IT STARTS WITH A HANDSHAKE.
Welcome to Handshake!

Thank you for using Handshake, Syracuse University’s ultimate Career Platform! We can’t wait for you to start connecting with employers and getting on the path towards career success!

Handshake is the ultimate career network and recruiting platform for college students and young alumni. Handshake’s Key Objectives:

1. Help every student get their dream job regardless of where they go to school
2. Create a network of employers and schools that allows students to access jobs and opportunities they may not otherwise
3. Help career services understand their students like never before, to even better help guide each student along their career path

What this Means for Students

1. All students have a profile on Handshake connected to their University
   a. You can customize their profile by adding a resume, a profile picture, your career interests, work experience, etc.
2. You can be connected to hundreds of top employers
3. You can apply to jobs those employers post, with the click of a button!
4. Career Fairs and events can be shared across students and employers simultaneously!

Let’s get started!

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Need help?
We created this guide to provide you with the information you need to get started with Handshake. If other questions should come up, or if you want to learn more about Handshake, please don’t hesitate to contact our office; we’re here to help!

iSchool CareerServices and Experiential Learning
112 Hinds Hall
Ischool.syr.edu:
Completing Your Profile

1. Go to: syr.joinhandshake.com

2. Enter your Syracuse University **Username** and **Password**. *(same as MySlice)*

Next, Complete your Profile

1. Upon agreeing to the Terms of Service and Privacy Policy, students are presented with the profile visibility options.
Completing Your Profile

2. Employment options

3. Location
4. **Industries**

Which industries are on your radar?

Type or select any field

Popular
- Advertising, PR & Marketing
- Healthcare
- Movies, TV, Music
- Investment Banking
- Investment / Portfolio Management
- Management Consulting
- Journalism, Media & Publishing
- International Affairs
- Government - Local, State & Federal
- Non-Profit - Other
- Politics
- Human Resources
- Sports & Leisure
- Accounting
- Internet & Software
- Not sure

Continue

5. We ask the student what they are looking for in a company.

Choose up to five qualities you’re looking for in an employer.

Your selections will help us give you better recommendations

Company Culture
- Mission Driven
- Friendly
- Fun
- Collaborative
- Flexible Work Environment
- High-Performance
- Values Feedback
- Supportive
- Inspiring Leadership
- Socially Responsible

Types of Employers
- Startup
- High Growth
- Established
- Well-Known
- Innovative
- Non-Profit
- Small Company
- Mid-Sized Company
- Large Company

Company Supports
- Women
- Black / African Americans
- Latinx
- Asians
- Native Americans
- Native Hawaiians / Pacific Islanders
- LGBQTA
- Veterans / Military
- People with Disabilities
- People of Different Religions
- Parents

Continue
6. Types of jobs

What types of jobs will you be searching for?

Type any role

Popular on Handshake
- Supply Chain Manager
- Human Resources Generalist
- Product Manager
- Business Analyst
- Marketing Specialist
- Accountant
- Financial Engineer
- Software Engineer
- Data Scientist
- Mechanical Engineer
- Paralegal
- Special Education Teacher
- Graphic Designer
- Public Relations Manager
- Pharmacist
- Investment Banker
- Not sure

Continue

7. Skills

Add your background to help employers find you.

Employers reach out to students based on their Handshake profiles.

What skills will you bring to your next job?

Enter your skills

Common skills for students on Handshake
- Tax Return
- Data Management
- Sports Marketing
- Python Writing
- Email Marketing
- Web Services
- Enterprise Risk Management
- Customer Satisfaction
- Cross-functional Team Leadership
- Yield Management
- Web Content Management
- Strategic Thinking
- Urban Economics
- Medical Writing
- Sports Writing
- Not sure

Continue
Completing Your Profile

8. GPA

Make your GPA visible to employers.
Share your GPA to increase interest from employers.
Your GPA will not be shared with other students.

Cumulative GPA

Make Visible

9. Clubs or Organizations

Are you in any clubs or organizations?

Type or select any organization

Popular organizations at SOL

10. Work/Volunteer history

Where have you worked or volunteered?

Type or select any employer

Continue
Completing Your Profile

11. Interesting jobs: Students have the opportunity to mark jobs as interesting or not interesting to help us better personalize their job recommendations.

We include this section below on their profile to make it 100% clear to students if they are currently public and thus allowing their information to be viewed.

12. This is the state of the profile status section of their profile when it is public to employers:

![Your profile is public to employers](image)

13. And this is the state of the profile status section of their profile when it is private to employers:

![Your profile is hidden from employers](image)

Overall, when a student decides to share their profile, they are taking ownership of all of the data on that profile. That information no longer needs to be protected by the university's FERPA responsibility and is owned by the students.
Making An Appointment

1. On the Handshake home screen, select “Career Center”

2. Select “Appointments”
Making An Appointment

3. Select “Schedule A New Appointment”

![Schedule A New Appointment]

4. Choose “iSchool Student and Career Services” in the Choose a Category section

![Choose a Category]

5. Choose the appointment type (Be sure to read the descriptions to choose the appropriate appointment)

![Choose an Appointment Type]
6. Click on a time that works for you or click on staff member to see the availability of different staff members.

7. Enter details about the appointment in the “What can we help you with?” section and then click Request at the bottom of the screen.
8. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.
Uploading A New Document

To upload a new document:

1. **Click Your Name** in the upper Right Hand Navigation dropdown arrow.

2. **Click the Documents tab in the dropdown**

3. **Click Add New Document** in the upper right of the Documents section.

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 apply for a job.
   b. **Click the Make Public button** if you would like your document to be able to be found and viewed by employers on Handshake. If you want to keep the document part of your private document library, or if you’re uploading it for use in a particular job application, the checkbox should remain unmarked. To learn more about the difference between Public and Private documents: [What is the difference between a private and public document?](#)

5. You’ll now be able to see your document in Your Documents and you will have the ability to build your profile from this document!
Searching for Jobs and Internships

With thousands of employers posting collegiate hire jobs on the platform, Handshake can be an incredibly powerful tool for your internship and job searches. Taking time to understand Handshake's search functionality will help you identify the best jobs for you. This article will give you strategies and tips to help strengthen your search skills.

1. Start by clicking on Jobs in the upper-middle of your home page. The Job Search page will load by default.

2. Job search page:
3. On this page, there are various options available to view available jobs and narrow down your search.

- Search using keywords, job titles, or employers in the upper left search bar, under "Job Search".
- Search by city, state, or zip code in the upper right search bar, above "My Favorite Jobs".
- Please note that the location filter defaults to a 50 mile radius.
- Filter your search by job duration (full-time, part-time), as well as by job type (on-campus, internship).
- Click on Filters to see more filter options.
- Job types
- Paid roles only
- Work study
- Interviewing on campus
- Employer preferences
- Work authorization
- Industry
- Job function
- Major
- Employer
- Labeled by your school

4. Once you’ve added all desired search criteria, click See Jobs in the lower-right corner of the search/filter box.

5. Saved searches

Another great way to continue your search for jobs and internships is to create a saved search and set job alerts. You can learn how to use saved job search and alerts by checking out the following resources:

- Saved Job Searches and Alerts
- Two Minute Training: Save a Job Search
Searching for Jobs and Internships

My Favorite Jobs

6. To favorite a job, click the star on the job posting.

7. To find these jobs again, click on My Favorite Jobs from the Job Search page.
Searching for Events

1. On your home page, select “Events”

2. View upcoming events, careers fairs, or search for events to find out more details about a particular event.

3. Click on the event name to find out more details. Select the “Favorite” banner to add event to your Event Search page.
Searching for Events

4. Select “RSVP for Event” to RSVP. You will receive reminders for events that you RSVP for.
1. On your home page, select “Career Center”

2. On the next page, click on Resources

3. Browse through and view any of the resources provided.