THE COLLEGE OF NATURAL SCIENCES Career Center

handshake Tips for Students

Everything related to your career development is now on Handshake:

- Activate your free account with your UMass email address
- Make an appointment with a career advisor
- Search and apply for internships, co-ops and jobs
- Research employers of interest
- Find career fairs, workshops, and other events
- Complete your professional profile and make it public
- Receive a daily feed of opportunities tuned to your interests

<u>SETTING UP HANDSHAKE BEFORE USE:</u>

Bookmark Handshake at **https://umass.joinhandshake.com/**

Activate your free account using your UMass email address and answer the initial questions Handshake asks you. Handshake's daily feed, like Pandora or Spotify, is based on the interests and actions you provide. To get the most from this feature, answer the questions thoughtfully.

Complete your Profile to get the best daily feed for you. Click your name at the top right, then "My Profile." We encourage you to make your profile public so employers may also browse your profile. You can upload your resume to pre-populate your profile, but you should then go through it carefully to make corrections and additions. *You must have a well-completed Handshake profile to fully benefit from Handshake's personalized feed.*

Handshake is Not a Replacement for LinkedIn
It is important for you to keep BOTH profiles up to date. Many employers seeking your talents will also be looking for you on LinkedIn.com. The CNS Career Center, and the CNS Career Development Handbook, can help you to create and develop an effective profile for this purpose. LinkedIn makes well-completed LinkedIn profiles more visible on their site, so be sure to get help filling yours out.

Set Your Notification Preferences
Under your name at the top right, click "Notifications," then click the white "Edit Notification Preferences" near the top.

Set Your Privacy Preferences
Under your name, click "Settings & Privacy." We encourage you to make your profile visible to employers and students, but don't do so until your profile is updated and ready to present.

USING HANDSHAKE ONCE IT IS SET UP:

Browse Handshake's "For You" Home Page for Personalized Recommendations and improve your feed by completing both your "Career Interests" and "My Profile" under your name at the top right. Also, mark the "Favorites" star icon when viewing interesting employers, opportunities and events.

Make an Appointment with a Career Advisor by clicking Career Center at the top, then Appointments.

Search for Internships, Co-ops, and Jobs under the Jobs tab. Keyword searching works well. Click "Filters" for advanced search options, but use search filters one at a time for best results.

Save Searches via the blue "Create Search Alert" button on the right.

Be Careful With AND or OR When Searching Two or More Keywords
If you enter two keywords, Handshake assumes that you meant to connect them with "and," so it will only return results including both words. To do a search using "or" you will actually have to conduct separate searches on each keyword.

Apply for Opportunities by clicking a job and finding application directions on the right side.

Find Career Fairs and On-Campus Events by checking the Handshake calendar frequently**.** Job fairs, workshops for students, and on-campus employer information sessions are all posted here. Click "Events" at the top. Options at the top right will let you view events as a list or in a calendar format.

Sync Handshake Events with Your Personal Calendar (if desired) by clicking your name at the top right, then "Settings & Privacy." Scroll down to Calendar Export.

Need Help? A starter tutorial on Handshake is here: **https://app.joinhandshake.com/articles/4629**, and a larger Help Center for Handshake is here: **https://support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni** You can also get help from a Career Peer Advisor during Walk-In Hours, Mon-Fri, 10am-5pm.

Go Beyond Handshake
When searching for off-campus internships or jobs, Handshake is a good place to start. But there are far more ways to find opportunities out there. For example, you can visit an employer's website directly and look for a link to "Employment," "Careers," or "Join Us." Once you've drilled down to the page showing actual open positions, bookmark that page. A list of bookmarked job boards, customized to your professional interests, will be your best resource for periodically checking on new opportunities. The CNS Career Center, and the CNS Career Development Handbook, can also assist you with even more online resources related to your major.