

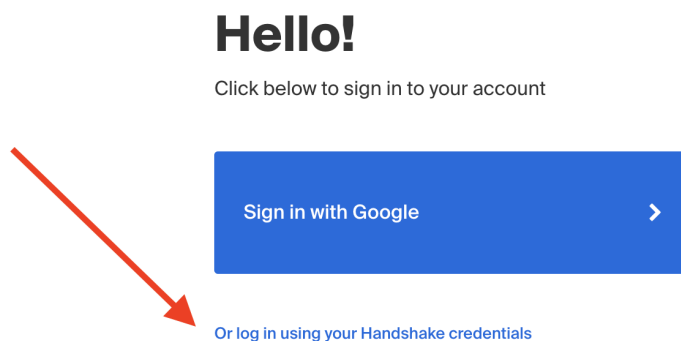
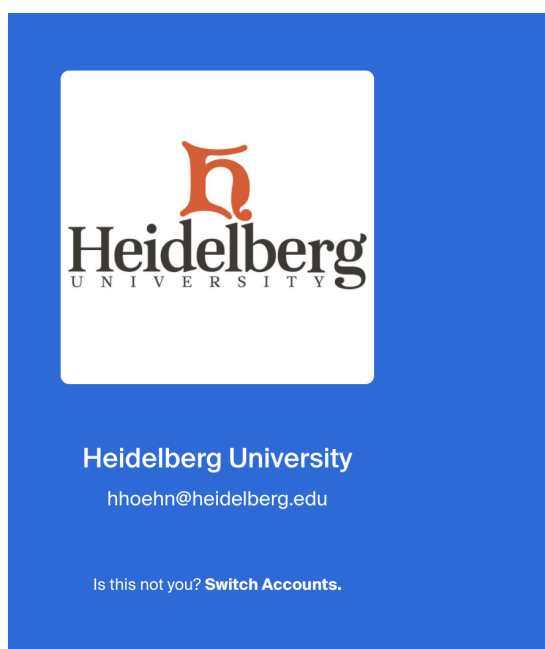
Getting Started with Handshake

Ready to start using Handshake? Great! Here are five steps you can take to jump-start your Handshake experience!

1. Login to Handshake.

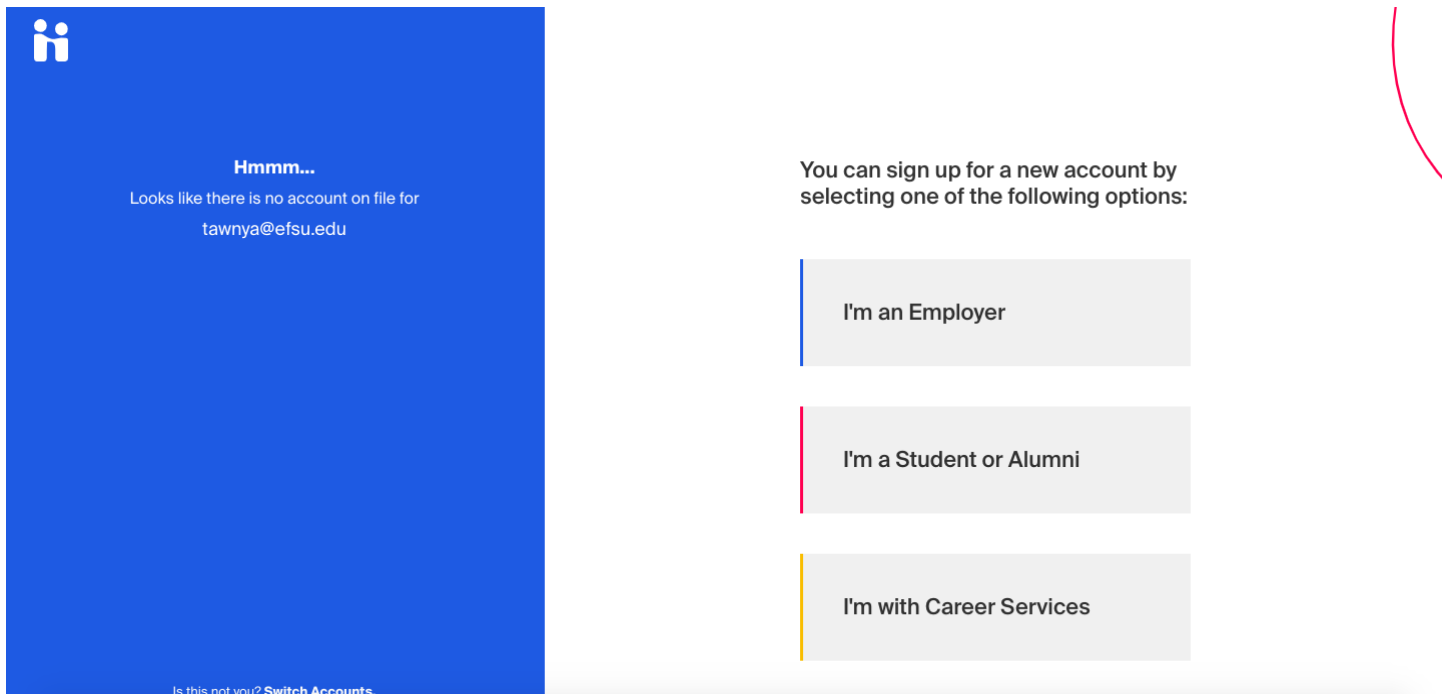
- You should have a link from the kick off email sent to your Heidelberg email on August 4, 2020.
- If you don't have that email, try going to [this page](#), and search for Heidelberg University from the dropdown menu to proceed.

Once you've selected Heidelberg University, sign in by either using your Heidelberg login option or by entering your .edu email address.



If you haven't yet configured a password for the account, you'll be prompted to set a password when you try to sign in.

If there isn't an account on file for you, you'll be prompted to set up an account. Select I'm a Student or Alumni to proceed with account creation.



You'll need to decide on your profile privacy level: Community, Employers, or Private. You can read more about these options [here](#).

- If you choose Employers or Community privacy level, keep in mind the more information you add to your profile, the easier it will be for employers to find you and make more thorough decisions about whether or not you might be a good fit for their job opportunities.

Additional Resources:

- If you're an alum and need to set your password, please refer to [Log In as an Alum: Set your Handshake Password](#).
- If you've created an account, and you're not seeing the confirmation email, refer to [Troubleshooting Missing Confirmation Email](#) for additional steps.
- Once you've created your account, check out [The Student On-boarding Experience](#) for more information!

2. Now that you're logged in to Handshake, upload a resume.

You'll likely want to have a public resume available in Handshake for employers to see.

To learn more about how to upload a document, refer to [How to Upload a New Document](#). Once you've uploaded a resume, you can use it to fill in your profile — refer to [Build Profile from Resume](#) for more information.



Search

Documents

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

Resumes

Name	On Profile	Date Added	Status
Updated Resume	<input type="radio"/> Visible	October 18th 2019	Reviewed
Newest Resume	<input type="radio"/> Visible	March 10th 2020	Pending
Sprinkle Dreams Resume	<input type="radio"/> Visible	March 10th 2020	Pending

Cover Letters

Name	On Profile	Date Added	Status
bunk bed pdf copy.pdf	<input type="radio"/> Visible	September 13th 2019	Pending

Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)



Other Documents

3. Fill out your profile.

For more information on filling out your profile, refer to [How to Drive Profile Completion](#).



Search



Build your Profile Faster

Upload or select a resume and we will help you complete your Handshake profile.

[Select Resume](#)



Tawnya Reynolds

School of Life
Bachelors
Freshman

My Journey

I'm passionate about helping animals.

Education



School of Life primary education
Bachelors, College of Engineering

[Add School](#)

Your profile is 100% complete

4. Explore Handshake!

Use your homepage, the top search bar, and filters to look for companies and jobs you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake, so finding relevant employers and jobs will be easy.

Additional Resources:

- [Job Roles \(Students\)](#)
- [Searching for Jobs and Internships](#)
- [Saved Job Searches and Alerts](#)

Below is an example of what your homepage could look like with various resources:

- Jobs: explore active job and internship postings
- Employers: discover employers approved to connect with Heidelberg
- Community: (dependent on your profile privacy) connect with other students and alumni
- Career Paths: explore job roles and job role groups
- Events: discover events and fairs hosted both by approved employers or Heidelberg
- Career Center: You'll see Heidelberg's Career Center link on the homepage and also next to your account icon in the upper-right corner. Use these links to connect with our staff via Appointments, complete a First Destination Survey, take a survey, or check out additional resources.

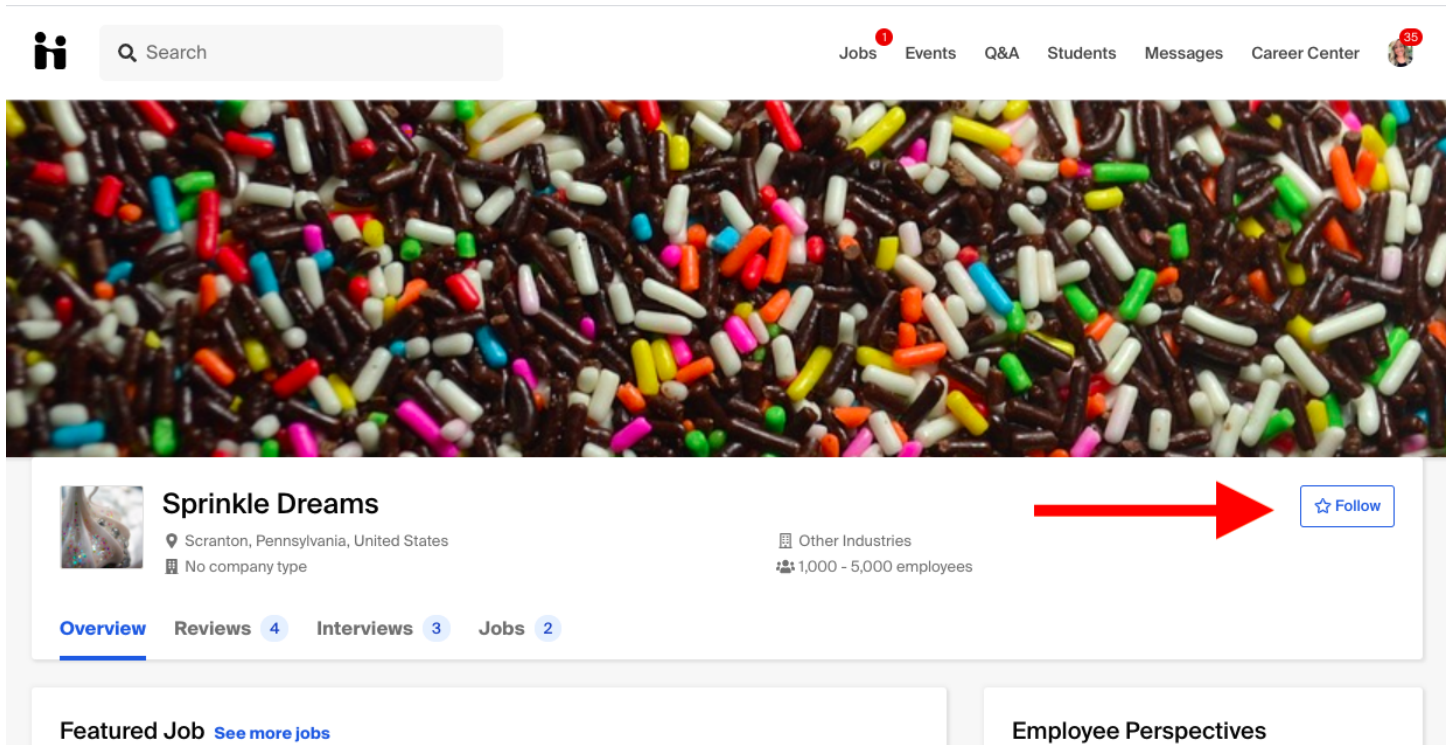
The screenshot shows the Handshake homepage with a dark blue header. On the left is the Handshake logo and a search bar. On the right are navigation links: Jobs (with a red notification badge '1'), Events, Q&A, Students, Messages, and Career Center (with a red notification badge '35'). Below the header is a large white heading: "What can we help you find today?". Underneath are six white cards, each with a red icon and a title with a right-pointing arrow:

- Jobs →**: Find internships and full-time jobs
- Employers →**: Discover the right company for you
- Community →**: Learn from alumni and students
- Career paths →**: Explore roles and average salaries
- Events →**: Register for events and career fairs
- Career center →**: Connect with the experts

Below the cards is a section titled "Recommended based on your activity" with the text: "These employers could be a good match for your interests. Follow them to stay up-to-date".

5. Follow some jobs and employers you're interested in.

When you follow an employer or a job, you can begin filtering based on companies you follow. You'll also receive alerts when the job application window is closing or when an employer is attending an event or fair at Heidelberg.



The screenshot shows the LinkedIn profile for Sprinkle Dreams. The profile includes a search bar at the top, navigation links for Jobs, Events, Q&A, Students, Messages, and Career Center, and a notification icon with the number 36. The main header features a large image of colorful sprinkles. Below the image, the company name "Sprinkle Dreams" is displayed, along with its location "Scranton, Pennsylvania, United States" and "No company type". The industry is listed as "Other Industries" and the employee count is "1,000 - 5,000 employees". A red arrow points to the "Follow" button. The profile also shows tabs for Overview, Reviews (4), Interviews (3), and Jobs (2). At the bottom, there are sections for "Featured Job See more jobs" and "Employee Perspectives".

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!

For more information or help with questions, please visit the [student/alumni help center](#) or contact:

On-Campus Employment

- Allyson George, HR Generalist
ageorge2@heidelberg.edu | 419-448-2452

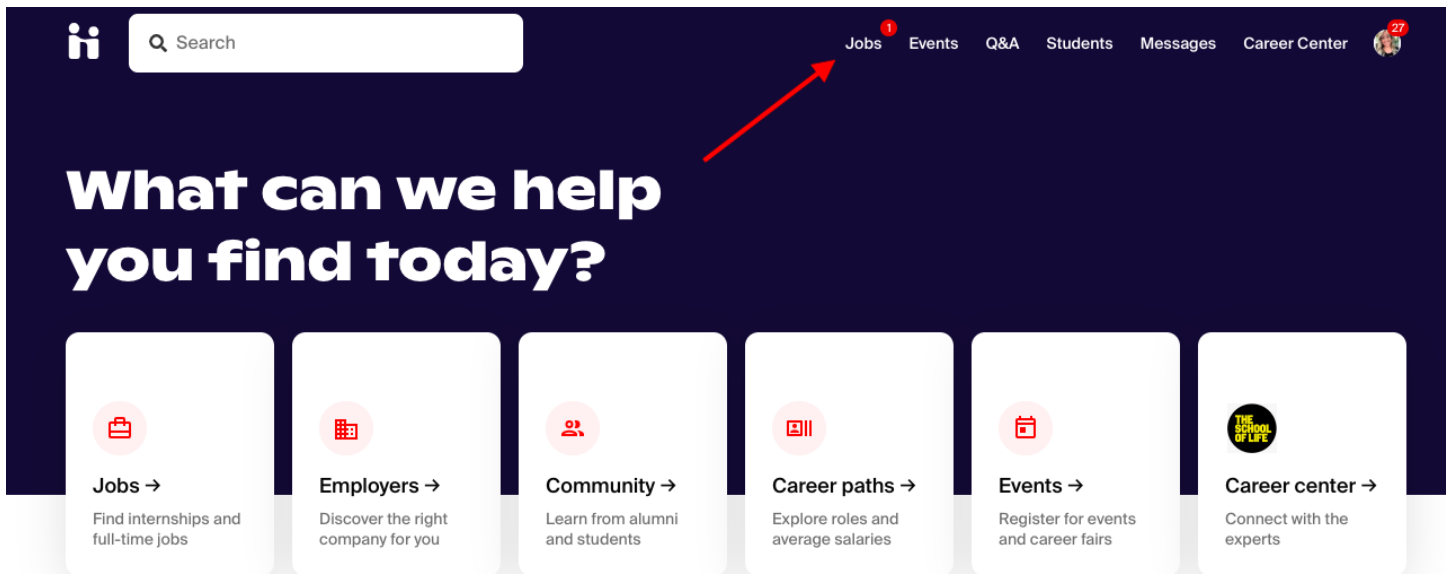
Off-Campus Employment

- Mark McKee, Executive Director of HYPE Career Ready & Placement
mmckee@heidelberg.edu | 419-448-2194
- Beth Koop, Assistant Director of HYPE Career Ready
ekoop@heidelberg.edu | 419-448-2266

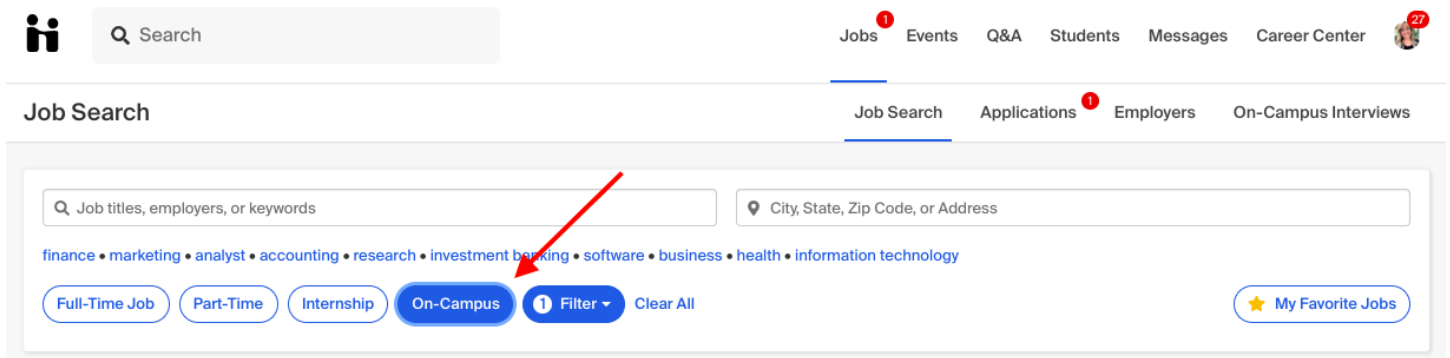
Handshake FAQs

How do I find on-campus employment opportunities?

Within the job search, you can search specifically for on-campus positions. To do this, click *Jobs* from the top menu bar; this will take you directly to the job search page.



To find positions designated as on-campus jobs, click the On-Campus filter. Be sure to specify Heidelberg University as the Employer in the search bar to narrow the results.



How to Re-Subscribe to Handshake Emails

Are you missing a notification email? Missing job alerts or other expected Handshake emails? If these emails aren't being filtered out to a different folder (such as junk/spam), then it's likely your email has been unsubscribed from Handshake emails.

To resume receiving these emails, you will need to reach out to our Support Team to request that the suppression be removed from the account. Simply click on "Contact Support" at the top right of any Handshake page to initiate a request, or click [this link](#).

Why should I make a Handshake account if I already have a LinkedIn account?

Handshake has the most opportunities for students and new college grads of any job platform, and is the only one that lets employers recruit specifically at Heidelberg.

All the jobs are posted just for students, which means you aren't competing against professionals with 5+ years of experience. No experience required.

Why should I fill out my Handshake profile?

Handshake will give you personalized job recommendations based on the information you provide on your profile—so you can find jobs and internships that are right for you.

Recruiters are five times more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

Which parts of my Handshake profile are most important to fill out?

In addition to your major, Handshake also uses your job interests to recommend opportunities to you. Job interests include:

- Job type: Looking for an on-campus job, internship, part-time job, or full-time job? You can choose more than one.
- Preferred location: Select the cities you would like to work in, and Handshake will show you jobs in that area.
- Job role: Choose at least three positions you would like to explore, like “marketing associate” or “data analyst.”

Tip: You can change and update interests whenever you want!

What are the top things employers search for?

Beyond your job interests, employers want to know:

- Previous work experience: Have you had a part-time job, internship, work study, research position and or volunteered? Employers like to see that you've taken on responsibility, and that these experiences have helped you develop valuable skills.
- Skills: Add technical skills like SQL along with soft skills like communication. The more skills you list, the better your chances are of showing up in an employer search.
- Clubs and organizations: These signal your specific interests, affinity groups, and participation and involvement on campus.

Tip: Employers use a combination of job interests, work experiences, skills, organizations, and courses to find candidates they'd like to connect with. Show up in more searches—fill them out!

Why should I care about other students on Handshake?

Chat with students and alumni who've been there. When you view a job or employer page, you can see other students who have worked there and reach out to them with your questions.

Get an inside look at company culture, interview tips, and more through company reviews. You can also find answers to common career questions (or ask your own!) in Q&A.

Tip: Search for students to connect with based on their major, work experiences, and more!

Why should I make my profile public?

Help employers find you. If your profile is public, you'll show up in searches when they're recruiting for jobs and internships.

Connect with and mentor other students. Help other students along their career journeys by making your own visible. And give them the opportunity to reach out.

Don't worry, your profile will not be public to employers that have not been approved by your school or to anyone without a Handshake account.

Can I use Handshake on my phone?

Yes! Download the Handshake App to search and apply to jobs right from your phone. Get notified and never miss a message from an employer, be first to see new job postings, and apply in two taps with Quick Apply.

What is the best way to use keyword search and filters?

Narrow down and customize your job search. Filter through jobs by criteria such as job type, location, work authorization, and industry.

Keyword search helps you find jobs whose description includes a word that you're looking for. For example, if you search for the keyword "accounting," you will see jobs where the word accounting appears in the posting.

Tip: Save your searches to quickly access a set of filters you've used in the past!