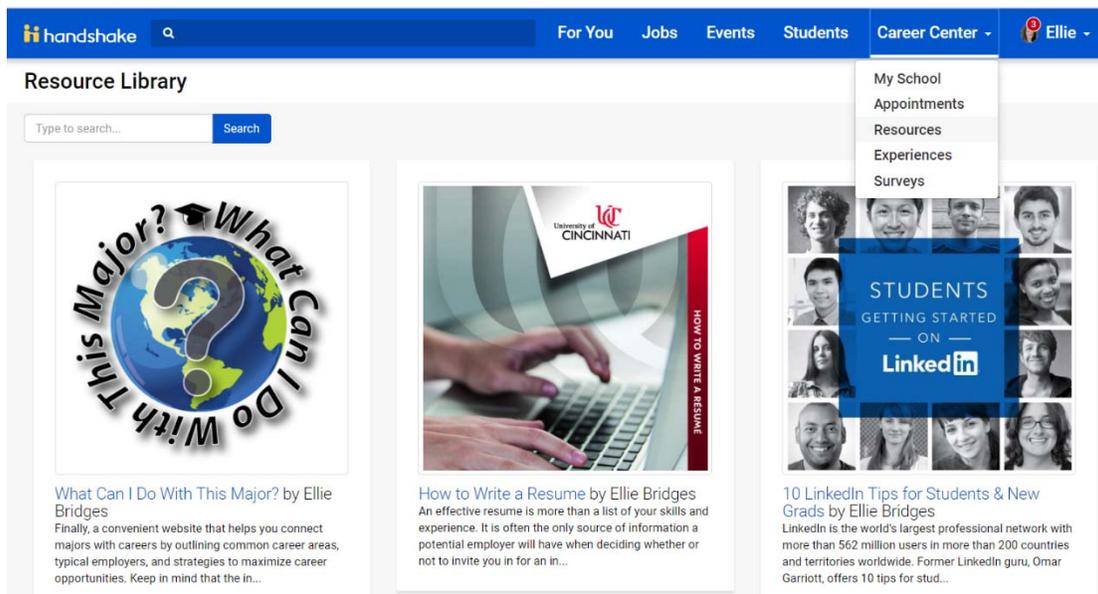


Image 13: Resource Page

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.

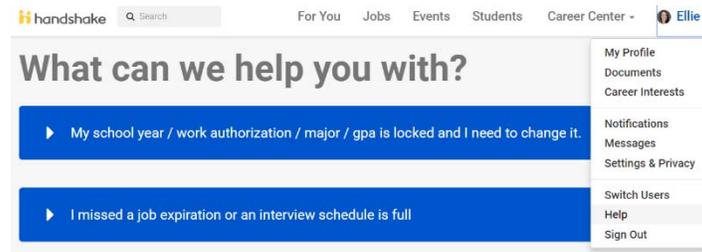


Image 14: Help Page

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.