



# handshake Tips for Students

## Everything related to your career development is now on Handshake:

- Activate your free account with your Brevard College email address
- Search and apply for internships and jobs
- Research and follow employers of interest
- Find in person and virtual career fairs and workshops
- Complete your professional profile and make it public
- Receive a daily feed of opportunities tuned to your interests

## SETTING UP HANDSHAKE BEFORE USE:

Bookmark Handshake at <https://brevard.joinhandshake.com/>

**Activate** your free account using your Brevard 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. 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.

**Search for Internships 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 Virtual 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>

### **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.