Handshake

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

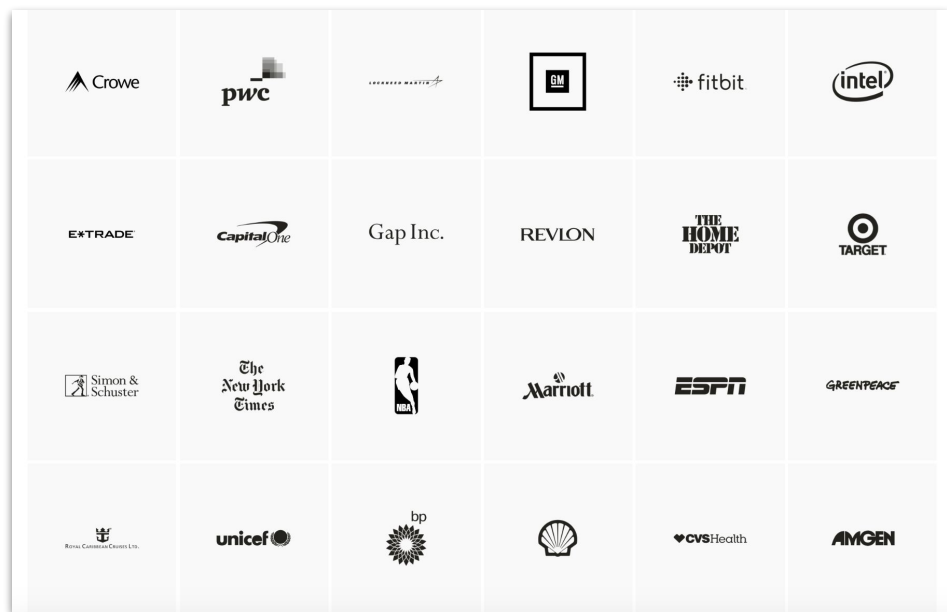# Introductions

Melissa Torres
Consumer Support Team Lead

Jace Pomales
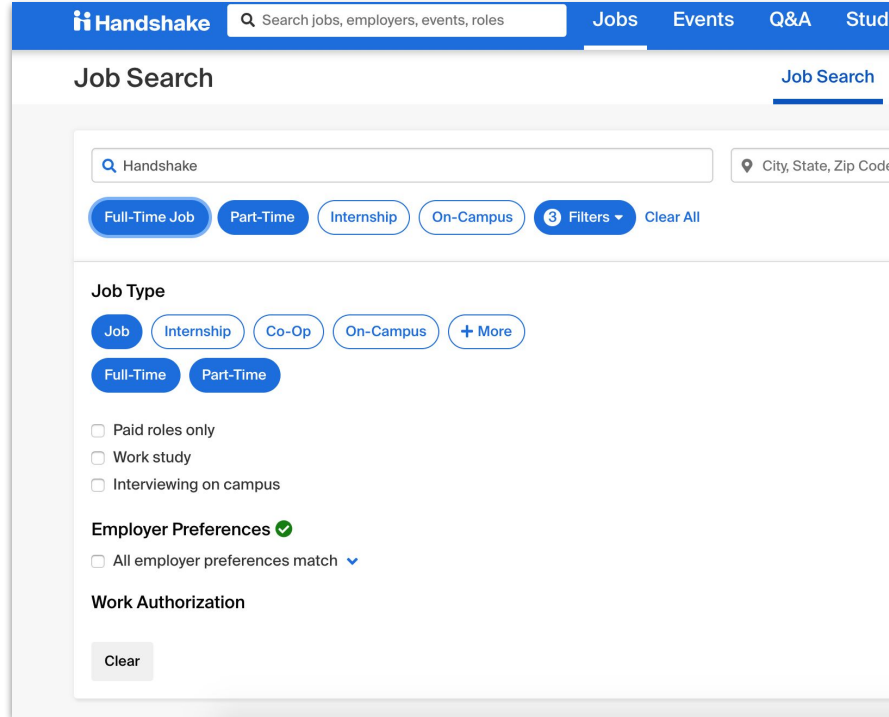**Trust and Safety Lead**

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
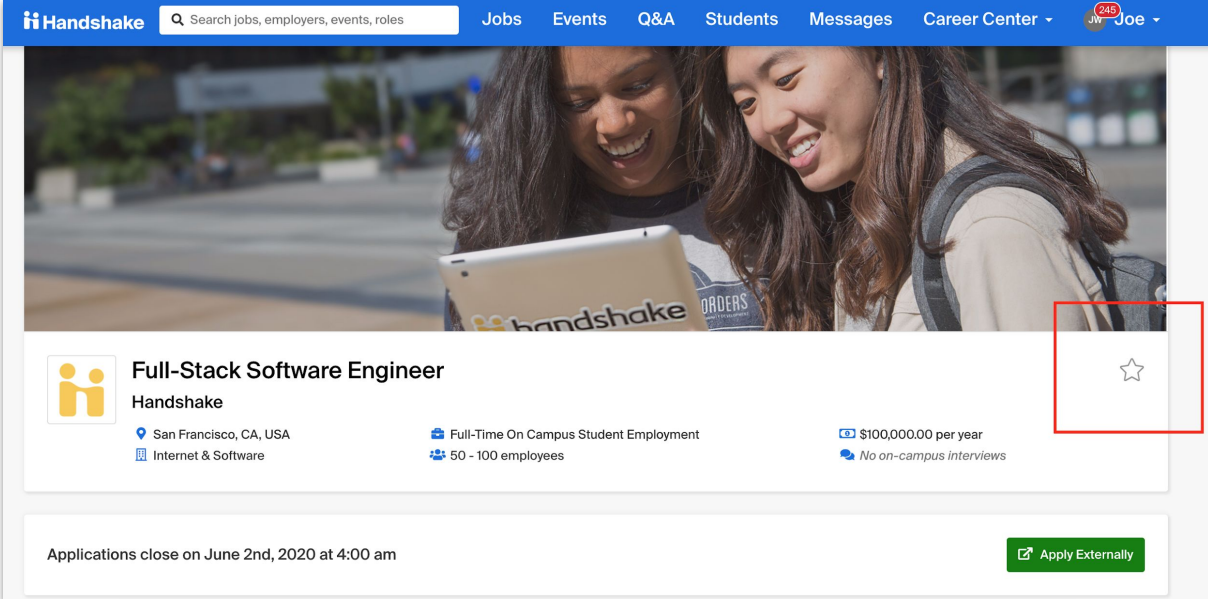
➜ HS provides intuitive suggestions

➜ School Labels

Favoriting Jobs

➔ Easy and organized viewing of all your favorite jobs

➔ Alerts and reminders to apply before deadline

Applying for Jobs

➜ **Employer Preferences:** Profile Completion leads to more matches

➜ See other students who've worked for the employer

➜ 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)
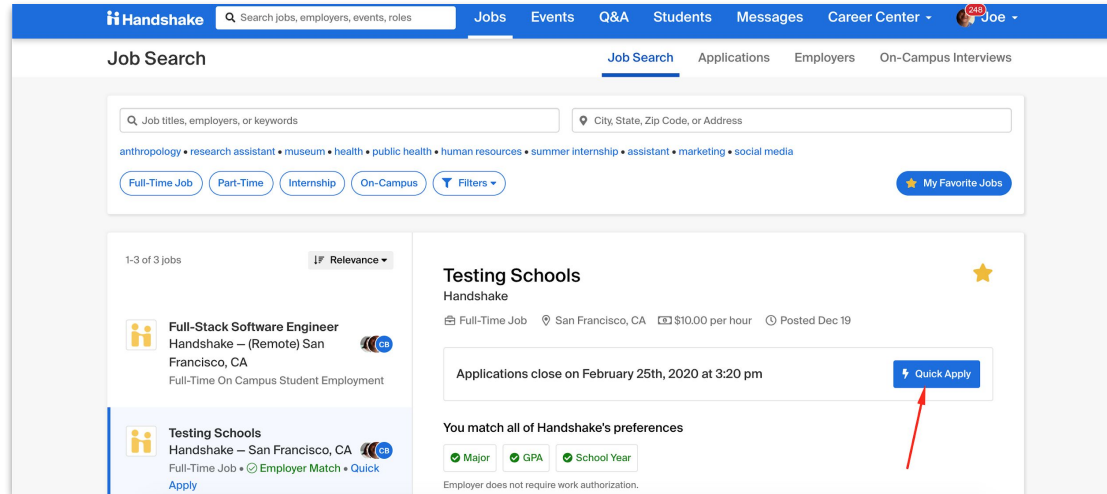
Save Your Searches

→ **Job Alerts**

◆ Select at least 1 search filter or criteria

◆ Click on 'Save your search'

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

Marketing

Get Notified via

☑ Email ☑ In-App

Receive Alert

○ Daily ⦿ Weekly

Delete Save

Manage Your Notifications

➔ Edit Your Notifications

Manage Your Alerts

➜ Turn Email Alerts On
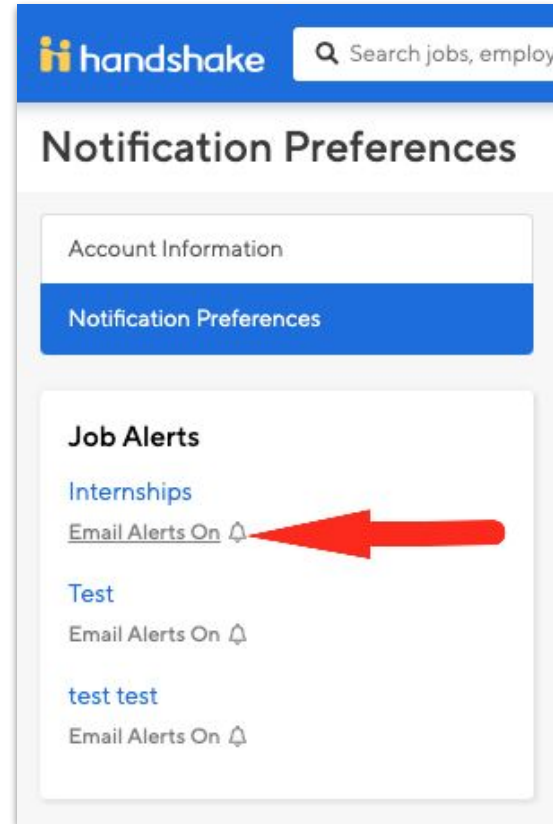
Job Recommendations and Weekly Digests

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

100% Profile Completion = More Matches
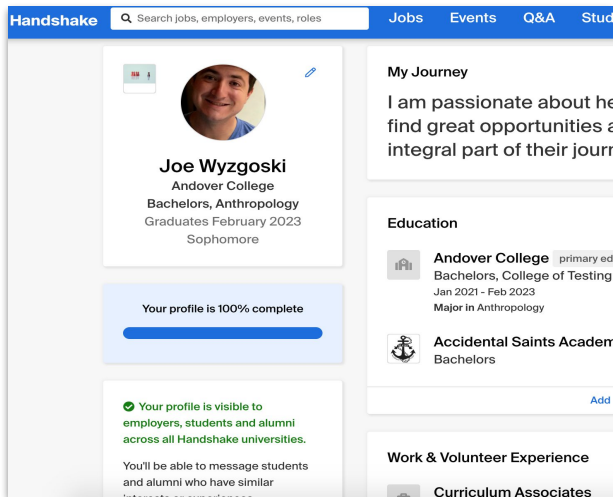
Fill out Work Experience Section

➜ 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!

Resumes

Name		On Profile	Date Added	Status
Resume - Consulting		⭕ Visible	January 14th 2020	**Approved**
Resume - I-Banking		⭕ Visible	January 14th 2020	**Approved**
Resume - General		✅ Visible	January 14th 2020	**Approved**

Add more resumes, cover letters, or transcripts · Add New Document

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

➔ 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
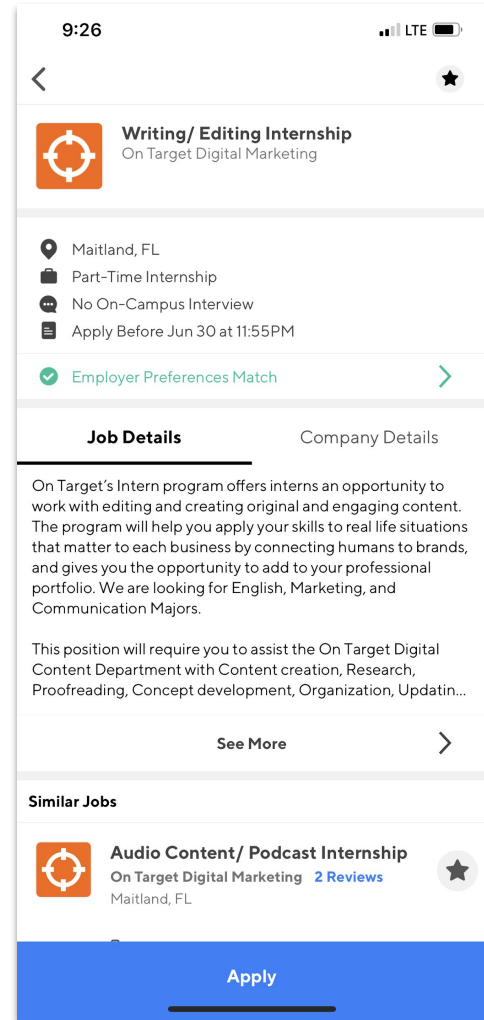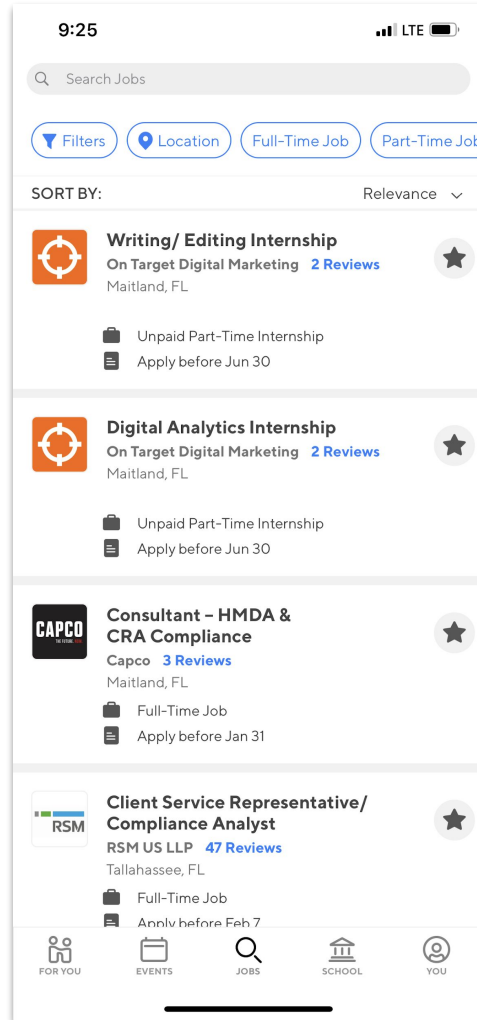
Maximize Your Search Results

USE KEYWORDS!

➔ 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
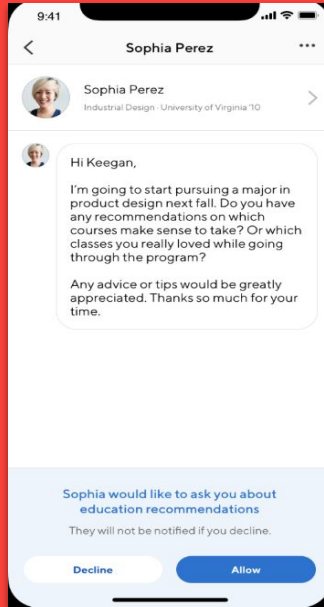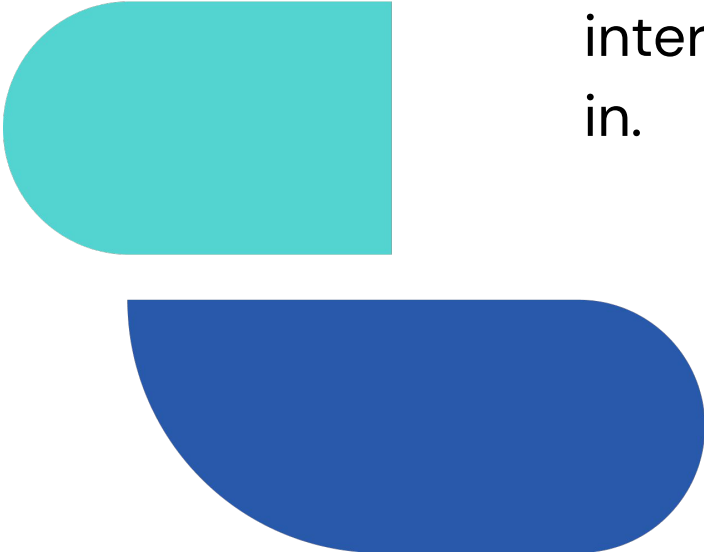
Apply On The Go!

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

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