

# Say hello to *Handshake*

## Your new hub for:

- ✓ Jobs
- ✓ Internships
- ✓ Networking
- ✓ Events

**Log in**

today and customize  
your profile

Jobs? Check.  
Internships? Got'em  
Job Fairs and Events? Plenty!  
Connections to 300,000+ Employers? Ready and waiting.



## All that's missing is you!

### Handshake Instructions

Follow these steps to make the most of your Handshake account.

1

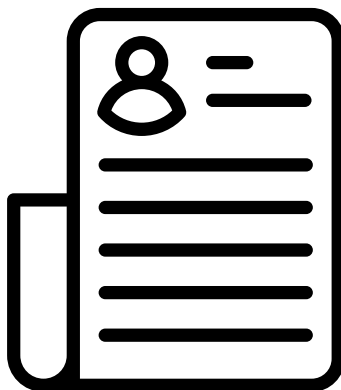
**Log in**

[ship.joinhandshake.com](http://ship.joinhandshake.com)

\*Use your SHIP credentials to access the system or the Handshake Jobs & Careers app

2

### Complete Your Personal Profile



1

Select "My Profile" under your name to edit your profile information to obtain full access to Handshake.

\*See Step 3 to build your Profile from your resume!

2

The more you do in Handshake, the smarter it gets. The more it knows about your career needs, job interests, preferences and outcomes, the better able it is to deliver up-to-date content directly to your news feed!

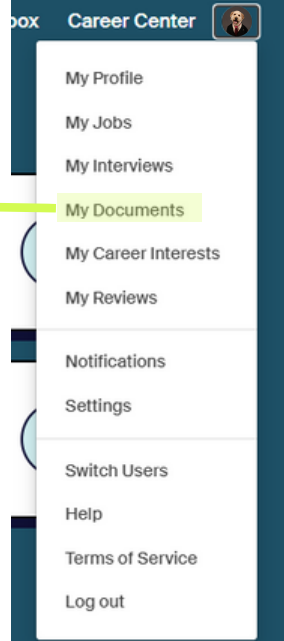


# 3

## Upload Your Resume and Additional Documents

To upload your resume and additional documents, follow these steps:

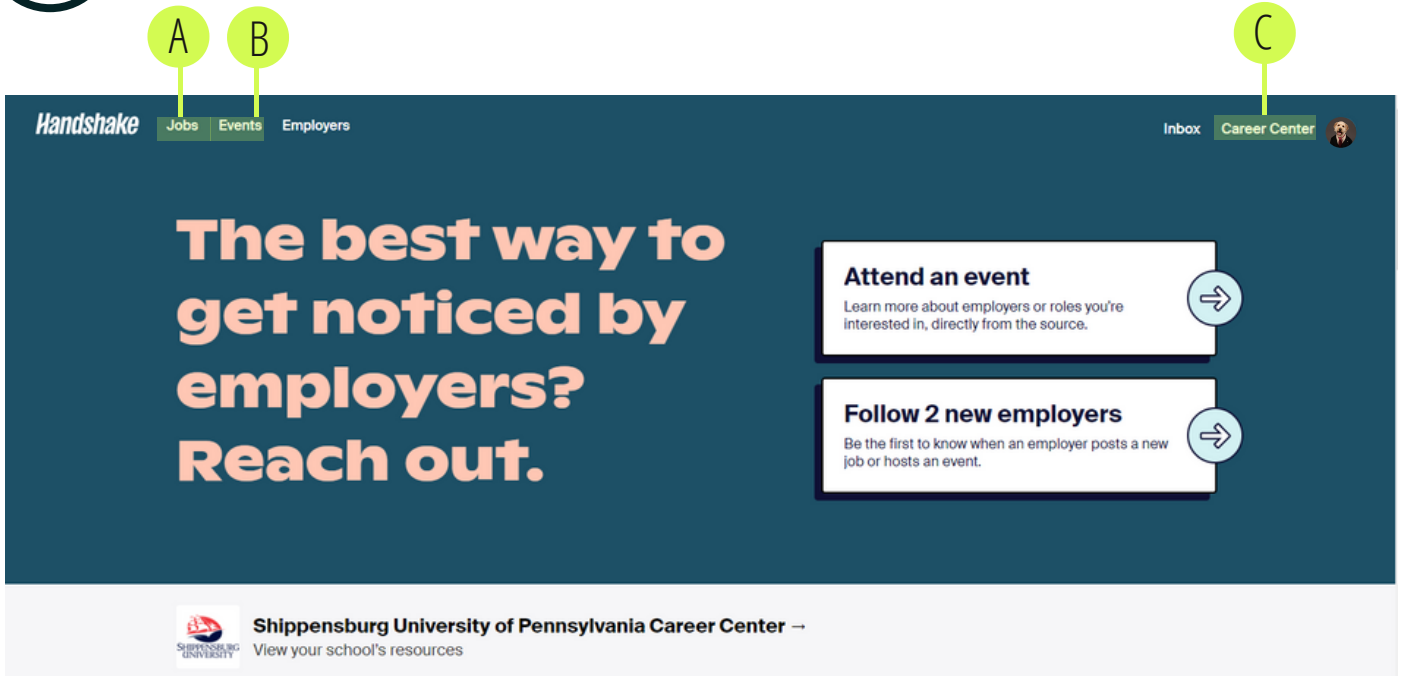
- Click your name on top navigation bar and select *"My Documents"*
- Click the blue button at the top right, *"Add New Document."*
- Title your document, choose the Document Type, and click *"Computer"* to locate the PDF file you want to upload. Once you select this document, complete your upload by clicking the blue button at the bottom right corner, *"Add Document."*



Your resume is now uploaded! A Career Center staff member will review your resume and respond with any feedback. You can review, edit, or delete current documents by choosing the document you wish to view and clicking the name of the document.

# 4

## Utilize All of the Tools on Handshake



### A. Jobs and Internships

View and apply to job and internship opportunities from a variety of locations and industries

### B. Events and Career Fairs

RSVP and receive up-to-date info regarding career-related events and career fairs (on-campus and off-campus).

### C. Resource Library

Explore careers and find sample resumes, job fair tips, and internship FAQs!

## Questions?

Visit the Handshake Help Center, by clicking *"Help"* in the drop down navigation bar!