

Finding a Job or Internship

An in-depth look at maximizing your
Handshake student account

Overview

- ❖ Introductions
- ❖ Job and Internship Search Tips
- ❖ Best Practices
- ❖ Peer Messaging
- ❖ Q&A



Introductions

Introductions



Melissa Torres
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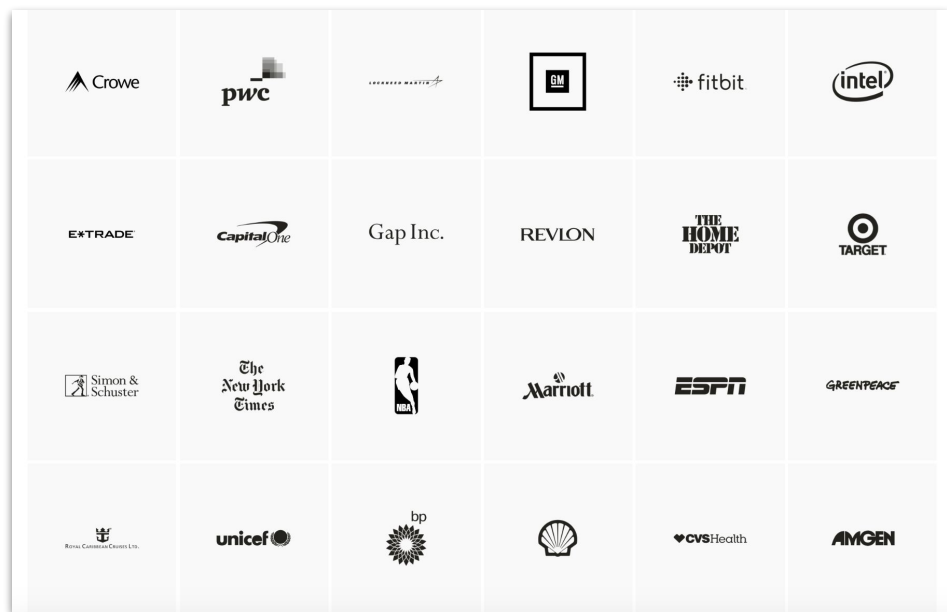
Jace Pomales
Trust and Safety Lead



Job and Internship Search Tips

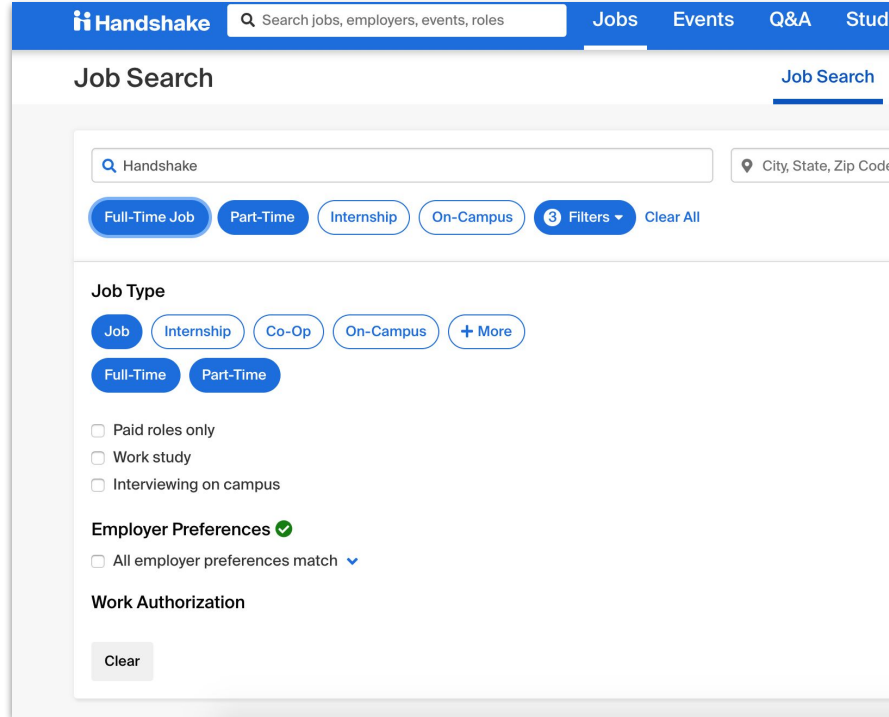
Variety in Career Opportunity

- Over 420K+ employers in Handshake
- Access to all types of employers, to include: startups, small businesses and fortune 500 companies
- Apply to as many job postings as you'd like
- You're more than a GPA



Searching by Employers: Filters

- Search by industry, majors, and work authorization preferences
- HS provides intuitive suggestions
- School Labels



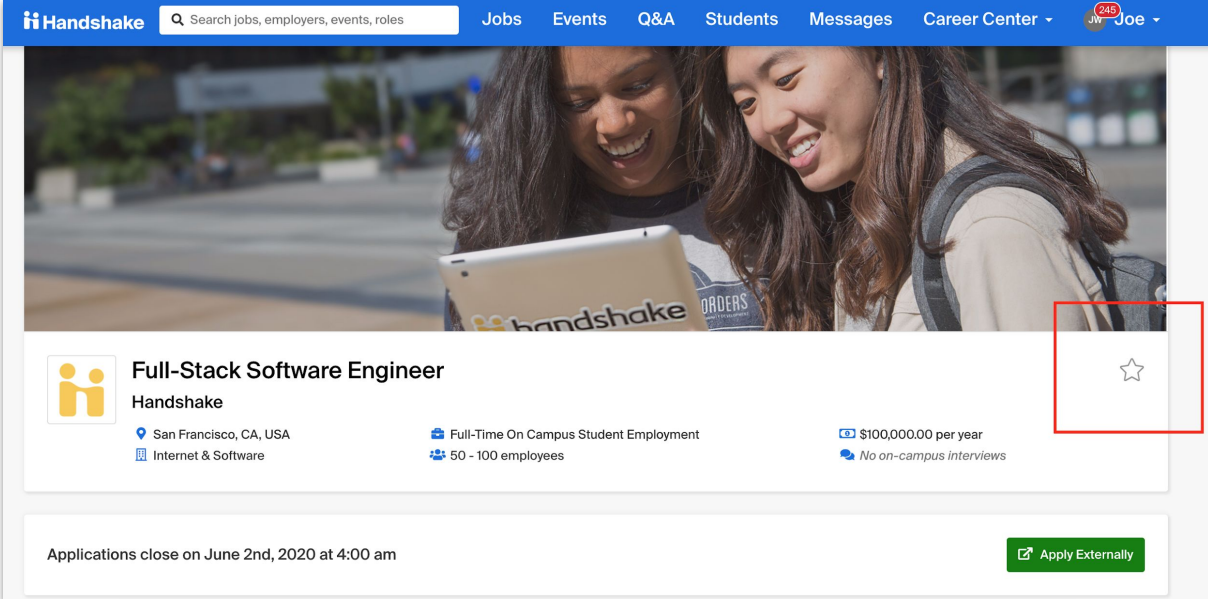
The screenshot displays the Handshake Job Search interface. At the top, there is a search bar with the text "Search jobs, employers, events, roles" and a search icon. To the right of the search bar are navigation links for "Jobs", "Events", "Q&A", and "Study". Below the search bar, the page is titled "Job Search" with a "Job Search" link on the right. A search input field contains the text "Handshake". To the right of the search input is a location selector with a location pin icon and the text "City, State, Zip Code". Below the search input and location selector are several filter buttons: "Full-Time Job", "Part-Time", "Internship", "On-Campus", "Filters" (with a dropdown arrow), and "Clear All". Underneath these buttons is a section titled "Job Type" with buttons for "Job", "Internship", "Co-Op", "On-Campus", and "+ More". Below the "Job Type" section are three checkboxes: "Paid roles only", "Work study", and "Interviewing on campus". The next section is "Employer Preferences" with a green checkmark icon and a checkbox for "All employer preferences match" with a dropdown arrow. Below that is the "Work Authorization" section, which includes a "Clear" button.



Favoriting Jobs

→ Easy and organized viewing of all your favorite jobs

→ Alerts and reminders to apply before deadline



Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center 245 Joe

Full-Stack Software Engineer
Handshake

San Francisco, CA, USA
Internet & Software

Full-Time On Campus Student Employment
50 - 100 employees

\$100,000.00 per year
No on-campus interviews

Applications close on June 2nd, 2020 at 4:00 am [Apply Externally](#)



Applying for Jobs

- **Employer Preferences: Profile Completion** leads to more matches
- See other students who've worked for the employer

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center Joe

Job Search Job Search Applications Employers On-Campus Interviews

Wal City, State, Zip Code, or Address

Full-Time Job Part-Time Internship On-Campus Filters Clear All My Favorite Jobs

1-1 of 1 job IF Relevance

Don't miss out! New jobs are getting added all the time. Save your search and be the first to know.

Walgreens Community... Walgreens - Deerfield, IL Full-Time Internship

Walgreens Community Management Internship Walgreens

Full-Time Internship Deerfield, IL Pay rate not specified Posted Aug 14

Applications close on May 1st, 2020 at 12:00 am Apply

You match some of Walgreens's preferences

Major GPA School Year U.S. Work Authorization

Employers are less likely to interview you if your work authorization doesn't match their preferences.

*Job Title: Internship - Walgreens Community Management Internship

XYZ News Corporation New York City, NY Public 25,000+ employees

Overview Reviews (13) Interviews Favorite

News Reporting Intern New York, NY - June - August 2017

Josephine Alexandria Junior, Communication Studies, Amaranata University

What I liked

I was not treated like an intern and was immediately integrated by the team as one of their own. I learned a lot about the reporting field and entertainment industry as a whole. The program had many different opportunities for networking and expanding my knowledge. I was able to meet so many people I have always looked up to and work side by side with them as a colleague.

What I wish was different

I wish I had done a little more research on the brand so it would be easier for me to distinguish what was and was not important.

Advice

Take advantage of your supervisor. They're there to help you and they want to help you. Use them to your advantage to learn. Shadow them. And always be proactive.

13 people found this helpful

Highlights

- HIGHLY RECOMMENDED
- SOLID COMPANY CULTURE
- GREAT LEARNING & DEVELOPMENT
- STRONG MENTORSHIP & SUPPORT

...always be proactive. If you finish the task given, see where you can step in." News Reporting Intern

"Interns are given a lot of responsibility so expect a fast paced environment where you learn..." The Show News Intern

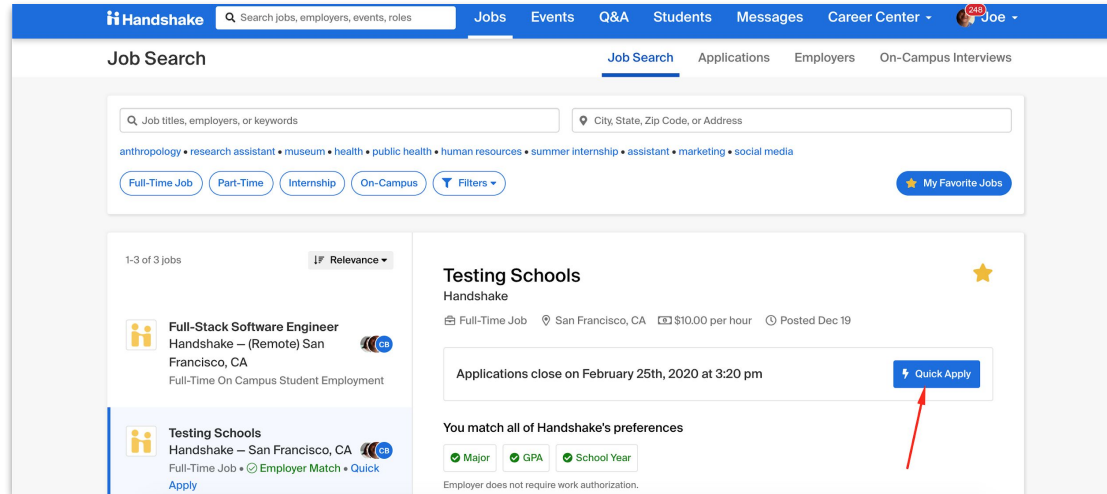
"We got access to lots of mentorship opportunities with senior executives..." The Show News Intern

- See **top reviews** left by students who have worked or interned there



Quick Apply

- Meet all of the employer's preferences
- Application isn't external-only
- There are no required documents or there is only one required document (pending or approved resume)



Save Your Searches

→ Job Alerts

- ◆ Select at least 1 search filter or criteria
- ◆ Click on 'Save your search'

The screenshot displays a job search interface. At the top, there's a navigation bar with 'Job Search' selected, and other options like 'Applications', 'Employers', and 'On-Campus Interviews'. Below this is a search bar containing 'marketing' and a location field. Filter buttons for 'Full-Time Job', 'Part-Time', 'Internship', and 'On-Campus' are visible, along with a 'Filters' dropdown and a 'Clear All' button. A 'My Favorite Jobs' button is also present.

The main content area shows '1-1 of 1 job' with a 'Relevance' sort option. A notification box says 'Don't miss out! New jobs are getting added all the time. Save your search and be the first to know.' A red arrow points to the 'Save your search' link. Below the notification is a job listing for 'Marketing Internship' by Airbnb, with details like 'Full-Time Job', 'Worldwide', 'Paid', and 'Posted Oct 3'. An 'Applications close on February 24th, 2020 at 12:00 pm' and a 'Quick Apply' button are shown. The listing also indicates 'You match all of Airbnb's preferences' with checkmarks for 'Major', 'GPA', and 'School Year'. A 'test' input field is visible at the bottom.



Job Alerts

This search has been saved!

You will receive notifications about jobs matching this search.

[Edit your notifications](#) anytime.

Job Alert Settings ×

Search Title

Get Notified via

Email In-App

Receive Alert

Daily Weekly

Delete Save



Manage Your Notifications

➔ Edit Your Notifications

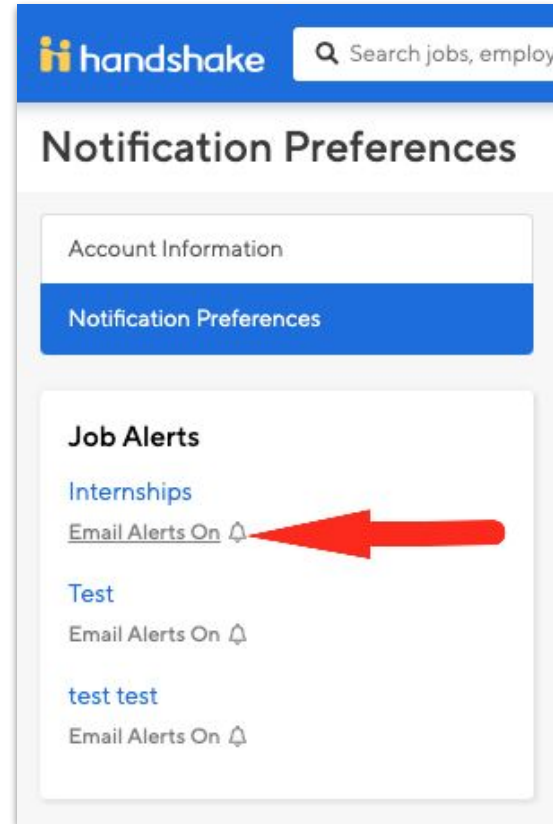
This screenshot shows the Handshake website interface. At the top right, the user's profile is labeled "Student" with a notification badge. A red arrow points to this profile name. A dropdown menu is open, listing options such as "My Profile", "Documents", "Applications", "My Reviews", "Career Interests", "Notifications" (with a notification badge), "Settings & Privacy", "Switch Users", "Help", and "Sign Out". A red arrow points to the "Notifications" option. In the main content area, there is a list of notifications, with the first one highlighted by a red arrow. On the left sidebar, the "JobAlerts" category is highlighted with a red box and a red arrow, and it has a notification badge.

This screenshot shows the same Handshake website interface, but with the "Edit Notification Preferences" button highlighted by a red box and a red arrow. The notification list below shows two notifications. The top navigation bar now includes "Career Center" instead of "Messages".



Manage Your Alerts

➔ Turn Email Alerts On



Job Recommendations and Weekly Digests

Generated based on both career interests as well as job search activity.

Recommendations are based on:

→ Career Interests

→ Major

→ Behavior

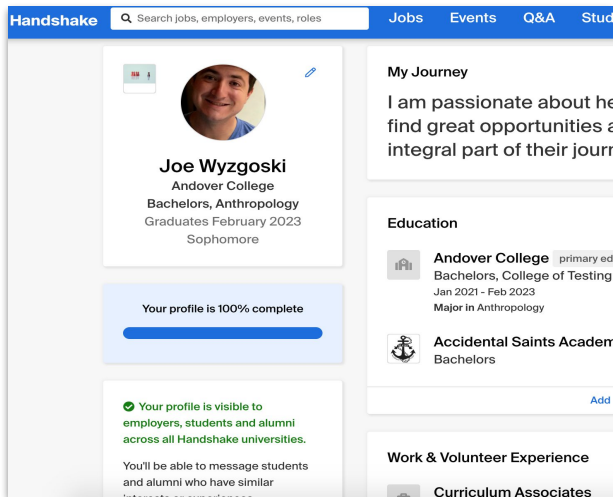
Jobs	Email	Notification	Push (Mobile)
Upcoming application deadline	✓	✓	✓
Employer edits a job	✓	✓	
Employer posts new jobs	✓	✓	
Reminder for your favorited jobs	✓		
One-time reminder email when I start to apply for a job and do not complete application	✓		
Job recommendations based on your activity and interests	✓		



Best Practices

Profile Completion

100% Profile Completion = More Matches



Fill out Work Experience Section

- Job title
- Employer
- Time Period
- Location

Fill out Education Section

- Major and Start/End Dates

Add an Organization and Extracurricular Activities

Add multiple skills, documents, courses, projects

Add a Profile Picture, short bio and social links



Upload Multiple Resumes!

Add more resumes, cover letters, or transcripts [Add New Document](#)

Name	On Profile	Date Added	Status
Resume - Consulting	<input type="radio"/> Visible	January 14th 2020	Approved
Resume - I-Banking	<input type="radio"/> Visible	January 14th 2020	Approved
Resume - General	<input checked="" type="radio"/> Visible	January 14th 2020	Approved

Under your “Name” and then “Documents” you can upload multiple versions of your resume. Consider uploading different versions depending on different types of roles you might apply for and then have a general resume visible on your profile.



Updating Career Interests

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center Joe 245

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

What options are you considering after graduation?
Please select all that apply

[Save My Career Interests](#)

- My Profile
- Documents
- Applications
- My Reviews
- Career Interests**
- Notifications 245
- Settings & Privacy
- Switch Users
- Help
- Sign Out

→ See what jobs match your interests while searching

→ Tool to help you find the right career and job

→ We match these interests and recommend events, articles and jobs



Maximize Your Search Results

USE KEYWORDS!

The screenshot shows the Handshake job search interface. At the top, there is a search bar with the text "Aerospace" entered. Below the search bar, there are several filters: "Full-Time Job", "Part-Time", "Internship", "On-Campus", "Filters", and "Clear All". To the right of the filters is a button labeled "My Favorite Jobs". The main content area shows a list of job results. The first result is for a "Software Engineer Analytics" position at Boeing in Chicago, IL. The second result is for a "Programmer Analyst 3" position at Boeing in St. Louis, MO. The interface also displays a message about applications closing on June 2nd, 2020 at 4:00 am, and a section titled "You match some of Boeing's preferences" with checkboxes for Major, GPA, School Year, and U.S. Work Authorization.

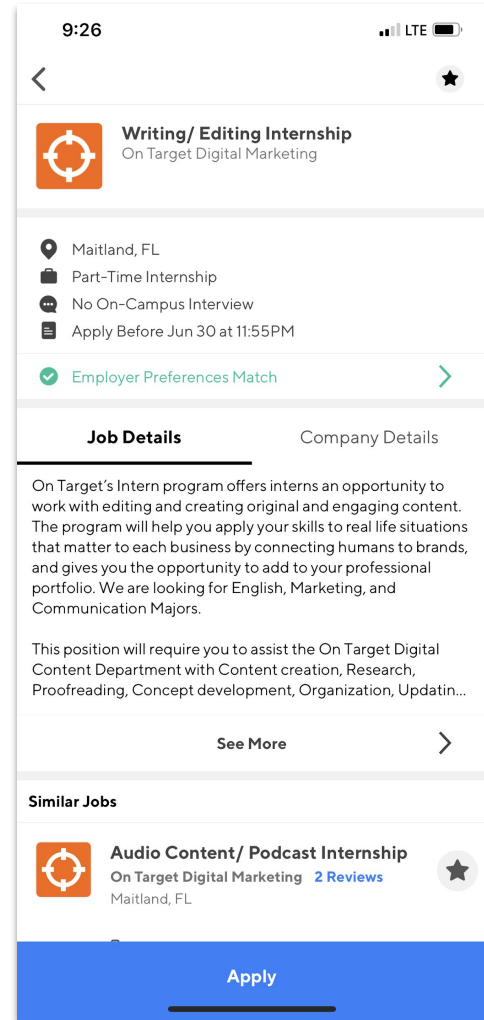
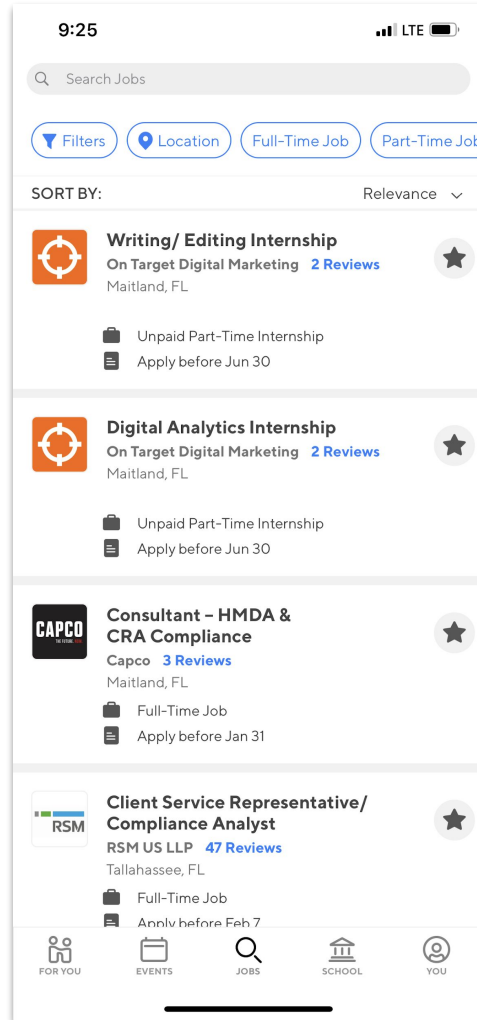
→ Keywords search through Job Titles AND Descriptions

→ Without keywords, top search results will show jobs that match your Career Interests.

→ Don't like what you see? Update your career interests on your profile

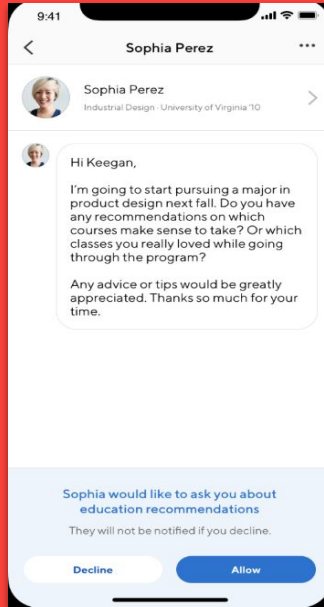


Apply On The Go!



Peer Messaging

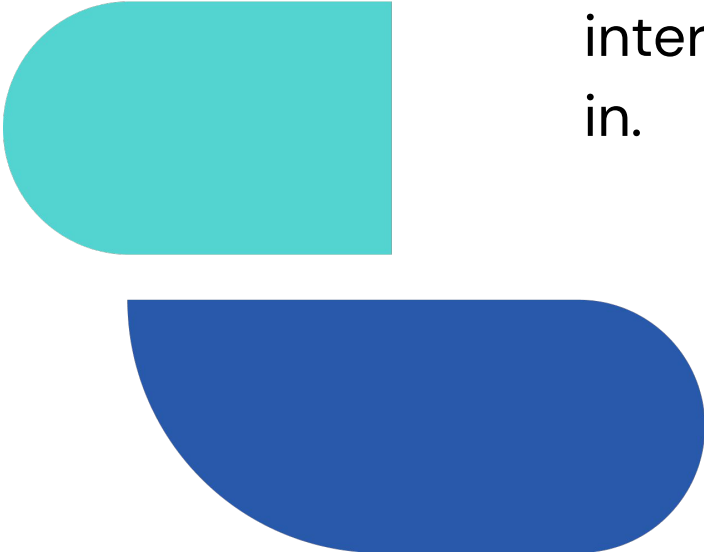
Peer Messaging Tips & Tricks



- Allows your Handshake profile to be visible to other students and alumni across Handshake schools
- Ask about Professional Experience, Education Recommendations, Resume Advice, Interview Advice, Reviews or Q&A, Other career related topic
- Built-in templates make it easy to send messages
- Control your messages with the option to allow or decline
- iOS Peer Messaging Coming Soon!



Hands-On Exercise

A teal rounded rectangle is positioned above a blue rounded rectangle, both on the left side of the slide.

Take the next few minutes and create a Job Alert for a job or internship you may be interested in.

Questions?

Resources

Help Center:

support.joinhandshake.com

Contact Support:

support.joinhandshake.com/hc/en-us/requests/new

