

Get Started with Handshake

Handshake is a state-of-the-art career management system that gives you user-friendly access to more opportunities than ever before using career related data to help you find jobs, internships, and employers that best match your interests.

Getting Started with Handshake

Login to Handshake

- Follow instructions from the introductory email from the Office of Career Development or Handshake. (If you didn't get the email, visit chatham.joinhandshake.com.)
- If you're a current or incoming student, use your Chatham email and password to access your Handshake account.

Fill out your profile

- Some of your profile information will have been imported from the University's registrar's office.
- Check to be sure all pre-loaded information is correct. Double check your major and GPA (if included).
- If you find an error in any of your profile data, please contact the Office of Career Development at careers@chatham.edu or 412-365-1525.
- **Think about your professional identity.**
How do you want employers to view you?
- **More is better when it comes to your profile.**
Employers will more likely find you and determine if you are a potential good fit for their job postings.
- **Decide 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 the Office of Career Development.
- **Some Handshake profile components, like GPA, have their own privacy settings.** You can therefore make your profile "public", and keep some information private. In "public" mode your profile can't be seen by other students or other school's career services offices.
- A "private" profile can only be seen by you and the Office of Career Development.
- You can switch back and forth between "private" and "public" mode at any time.

Visit Handshake's
Support Center  **handshake**
<https://support.joinhandshake.com/>

Why is Handshake Awesome?

- Get personalized career information based on your skills, interests, and behavioral preferences
- Develop an enhanced career profile, similar to an online resume or portfolio
- Have access to over 1,000,000 jobs and internships
- Connect with over 180,000 companies, non-profits, and government organizations
- Set profile to "public" if you'd like employers to find you
- Register to attend on and off-campus career events
- Schedule career consulting appointments with the Office of Career Development

I've created a profile... now what?

Upload a resume

- Once you've created a resume that you feel is ready to be viewed by employers, make it "public" on Handshake.
- Your resume should tailor your experiences to your field, be visually appealing, formatted consistently, and free of errors. You only have one chance to make a first impression!
- Seek assistance from the Career Development Office to create your most important selling tool!

Take Handshake for a spin.

- Use the landing page, top search bar and filters to look for companies and jobs you're learning about or applying to.
- For easy access, you can save your searches in Handshake.
- **Follow jobs and employers in which you're interested .**
When you follow an employer or a job, you can begin filtering your searches based on the companies you follow.
- **Make Handshake one of your integral social media platforms.** Handshake will be your go-to resource for anything professional development or career-related.
- Once your profile is complete, you'll be on your way to using Handshake to help you to efficiently and effectively launch your career.