UConn School of Business

Handshake Quick Facts

**Handshake User Guide for Undergraduate and Graduate Level Business Students.**

**(What should students really know about Handshake)**

1. **Keyword Searching Matters** – As we are aware of search engine optimization (SEO) be aware to maximize career search results. Be open ended in your search as much as you are honed in and specific within your search process. Hunt down your next job or internship by using a variety of keywords. Important Tip: Try using multiple key words such as entry level, trainee, Leadership Development Program, Intern, Internship, College Graduate, etc. Sometimes when we set too many filters within our search we limit our results.

2. **Strategic Search by Company** – If you have a selected industry and are targeting a specific employer. Use your search bar at the top ribbon and search specifically for the employer such as “Aetna”. You will see the employer page, learn about the company, student reviews, interview process, upcoming career events, including jobs currently posted. Important Tip: Employers may list an external career site for you to also explore additional roles, and further learn about the employer’s mission, culture, and history. Employers may even let you know who the recruiter is for the organization.

3. **Don’t Wait for a Career Notice** – Check your career Handshake page regularly and often. Why? New jobs are posted daily. Some positions are open ended, or some roles may have a limited turnaround. If you are not active on the Handshake site, you may miss out on opportunities including on-campus interviews. Important Tip: Remember under Settings and Privacy, change your notification preferences to receive updates for jobs, events, and career fairs or upcoming appointments. [**Click here**](https://support.joinhandshake.com/hc/en-us/articles/115009912427-Managing-Your-Notification-Preferences) to learn how to manage your notification preferences.

4. **More than just Jobs** – Handshake is not only an outlet for full-time positions. You are also able to find out about informational sessions, online events with employers, internships, part-time positions, campus events, on-campus interviews, review other student profiles, and further network with peers, or learn about specific employers and industry.

5. **Set-up your Favorites List** – If you are interested in a few positions on Handshake you are able to “Star” the role and it will save to a folder on Handshake known as “My Favorite Jobs”. This will automatically save under the job search tab. Important Tip: You can also save your favorite list of employers under the employer tab by creating a “following” list of companies and this way you can check your line-up of employers for a variety of opportunities. [**Click here**](https://support.joinhandshake.com/hc/en-us/articles/227072527-How-to-Find-Favorited-Jobs) to learn how to find favorited jobs.

6. **Complete your Profile (Entirely)** – Make sure you not only establish an account but actually take the time to fill out your profile in full. You should have a professional picture (may use your LinkedIn photo). Provide details on your education, GPA, extracurricular activities, work experiences, courses, projects, make sure to list a full set of skills. Important Tip: Be sure to make your profile public under your profile account – otherwise employers can’t find you. [**Click here**](https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Started-with-Handshake) for details on how to setup your Handshake account.

7. **Know your “For You” Home Page** – This is your main page otherwise known as the home base page. You will be able to find important events information, most popular positions at UConn, active employers, recommended jobs, jobs with travel opportunities, explore student career paths etc. Important Tip: Don’t ignore this page, actually go through it and explore since there is a lot of useful information.

8. **Get with it & Download the Mobile App** – You’re always on your phone checking email, social media, sending an assignment, so there is no reason why you shouldn’t be checking for great internships and job opportunities. Download the “*Handshake Jobs & Careers*” mobile app onto your android or ios phone. You will be able to search for jobs at your fingertips wherever you are. Important Benefit: No charge to use this app, and you don’t need to carry a bulky laptop either. [**Click here**](https://play.google.com/store/apps/details?id=com.joinhandshake.student&hl=en_US) for Handshake app details.

9. **Create it & Save it** – Rather than searching for the same full-time position in accounting each time you log-in. You are able to save your search results. By saving your search results you will be notified when new jobs appear that meet your search criteria. [**Click here**](https://support.joinhandshake.com/hc/en-us/articles/218693388-Saved-Job-Searches-and-Alerts) to learn how to save your job search and create alerts on your handshake account. Important Tip: You are able to adjust the frequency of push notifications by duration (daily/weekly etc.) to meet your selected preferences.

10. **Upload Important Career Documents** – Upload transcripts, cover letters, resumes, and other documents to your profile. When you apply for a job, all you need to do is choose which documents to attach and you’re all set. By having your documents within the Handshake system it will make the application process smooth and stress-free. [**Click here**](https://support.joinhandshake.com/hc/en-us/articles/218692648-How-to-Upload-a-New-Document) to learn how to upload a new document such as a resume onto your profile.

*\*Do you have questions on your Handshake profile or LinkedIn account? Schedule an appointment with your Business School Career Consultant today. (*[***Click here***](https://career.business.uconn.edu/undergraduate/appointment/) *to make an appointment)*