

NMSU Student Guide to Handshake

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Office of Experiential Learning



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Creating an Effective Personal Profile in Handshake

LOG-IN

Go to <https://nmsu.joinhandshake.com/login> and click on “NMSU SSO” button

- Log in using your myNMSU email address and password.

MY PROFILE

Choose an Appropriate Profile Photo

- Choose a picture in which you are wearing work appropriate clothing
- If you choose not to upload a photo, the system will show a gray user graphic

Education

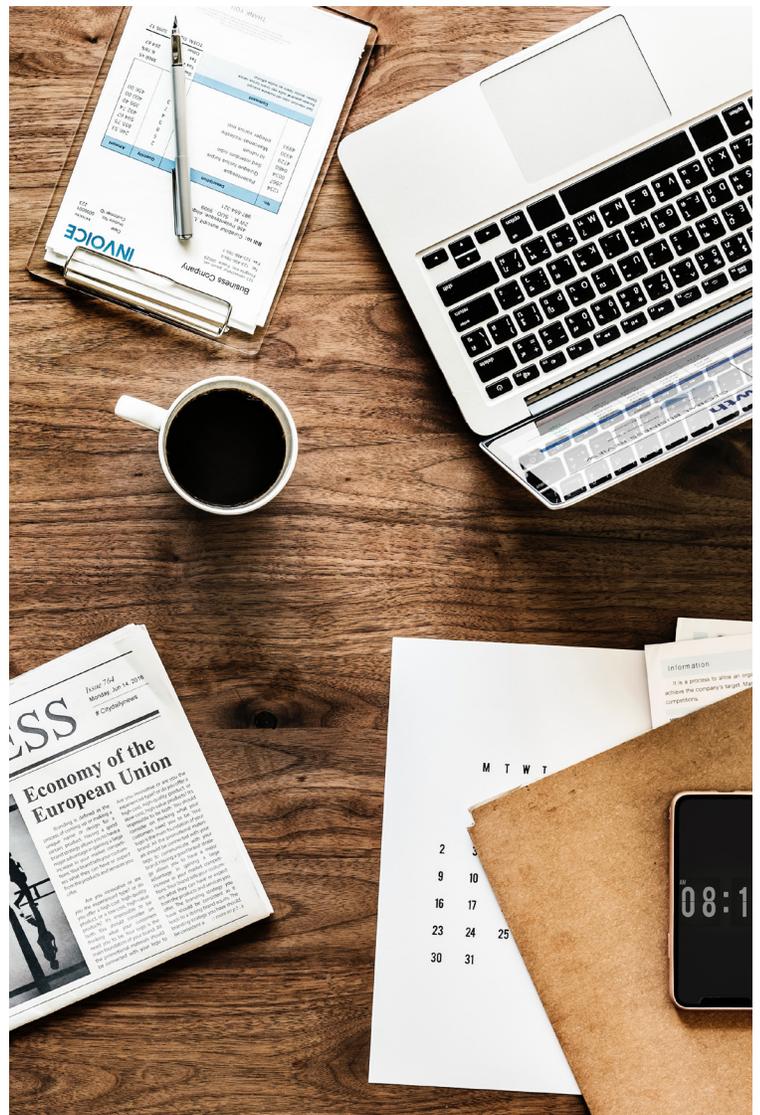
- Information in this section is pre-populated from data in the My Account section
- You may add educational experiences or programs including study abroad, continuing education, or prior undergraduate coursework taken at another institution
- Displaying your GPA is optional – if over a 3.0, it is recommended that you choose to show it

Get to Know Me – Short Bio

- This is a short paragraph, comprised of about 500 characters, focused on your personal brand, accomplishments, and ambitions, that gives an employer a feel for what you consider to be most important about yourself in relation to a position you are seeking
- A combination of the “tell me about yourself” question asked during an interview and an elevator speech
- Do not repeat your resume, highlight it instead
- Use the first person (i.e. the pronoun, “I”) - it builds an emotional connection with the reader
- Promote your qualities, such as leadership, passion for collaboration, creativity, and career goals, to display how you can fulfill the needs of a prospective company
- For examples of personal statements click on the show examples link below the text box.

Documents

- Upload resumes, cover letters, and more to start applying for jobs and internships.
- Schedule an appointment (via Handshake!) to have a Career Advisor review your resume with you.
- Build your profile from your resume to avoid retyping everything already written in your



resume. Handshake pulls the text from the document and loads it in the appropriate field. You can review and edit the text before posting it.

Work Experience and Organizations / Extracurriculars

- Work Experience should focus on work, internship, and research experiences
- Organizations / Extracurriculars can include volunteer, leadership, research and service learning experiences
- Start each entry with a couple sentences that provide an overview of what the job entailed.
- Use action verbs and avoid passive voice
 - e.g. the boy walked the dog vs. the dog was walked by the boy
- Keep the entry clear, concise, and in a consistent tense. Use the present tense when describing a present position and past tense when describing a past experience
- Always lead with your accomplishment. Check the Career Planning Guide for more tips!

Courses

- The Courses section serves as a way for you to highlight relevant coursework
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job

Projects

- This section serves as a way for you to provide tangible proof of your value in the workplace or classroom
- Include descriptions of projects that are relevant to the position you are seeking and that you have completed during an internship experience, a class, or while on a previous job
- Good examples of projects to describe include a paper from a writing class or a lab report you completed for a science course

Skills

- Choose skills acquired from your education, work, or project experience

Social Links

- Your school email is already populated. You may optionally choose to include a permanent email
- Add links to your Facebook page, LinkedIn profile, and personal website (if you have one)
- Your social media presence is a reflection of you! Be sure that your feeds are free of any potentially embarrassing material before including them here

Make your Profile Public!

- By marking your profile as public, over 200,000 employers can search for your skills and experience or message you about job or internship opportunities.
- Click the See Employer View to see what your profile looks like to employers. Like what you see? Employers will too!

TIPS

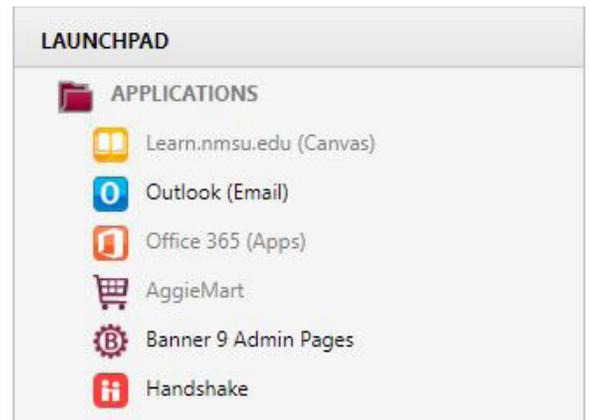
- Make sure your profile is complete (80%-100% completion score from Handshake) before publishing it for employers. Fill out all sections: personal statement, work experience, projects, skills
- Check for spelling, punctuation, and grammatical errors.
- Schedule an appointment with a Career Advisor (via Handshake) to have your profile reviewed! An advisor will provide feedback about the effectiveness of your profile and offer suggestions for improvement

How do I get a Handshake account?

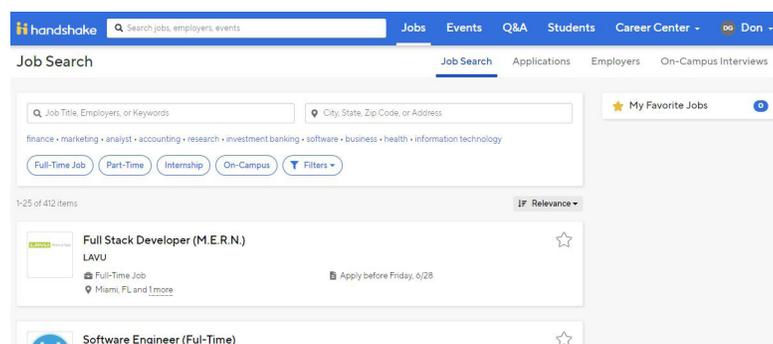
Good news! You already have a Handshake account - all you need to do is activate it by logging in!

Here are five quick steps you can take to jump-start your Handshake experience:

- 1. Login to Handshake.** Log in to your MyNMSU page: <https://my.nmsu.edu>. Click the Handshake link in the LAUNCHPAD.
- 2. Upload a document.** You'll likely want to have a public resume available in Handshake for employers (and NMSU's Experiential Learning staff (OEL)) to see. To learn more about how to upload a document, read [How do I add \(upload\) a new document?](#)
- 3. Fill out your profile.**
 - Some of your information will already be in your Handshake profile (provided by the University Student Records). Check to be sure all pre-loaded information is correct and determine if you want to make your GPA public. If you find an error in your profile data, contact NMSU's Experiential Learning office. You will likely need to make official updates (such as address, etc.) with University Student Records (Registrar).
 - You'll need to decide whether to make your profile public or private.
 - Recommended: A public profile, and most information in the profile, can be seen by any employer on Handshake and by OEL. (Note: Some Handshake profile components, like GPA, have their own privacy settings so your profile may be public, but your GPA is private, for example). Your profile cannot be seen by other students or by staff at other schools.
 - If you make your profile private, it can only be seen by you and OEL.
 - You can switch your privacy status at any time, from private to public or from public to private.
 - The more information you add to your profile, the easier it will be for employers to find you and to make good decisions about whether or not you might be a good fit for their job postings.
- 4. Take Handshake for a spin.** Use the landing page, top search bar and filters to look for companies and jobs you're interested in exploring or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy.
- 5. Follow some jobs and employers** you are interested in. When you follow an employer or a job, you can begin filtering based on companies you follow.



Note: Once you've taken these five steps, you'll be on your way to using Handshake to help you efficiently and effectively launch your career!



How do I change my profile to private/public?

As a user with a student account you can choose whether or not you want your profile to be public to employers.

1. Click your name in the main drop down menu in the top right corner
2. Select Settings and Privacy
3. You can then set your visibility preferences for both employers as well as other students at your campus.

You'll also see a box on your dashboard that allows you to quickly toggle your profile to public if it wasn't already. Just click Make Profile Public and you're all set!

Privacy

Profile Visibility to Employers

Allow employers to be able to find and view my profile

Profile Visibility to Other Students

Allow other students to be able to find and view my profile

The screenshot shows the Handshake profile for Arwen Undómiel. The profile header includes her name, a photo, and her university and major information. Below the header, there are tabs for 'Overview' and 'Reviews'. A section titled 'Get started with 3 easy steps!' contains three cards: 'Tell recruiters where you've worked or interned before' (Nailed it), 'Share which organizations or groups you are a part of' (Add or update organizations), and 'Showcase your top skills to stand out to employers' (Looking good). A green notification box asks 'Why type everything again?' and offers to 'Select Resume'. A red-bordered box highlights the GPA visibility settings, showing 'Your GPA is hidden from employers' and buttons for 'Make GPA Public', 'See Employer View', and 'Make Profile Private'. The 'Education' section shows Rivendell University as primary education.

Default Notification Preferences for a Student

You may receive Handshake notifications regarding career and recruiting activities. To change your settings:

1. **Click** your name in the Navigation bar.
2. **Select Settings & Privacy and click Notification Preferences** on the far left side of the screen.
3. **Checkmark** what information (Jobs, Interviews, Career Fairs, Documents, etc.) you wanted to be alerted about and how updates should be shared on your Handshake dashboard, email and/or push (mobile).
4. **We recommend** that you enable notifications to receive reminders for events that you have joined.

Notification Preferences

Instructions
Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

General	Email	Notification	Push (Mobile)
Information and updates to help me get the most out of Handshake	✓		
Marketing messages including promotions and special offers from Handshake	✓	✓	

Events	Email	Notification	Push (Mobile)
An event that I joined is updated	✓	✓	
I am invited to an event	✓	✓	
Employer is hosting an info session	✓	✓	
Upcoming events I've joined	✓	✓	✓

Interview Schedules	Email	Notification	Push (Mobile)
I am assigned to an interview slot	✓	✓	
An interview schedule posting is approved	✓	✓	

How do I add (upload) a new document?

[Watch this two minute video on how to upload a document.](#)

Need to upload documents for job applications? Follow the steps below and you'll be good to go. Note that some positions in Handshake require you to include documents as part of the application.

To upload a new document:

1. **Click** your name in the Navigation bar.
2. **Select Documents.**
3. **Click** the **Add New Document** button.

Documents

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

Resumes

Name	On Profile	Date Added	Status
Resume	<input checked="" type="checkbox"/> Visible	August 15th 2017	Pending
Katie Resume	<input type="checkbox"/> Visible	November 15th 2017	Pending

How do I edit or delete a document?

Need to edit, or delete documents you've uploaded? Please follow the instructions below.

1. **Click** your name in the Navigation bar.
2. **Select Documents.**
3. **Find** the document you want to edit or delete and click on it. You'll be directed to the Review Document page for that specific document. Click on Edit in the upper right corner.
4. **For deleting your document:** Once you click Delete, the document will be deleted immediately. You will not be prompted to confirm the deletion nor can you reverse the action once it's done.
5. **On the Editing page,** you have the option to edit information about your document or delete the document.
6. **To edit/replace a document:** Documents stored in Handshake are in .PDF format, so you cannot make a change to the document directly within Handshake. You'll need to first make the change in original document (on your computer), save it as a .PDF, and upload it as a replacement.

How do I search for jobs and internships?

Start by clicking on Jobs in the top Navigation bar. You will be taken to the Job Postings page. From here, there are various options to view available jobs and narrow your search. See below for more information.

- To search for jobs using keywords, use the search box at top of the page. Enter a few keywords and select your desired filters.

The screenshot shows the Handshake Job Search interface. At the top, there is a navigation bar with the Handshake logo and a search box containing 'Search jobs, employers, events'. The main navigation includes 'Jobs', 'Events', 'Q&A', 'Students', 'Career Center', and 'Don'. Below this, the 'Job Search' section is active, with sub-tabs for 'Job Search', 'Applications', 'Employers', and 'On-Campus Interviews'. The search criteria are: 'Job Title, Employers, or Keywords' (empty), 'City, State, Zip Code, or Address' (empty), and filters for 'Full-Time Job', 'Part-Time', 'Internship', and 'On-Campus'. A 'Filters' button is also visible. The results show '1-25 of 412 items' and a 'Relevance' sort option. The first job listing is for 'Full Stack Developer (M.E.R.N.)' at 'LAVU', a 'Full-Time Job' in 'Miami, FL and 1 more' locations, with an application deadline of 'Friday, 6/28'.

- Another great way to search for jobs and internships is to use the filters and create a saved search. If you are looking for a summer internship in a specific city, you can set these as filters in your search! In this example, I have set Job Type = Internship and Location = Nashville, Tennessee.

The screenshot shows the Handshake Job Search interface with filters applied. The search criteria are: 'internship' in the search box and 'Nashville, Tennessee, United States' in the location box. The filters are set to 'Full-Time Job', 'Part-Time', 'Internship', and 'On-Campus', with a 'Filters - 3' button and a 'Clear All' option. The results show '1-24 of 24 items' and a 'Relevance' sort option. The first job listing is for 'Management Internship' at 'Dayton Freight', a 'Part-Time Internship' in 'Nashville, TN and 43 more' locations, with an application deadline of 'Monday, 6/3'. A 'Create Search Alert' button is visible on the right side of the page.

- To sort the job listings, use the drop down arrow next to Sort By: Relevance button on top right hand corner. Click on the arrow. Select the basis for your sorted job list from the options provided.
- As mentioned above, Handshake offers a variety of criteria to filter your search and create customizable search lists by Selecting on Filters.

The screenshot shows a close-up of the job listing for 'Management Internship' at 'Dayton Freight'. The listing includes the company logo, job title, location 'Nashville, TN and 43 more', and an application deadline of 'Monday, 6/3'. A 'Relevance' dropdown menu is open, showing options for 'Relevance', 'Expiration Date', and 'Date Posted'. Below the listing, it mentions 'Jacob and Shane have worked here'.

- You can create a filter for “Favorited Jobs” by selecting the star next to each job. If you favorite a group of jobs, you can return to the list at any time by clicking “My Favorite Jobs.”

Job Search

★ My Favorite Jobs 3

How do I save a search?

As a student, you’ll likely end up performing searches in many areas of Handshake. To save you time, you can save your searches so you can easily run them again in the future. For example, you may do a search for a job with specific criteria that are important to you. If you save that search, you can come back days, weeks, or months later and quickly run the same search on the current list of jobs.

Note: When saving a search, please be aware that you are not saving your search results. **You are saving your search criteria.**

While your search criteria will vary depending on the area of the site you’re searching, the steps you will follow to create and save a search will be similar. We’ll use the **Jobs** tab for this example.

First, **create your search:**

- Click Jobs** on the top navigation bar.
- Click Filters.**
- You will see a list of filters to enter the criteria for your search (such as location, major, job type, etc.).
- Select** the criteria for your search and **click on See Jobs** at the bottom of the page. You may select as many options as you want. Some criteria options, e.g. Major, are specific to your school and career services center.
- If you think this is a search you’d like to perform again in the future, you’ll want to save it. Remember, by saving your search you are saving the criteria for the search, not the results the search yielded. The jobs meeting the criteria of your saved search change daily. To save specific jobs, see **My Favorite Jobs** mentioned above.

The screenshot shows the Handshake Job Search interface. At the top, there is a navigation bar with 'For You', 'Jobs', 'Events', and 'Students'. Below this, the 'Job Search' section is active, with 'Job Search' and 'Applications' tabs. The search criteria are: 'engineer' in the search bar and 'Kansas City, Missouri, United States' in the location dropdown. There are buttons for 'Full-Time Job', 'Part-Time', 'Internship', 'On-Campus', and 'Filters - 4'. Under 'Job Type', there are buttons for 'Internship', 'Co-Op', 'On-Campus', 'Job', and '+ More'. Under 'Employer Preferences', there are checkboxes for 'Paid roles only', 'Work study', and 'Interviewing on campus'. Under 'Work Authorization', there are checkboxes for 'Will sponsor or doesn't require US work visa' and 'Accepts OPT/CPT'. Under 'Industry', there is a dropdown menu with 'Add industries...' and a button for 'Civil Engineering'. At the bottom, there is a 'Clear' button, '19 jobs found', and a 'See Jobs' button.

To **save your search**:

- To save a custom search, simply select your filter options and See Jobs. Click the Create Search Alert on the right hand side. Enter the name and description of your search and click Save.

Job Search

Job Search Applications Employers On-Campus Interviews

engineer Kansas City, Missouri, United States

Full-Time Job Part-Time Internship On-Campus Filters - 2 Clear All

1-25 of 173 items Relevance

Engineer
Altec Industries
Full-Time Job
St. Joseph, MO
Apply before Tuesday, 9/18
Madison and 1 other have worked here

My Favorite Jobs 0

Saved Searches
university of missouri
Search on 3/6/18
+ More Saved Searches
Create Search Alert

Now, to view jobs based on one of your saved lists, **conduct a saved search**:

- **Click Saved Searches** at the right hand side.
- You will see a list of searches you have saved. the saved search you'd like to run.
- Your search results will appear and will be populated with the most current data that meets your saved search criteria.

Saved Searches

university of missouri
Search on 3/6/18
+ More Saved Searches
Create Search Alert

How do I apply for a job?

If you would like to apply for a job in Handshake follow the steps below :

- **Click Jobs** on the top navigation bar.
- Search for jobs that you are interested in. Check out this article on searching for jobs: [How to search for jobs.](#)
- Select the job that you are interested in applying to by clicking on See More at the bottom of the job description box.
- Review the details and qualifications for the job to make sure it is a good fit

handshake For You Jobs Events Students Career Center Truman

KSDK Multi-Platform Producer
MU Journalism Career Services: Job Listings
St. Louis, Missouri, United States
Journalism, Media & Publishing
Full-Time Job
25,000+ employees
Paid
No on-campus interviews

Overview Related Q&A (0)

Applications close on September 24th at 5:00 pm Favorite Apply

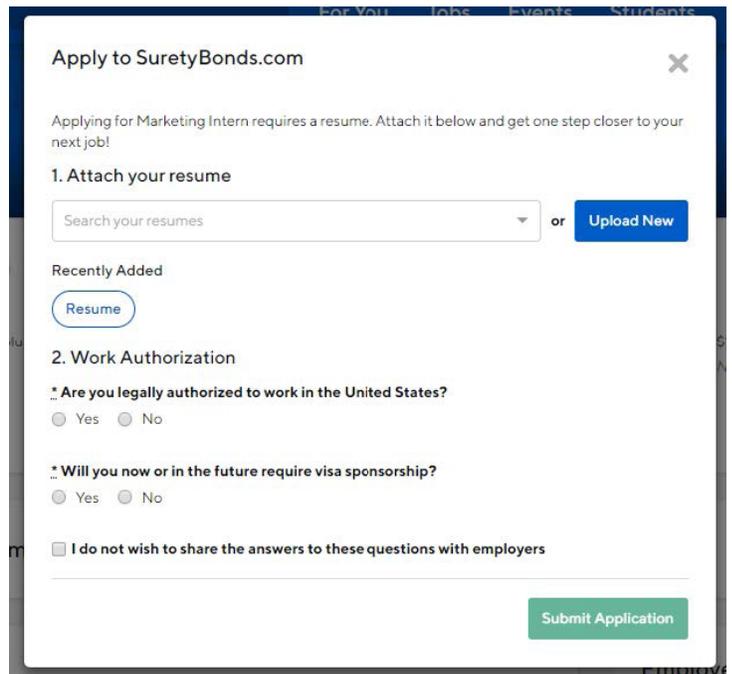
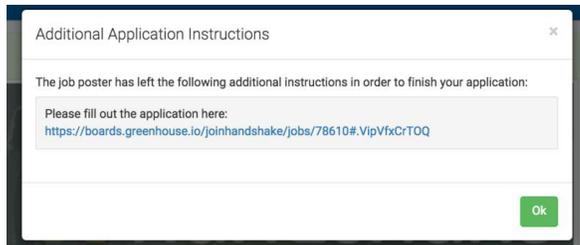
Your school year does not match what is requested for this job. If this information is incorrect, please update it here.

Job Description
We are looking for an experienced journalist to help build an important franchise for 5 On Your Side. If you're a creative storyteller who understands true multi-platform journalism and not bound by the methods of traditional TV news - we want to hear from you!

Employer Preferences
You don't match some of this employer's preferences
Majors
GPA

- If you are ready to apply click Apply located on the right side of the screen.
- Please be aware that campus employers may have additional application instructions (see below)
- Select the documents you would like to upload from your document library or upload documents directly from your computer.
- Click the green Submit Application button when you are ready to submit your application.

Note: If this job has additional instructions you will see a message with directions that you will need to follow to complete this application (usually including links to an online form or company web page).



- Once you have successfully applied, you will see Application Submitted

How do I sign up for an interview slot?

You can search for interviews in Handshake a few different ways.

- If you have applied to a job that is hosting an interview on campus and you would like to see if you have been selected for an interview you can select **On-Campus Interviews** on the top navigation bar. Here you can search for interviews that you have applied to.
- Next, you will need to review the timeline of the interview. If the interview is open for taking slots you can click **Take Slot**.

If you need to choose a different time in the schedule you can choose:

- **Leave Slot:** Remove your selection from the schedule. Until you pick a new time you will not be included in the interview schedule.
- **Switch to Slot:** Moves you to a new slot in the schedule, this option will only be available if there are open slots to switch to.
- **Request Swap:** Request to swap time slots with another student. There is no guarantee that the student will accept this request to swap slots so make sure you keep an eye on your interview slot. Note: If the schedule shows that the signup period has ended, the schedule will be locked and you will not be able to leave or make any other changes. Please reach out to NMSU's OEL for help.

Time	Jobs	Student	Interviewer	Room	Action
8:00 am - 9:00 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
9:00 am - 10:00 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
10:00 am - 11:00 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
11:00 am - 12:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
1:00 pm - 2:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
2:00 pm - 3:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
3:00 pm - 4:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
4:00 pm - 5:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot

Time	Jobs	Student	Interviewer	Room	Action
8:00 am - 9:00 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
9:00 am - 10:00 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
10:00 am - 11:00 am	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
11:00 am - 12:00 pm	Any	Your Slot	Not Assigned	Unassigned Room Number 1	Leave Slot
1:00 pm - 2:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
2:00 pm - 3:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
3:00 pm - 4:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
4:00 pm - 5:00 pm	Any	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot

How do I view employers attending a career fair?

If you would like to view the employers who will be at an upcoming career fair:

- **Click Events** in the top navigation bar.
- Click on the **Find Career Fairs** above the listed events.

- **Select** the Career Fair you are interested in attending in order to view more information.
- **Click** on the **Join Event** button to register for the event or the **Favorite** button to save the event.

- **Click** on the **All Employers** button to see a full list of participating employers.

Note: Prior to attending a career fair, be sure to search for employers and career fields by entering in keywords in the search bar and selecting filters from the left hand of the page. Doing your research beforehand will help you familiarize yourself with the available employers, as well as formulate a strategic game plan for the event.