

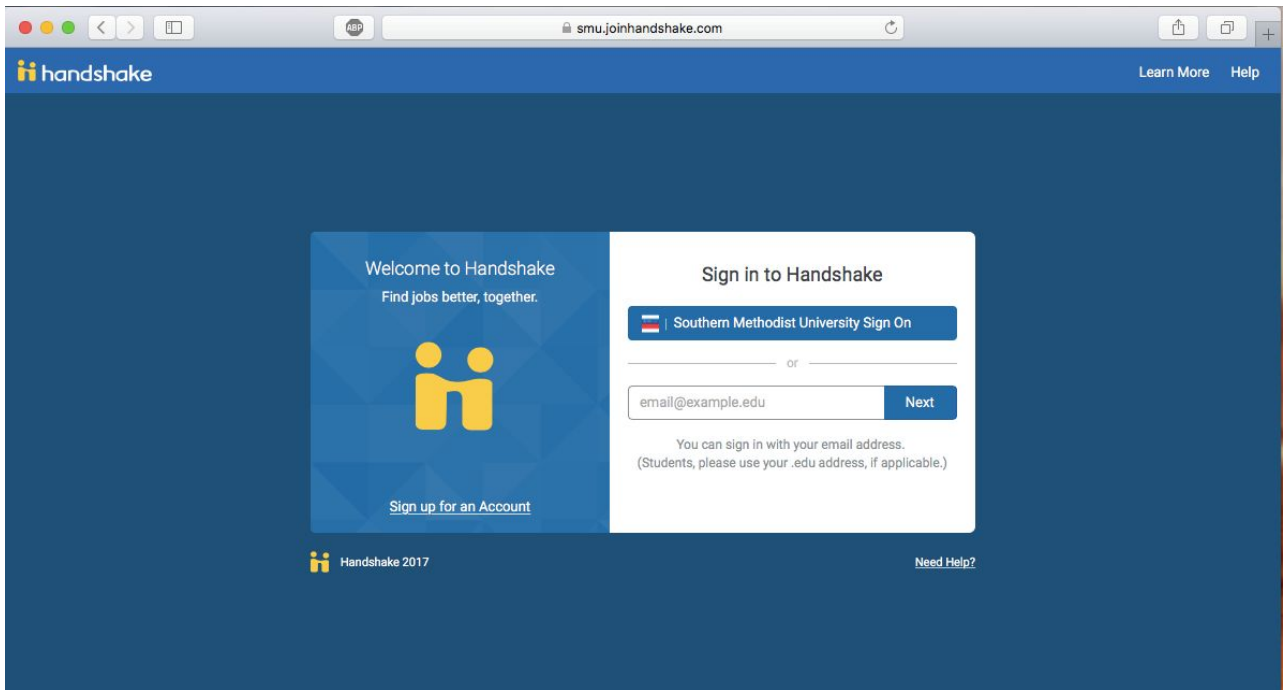
# Student Guide to handshake

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# Logging In

1. To log into handshake first go to <https://smu.joinhandshake.com/login>
2. Click on the **Southern Methodist University Sign On** and use your SMU ID number and password to login

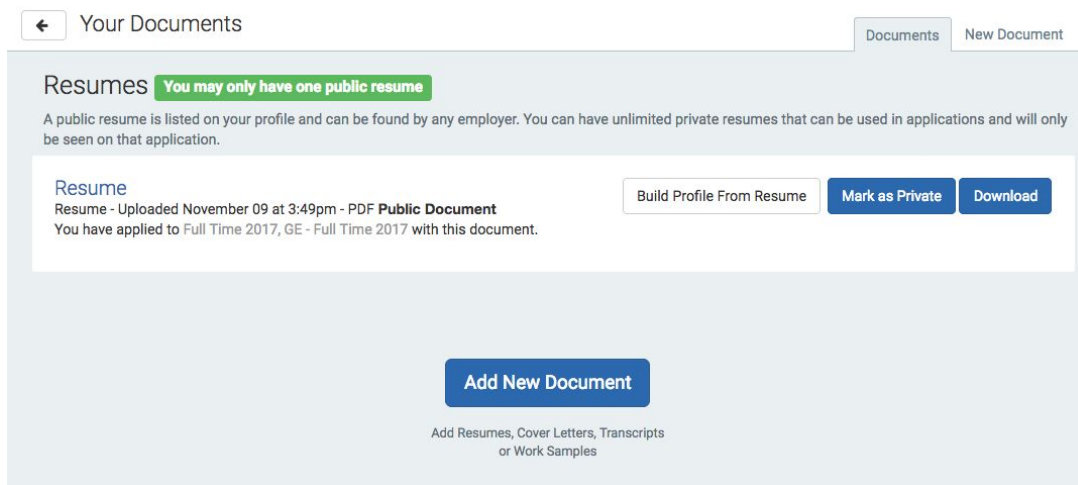
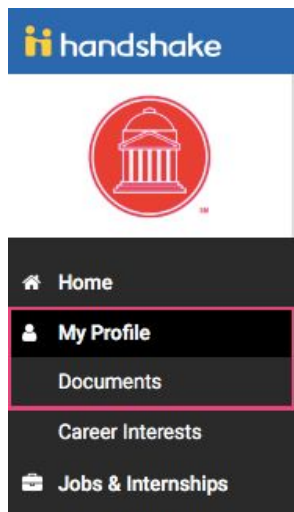


**If you are an alumni not in the SSO system don't click on the SMU Sign On button, use the email and password your account was created with.**

# Your Profile

## Uploading Documents

1. Click **My Profile or Documents** on the Left Hand Navigation Bar
2. Click the **Manage Documents** page on the right side of your profile



3. Click **New Document** in the upper right corner of Your Documents
4. Complete the New Document form. Uploaded documents can be resumes, cover letters, transcripts, or work samples
  - a. Files should be in .PDF, .DOC, or .DOCX format. Note: The preferred format is .PDF. Handshake will automatically attempt to convert any .DOC or .DOCX format into .PDF. You will need to review and approve the converted .PDF version of your document prior to using it to apply for a job
  - b. Check the **Public?** checkbox if you would like your document to be able to be found and viewed by employers on Handshake or your school's Career Services Center
  - c. Select **Create Document** when the form is complete
5. You can now build your profile from your resume

## Private vs. Public

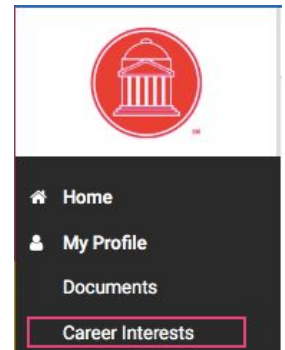
- You'll need to decide whether to make your profile public or private
  - A public profile, and most information in the profile, can be seen by any employer on Handshake and by your Career Services Center. (Note: There are some Handshake profile components, like GPA, that have their own privacy settings. So you can make your profile public, but your GPA private, for example)
  - If you make your profile private, it can only be seen by you and your school's Career Services Center

- 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 an employer to find you and to make good decisions about whether or not you might be a good fit for their job postings
- To make your profile private follow these steps:
  1. Click your name in the main drop down menu in the top right corner
  2. Select **User Settings**
  3. In the Account Information section along the left side of the page uncheck the checkbox for **"Allow employers to be able to find and view my profile."**

## Career Interests

Career Interests create a more personalized home page that suggests jobs and employers that fit you and your interests

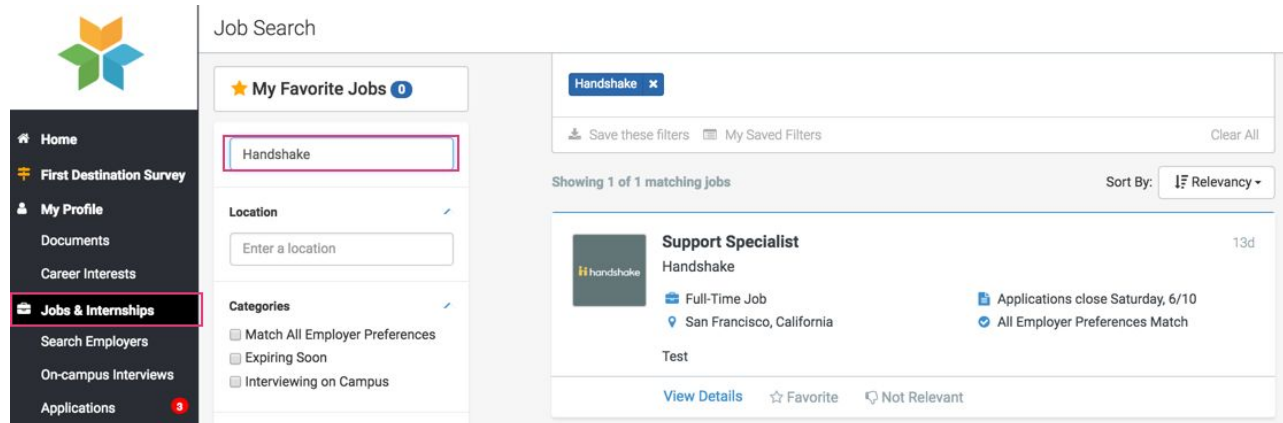
1. To fill this out, click on **Career Interests** on the left sidebar
2. Fill out and submit the quick form
3. You are on your way to finding a good job



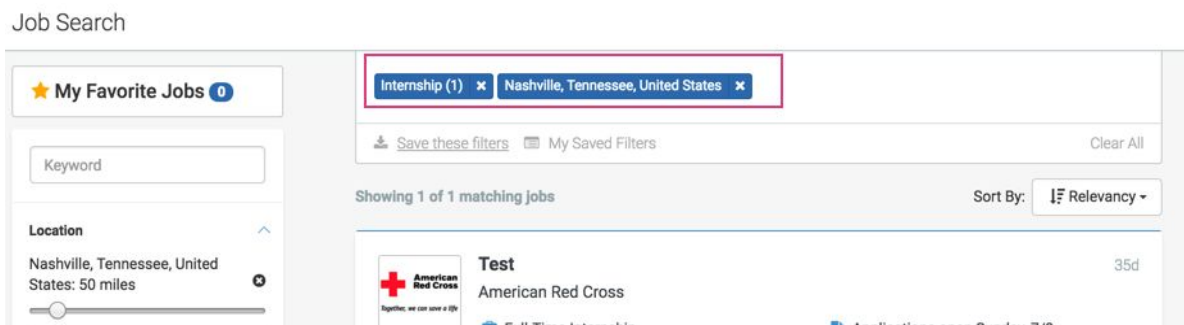
# Jobs

## Searching

1. Click on **Jobs and Internships** on the left hand navigation bar. From here, there are various options available to view available jobs and narrow your search. See below for more information
  - a. To search for jobs using keywords, use the search box at the top of the page. Enter a few keywords and click **Search**

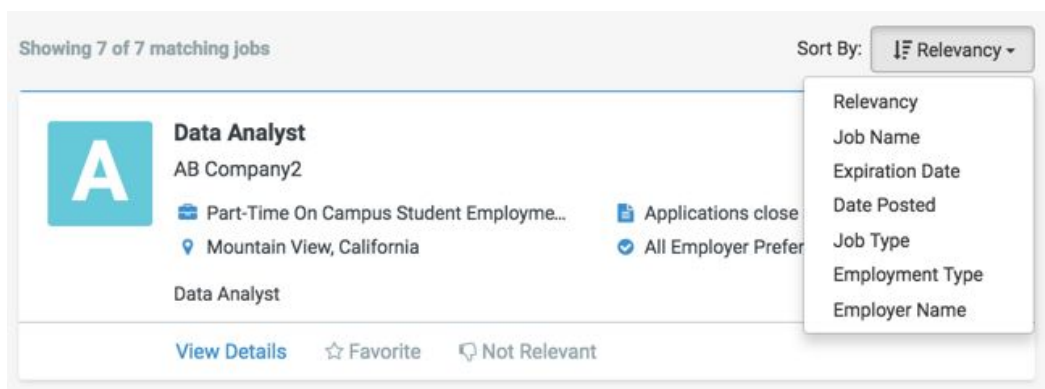


- b. Another great way to search for jobs and internships is to use the filters and create a saved search. If you are looking for summer internships in a specific city, you can set these as filters in your search. In this example, Job Type =



Internship and Location = Nashville, Tennessee.

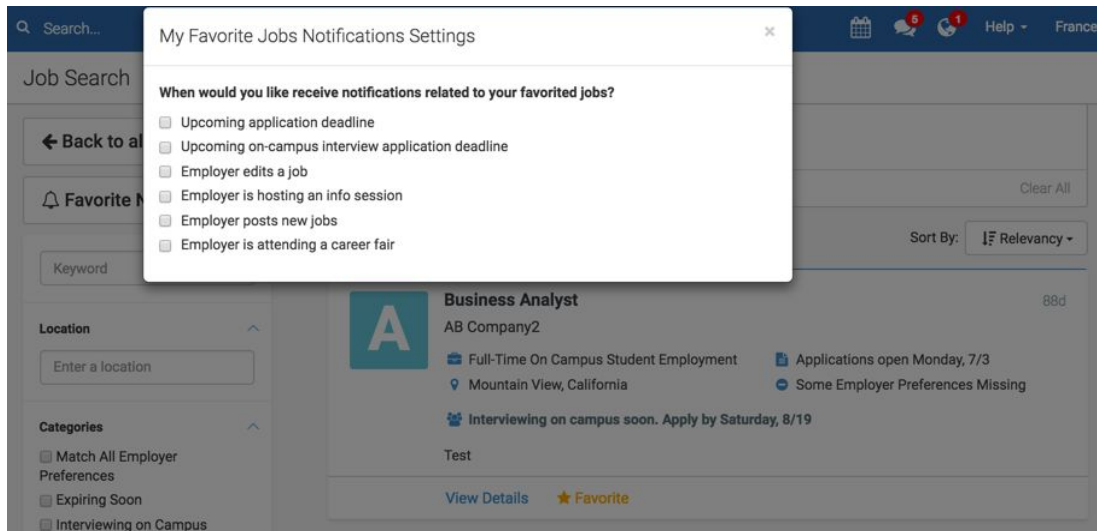
- c. To sort the job listings, use the drop down arrow next to **Sort By: Relevancy** button on top right hand corner. Click on the arrow. Select the basis for your sorted job list from the options provided



- d. To save a custom search, simply **select** your filter options and **perform** your search. Click on **Save these filters**. Enter the name and description of your search and click **Save**. It will now appear under **My Saved Filters**. To view jobs based on one of your saved lists, click on that list from **My Saved Filters**. Here is a video training: [2 Minute Training: How to Save a Search](#)
- e. You can also create a filter for "Favorited Jobs". If you favorite a group of jobs, you can return to the list at any point by clicking "My Favorite Jobs":
  - From here, you can view your favorite jobs notifications

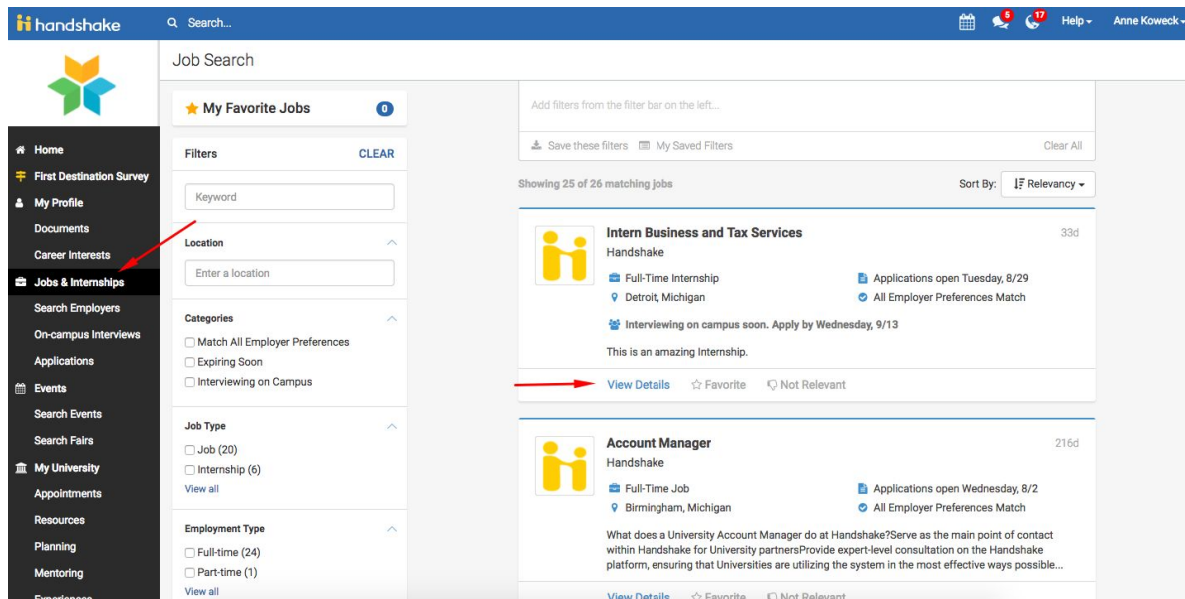
Job Search

★ My Favorite Jobs 3



## Applying

1. Click **Jobs and Internships** on the left hand navigation bar
2. Search for jobs that you are interested in
3. Select the job that you are interested in applying for by clicking on **View Details**



4. Review the details and qualifications for the job to make sure it is a good fit
  - a. Tip: You can take **notes** at the bottom of the page if you would like to come back to this job at a later date
5. If you are ready to apply, click **Apply Now** located on the right side of the screen
6. Select the documents you would like to upload from your document library or upload documents directly from your computer
7. Click the green **Apply** button when you are ready to submit your application
8. If this job has additional application instructions you will see a message with directions that you will need to follow to complete this application. Click any links here to be directed to external applications
9. You will see that your application has been submitted!

Apply

Choose from existing documents

After applying, **Handshake** will review your application. Your application is attached to your profile, so make sure your **profile is up-to-date**. You will be notified when a decision has been made.

Document...

If you do not see your document in the list above it is probably because you haven't [approved the pdf version of it yet](#) or it had a PDF conversion error.  
The following documents are required: **Resume**

Upload a document

Haven't uploaded a document yet? Do it quickly right here.

Document type

Resume

File

Choose File

Files uploaded here must be a PDF. To upload other document types please use [your document library](#).

Upload

Apply



# Interviews

If you are looking to apply to On-Campus Interviews, you can go about this two different ways: searching for specific interviews and then applying to the related jobs, or by searching for and applying to specific jobs that are connected to interview schedules.

1. You can select **On-Campus Interviews** from the left hand menu to view interviews that will be taking place on your school's campus. You can type in a keyword directly to search, or you can use a filter or multiple filters to customize your search
2. If you select an On-Campus Interview that is not yet open for applications, you will see:
  - a. messaging about what happens if you apply and are selected to take a slot
  - b. a breakdown of the interview's timeline
  - c. attached jobs
3. Once you've been chosen by an employer for an On-Campus Interview, you will receive a notification in Handshake.
4. You can always find all of the jobs, along with any interviews that you've applied for by selecting **Applications** from the left hand menu. Along the side of each job or interview title, you can easily view the status of that application, such as 'Submitted', 'Primary' or 'Alternate'.
5. If you see that you've been selected to interview, select the interview in order to see all available slots. Simply select **Take Slot** to reserve that time to interview.
6. As long as there is an open slot available, you can always leave your current slot, and take another.
7. If another applicant has taken the slot you need, you can request to swap slots with them.
  - a. The other student will also get a notification in Handshake that someone is requesting to swap slots, and will be given directions on how to decline the request, or complete the swap.
8. Once the signup period has ended for an interview schedule, the schedule will be locked and you will not be able to take a slot, leave a slot, or make any other changes on your own.

# Appointments

## Requesting

1. Click **Appointments** on the left hand navigation bar
2. Click **Schedule a New Appointment**
3. Select your **category** and appointment **type**

The screenshot shows the 'New Appointment' interface. On the left is a navigation menu with options like 'View Your Profile', 'View Your Applications', 'EXPLORE' (Jobs, Employers), 'ATTEND' (Events, Fairs, Interviews), 'PLAN' (Journal, Planning), 'ENGAGE' (Mentoring), and 'OTHER' (Surveys, Articles). The main area is titled 'New Appointment' and contains three dropdown menus: 'Category' (set to 'Freshmen'), 'Type' (set to 'Career Planning - Quick'), and 'Staff Member' (set to 'No Preference'). Below these is a calendar for the week of Monday, October 12th to Saturday, October 17th, 2015. The calendar shows availability for Monday through Friday. Below the calendar, a list of appointments for October 15th is shown, including Norman Snyder and Manera University Admin, all for 'Career Planning - Quick'.

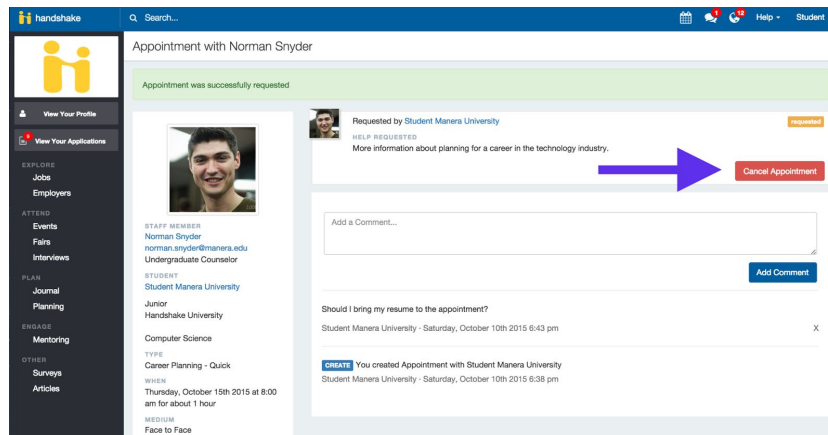
4. Make sure you choose the appropriate non-business non-engineering career counselors:
  - **Jenn Paul**
  - **Whitney Wells**
  - **Deja Sanders**
  - **Mollie Rose**
5. Click on the calendar and choose a date to check for availability
  - For after hour help fill out this [form](#)
6. Enter details about the appointment in the **What can we help you with?** section and then click **Request**.
7. You will be taken to the overview of the appointment where you can **cancel** the appointment or add **comments** before the appointment.
8. Make sure that you check your notifications for updates to the status of your appointment.

The screenshot shows the 'Appointment Request Details' page. It displays the appointment details for 'Career Planning - Quick at 8:00 am, Oct 15th 2015' with Norman Snyder as the staff member. The 'Appointment medium' is set to 'Face to Face'. The 'What can we help you with?' section has a text area with the placeholder text 'More information about planning for a career in the technology industry.' At the bottom, there are 'Cancel' and 'Request' buttons.

**All appointments are pending until Staff/Coaches approve your appointment. At that time you'll receive notification from handshake on the status of your appointment. Your appointment is not confirmed until you receive notification of approval.**

## Deleting

1. Click on **Appointments**
2. Select **Upcoming Appointments**
3. Click on the blue text that lists the name of the Career Coach with whom you'll be meeting
4. Click on the red **Cancel Appointment** button to cancel
5. Please email us at [hegicalander@smu.edu](mailto:hegicalander@smu.edu) if you need to cancel less than 24 hours before your appointment time.



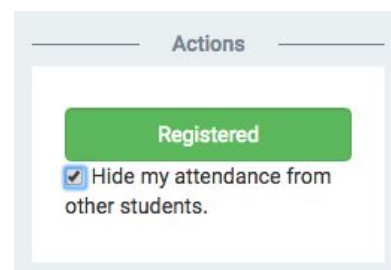
# Events

## Finding/Searching

If you are looking for events, you can go about this two different ways: looking at your upcoming programs, or by clicking on **Events** or **Fairs** underneath the *Attend* tab on the left navigation bar.

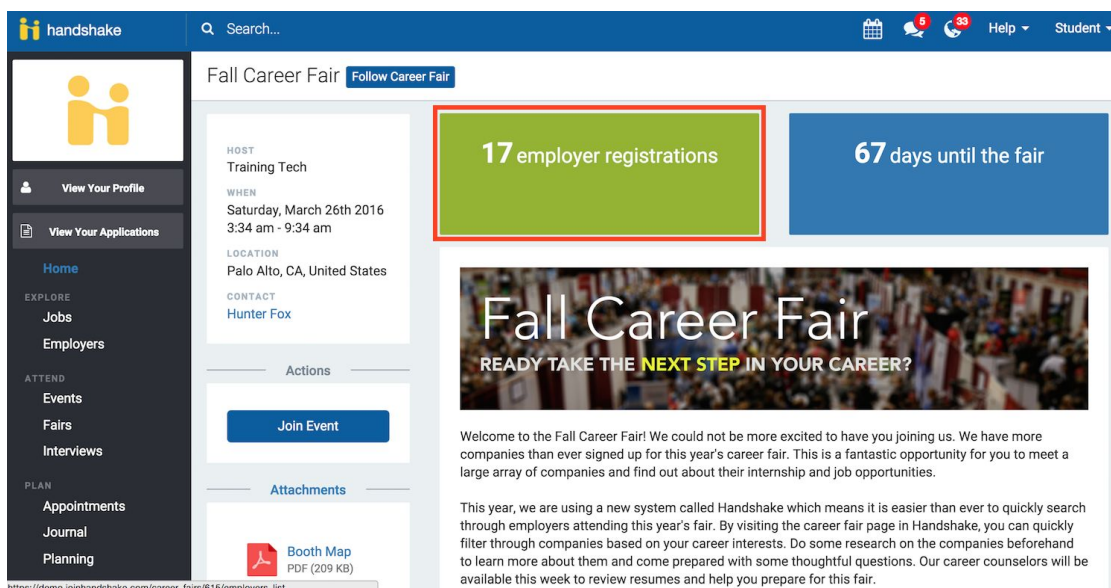
## RSVPing

1. Find the event you are interested in attending
2. Click **Join Event**
  - Once you have joined the event you have the option to **Hide my attendance from other students**



## View Employers Attending Career Fair

1. Click **Fairs** on the left navigation bar
2. Click on the number of **Employer Registrations**



3. From the employer preview page, view employer information