



STUDENT USER GUIDE TO HANDSHAKE

Handshake, Allegheny College's job and internship platform, connects students to thousands of jobs, internships, and employers using simple and powerful search tools and alerts. You can quickly access your account at allegheny.edu/handshake or by **downloading the Handshake app**.

To maximize Handshake's potential in your job or internship search, be sure to use the following tips when you're logged in to your Handshake account.

01 UPDATE YOUR PROFILE

- Click on "My Profile", located in the drop down menu located under your name in the upper right hand corner
- Edit your primary education section with your major(s), GPA, and expected graduation date
- Use "Select Resume" to autofill your profile from your resume
- Add copies of your resume/cover letter/transcript to the "Documents" section for easy access
- Stand out to employers by filling out the various sections of your profile, and upload relevant work samples or projects

02 EMPLOYER SEARCH

- Click on "Jobs" in the blue top menu bar then "Employers" in the white menu bar
- Search for employers by name, location, employer size, or industry
- On the employer's Handshake page, view any current jobs/internships they have posted, upcoming campus events they are attending, and on-campus interview opportunities
- Once you find an employer you are interested in, click the blue "Favorite" box in the upper right corner of the employer's page. You will then receive updates when the employer posts a new job, internship or event on campus

03 EVENTS TAB

- Click on "Events" in the blue top menu bar
- See campus career events and opportunities we encourage you to attend, such as information sessions with employers, graduate schools, service organizations, and off-campus programs
- Events pertaining to careers, such as employer open houses, job fairs, and networking events held off-campus or virtually

04 JOB/INTERNSHIP SEARCH

- Click on "Jobs" in the blue top menu bar
- Select "Internship" if you do not want to view jobs
- Narrow down the results using filters including location, major, and job function
- Click "Filters" for more options, including filters for remote work and U.S. work authorization
- Select the "Employer Preferences" drop down arrow to only see positions for which you are fully qualified based on major(s), GPA, graduation date, and work authorization
- Save a search by selecting the "Get Email Alerts" button located on the right hand side. Click on the bell to edit the name of your search and select daily or weekly notices
- View your "My Favorite Job" from your Handshake homepage on the left hand side or on the upper right hand side in the "Jobs" section
- Select the blue button "Make Profile Public" in your Handshake "Profile" to allow employers to see your profile



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