

UNIVERSITY *of* WASHINGTON
HUMANITIES ACADEMIC SERVICES

Getting Started in Handshake



HANDSHAKE IS WHERE IT ALL COMES TOGETHER.

If you're thinking about what's next and feeling overwhelmed, don't worry! You are NOT alone in feeling anxious about the details. The good news is that the UW has partnered with Handshake to provide a platform that connects your current chapter to your next chapter in the most comprehensive way, from learning more about what opportunities are out there to applying, and interviewing. Handshake is your path to go from an idea about what's next to a concrete plan with a defined set of steps. Making the most of Handshake's resources in a way that works for you as a Humanities student doesn't come automatically. This guide is designed to help you with the basics.

WHAT IS HANDSHAKE?

Handshake is a powerful recruiting platform, enabling employers to connect with talented students and alumni from the University of Washington, as well as thousands of students across the nation via a network of member universities and institutions.

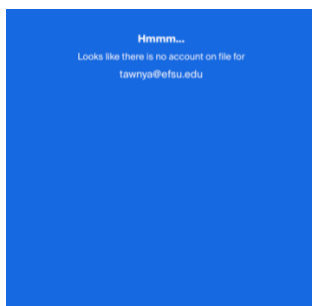
Building a presence on Handshake will allow you to apply to jobs, internships, experiential learning opportunities, student government opportunities, on campus positions, and more. You can also message employers directly, schedule interviews, and learn about career development events for students on campus.

Handshake is a platform used by major universities nationwide, and employers come to handshake specifically to recruit students just like you. Rather than wading through public jobs boards that aim opportunities at professionals at all stages of their career, using handshake means everything you see is intended specifically for you.

HOW DO I GET STARTED?

1. Login to Handshake.

- Start by going to <https://uw.joinhandshake.com/login>
- Sign in by either using the UW NetID login option. If you're starting with a new account, you'll be prompted to set up an account. Select **I'm a Student or Alumni** to proceed with account creation.



You can sign up for a new account by selecting one of the following options:

I'm an Employer

I'm a Student or Alumni

I'm with Career Services

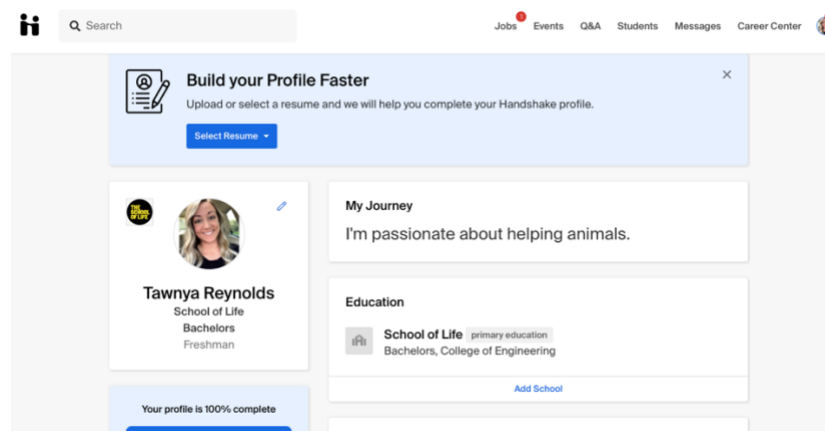
You'll need to decide on your profile privacy level: Community, Employers, or Private. You can read more about these options [here](#).

- If you choose Employers or Community privacy level, keep in mind the more information you add to your profile, the easier it will be for employers to find you and make more thorough decisions about whether or not you might be a good fit for their job opportunities.

If you've created an account, and you're not seeing the confirmation email, refer to [Troubleshooting Missing Confirmation Email](#) for additional steps.

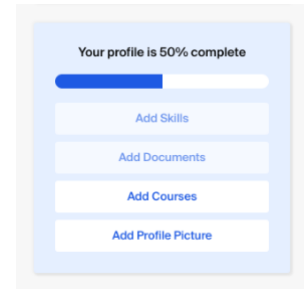
HOW DO I BUILD MY PROFILE ON HANDSHAKE?

If there are already details in your profile, it's because the UW partners with Handshake and connects data from the registrar's office to your UW NetID. Check to be sure all pre-loaded information is correct, especially your major and GPA (if included); if you find any errors, contact your school's Career Services Center to correct it, as Handshake is unable to change any of your profile data. A developed Handshake profile can help you apply directly to opportunities, but it can also be something that employers and organizations use to find and actively recruit you! Here's an overview of the basic sections of a Handshake profile:



In Handshake, every student profile has a profile completion bar. You can drive up your profile completion and raise your visibility by filling out all the different areas of your profile – here are the steps you can take to drive that Profile Level up.

1. Fill out your Education Section: Click the pencil next to your name and make sure you have your Major and Start/End Dates filled out. You can also talk about areas of focus, class projects, and courses taken.
2. Fill out your experience section: It's not just about jobs, but any kind of experience – tutoring, volunteer work, community leadership, major projects, internships, and yes, jobs.
3. Alternatively, you can add experience to the extracurricular activities section as well..
4. Don't forget to add skills: technical (software, systems etc.), languages, and non-technical (team and volunteer management, time management, project management, intercultural communications, etc.)
5. Add multiple skills, documents, courses, projects.
6. Don't forget a profile picture!



The progress bar will hit 100% only when you complete every section on your profile including a short bio, documents, projects and social links. The bio (My Journey) is where you can tell people about yourself, your skills and expertise, what you're doing right now, and where you're hoping to go.

You'll likely want to have a public resume available in Handshake for employers (and the HAS/ UW Career & Internship team) to see.

To learn more about how to upload a document, refer to [How to Upload a New Document](#). Once you've uploaded a resume, you can use it to fill in your profile — refer to [Build Profile from Resume](#) for more information.

Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

Resumes

Name	On Profile	Date Added	Status
Updated Resume	<input type="radio"/> Visible	October 18th 2019	Reviewed
Newest Resume	<input type="radio"/> Visible	March 10th 2020	Pending
Sprinkle Dreams Resume	<input type="radio"/> Visible	March 10th 2020	Pending

Cover Letters

Name	On Profile	Date Added	Status
bunk bed pdf copy.pdf	<input type="radio"/> Visible	September 13th 2019	Pending

Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)

Other Documents

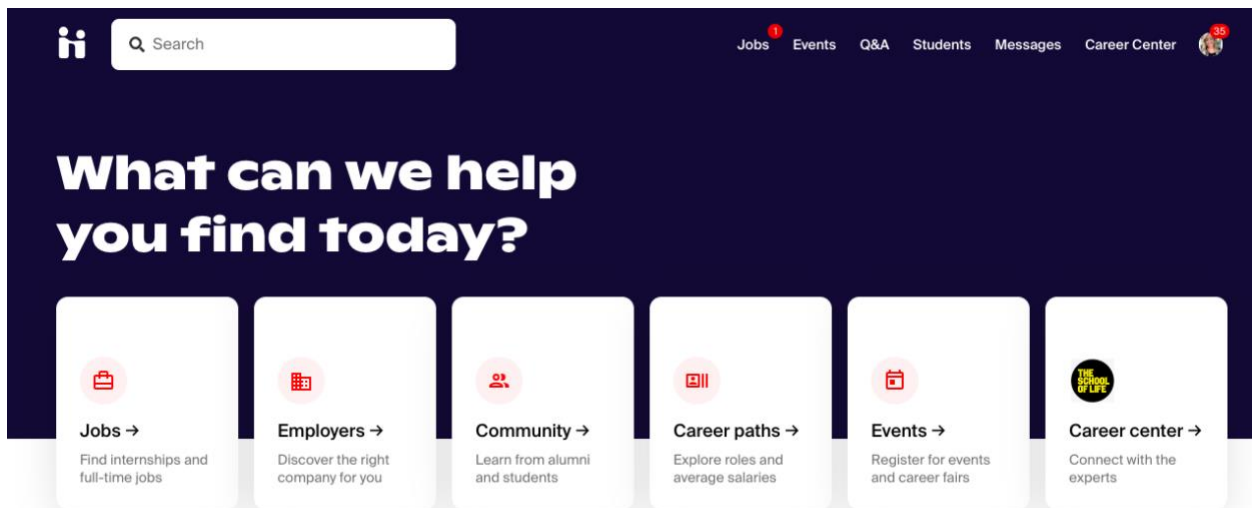
WHAT ELSE IS ON HANDSHAKE?

Use your home page, the top search bar, and filters to look for companies and jobs you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake, so finding relevant employers and jobs will be easy. Some additional resources that might be helpful here include:

- [Job Roles \(Students\)](#)
- [Searching for Jobs and Internships](#)
- [Saved Job Searches and Alerts](#)

Below is an example of what your homepage could look like with various resources:

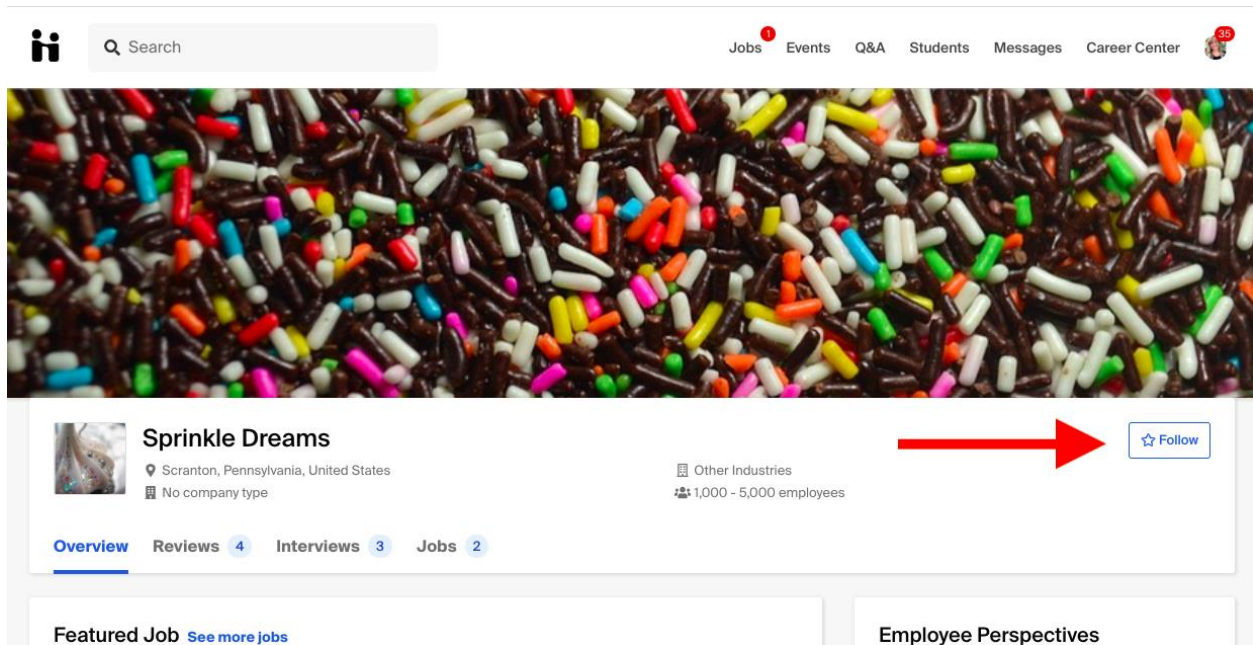
- **Jobs:** explore active job and internship postings. You can start here by clicking “Jobs” on the top nav for the page
- **Employers:** discover employers approved to connect with your school
- **Community:** (dependent on your profile privacy) connect with other students and alumni
- **Career Paths:** explore job roles and job role groups
- **Events:** discover events and fairs hosted both by approved employers or your school
- **Career Center:** If your school partners with Handshake, you'll see your school's Career Center link on the homepage and also next to your account icon in the upper-right corner. Use these links to connect with your Career Services staff via Appointments, complete a First Destination Survey, take a survey, or check out additional resources.



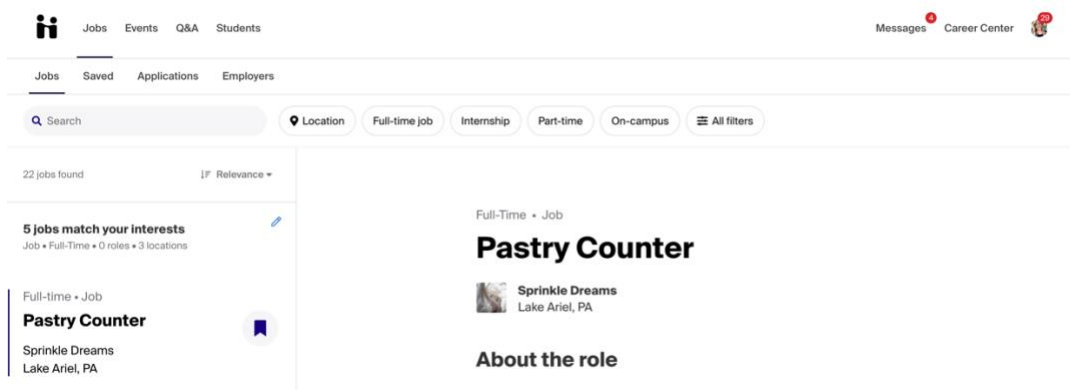
Recommended based on your activity

These employers could be a good match for your interests. Follow them to stay up-to-date.

Don't forget to follow organizations you're interested in: When you follow an employer or a job, you can begin filtering based on companies you follow. You'll also receive alerts when the job application window is closing or when an employer is attending an event or fair at your school.



Searching for jobs and internships is what a lot of students use Handshake for:



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.
- Search by city, state, or zip code by clicking **Location**.
 - 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 **All Filters** to see more filter options -- once you've added all desired search criteria, click **Show Results** in the lower-right corner of the filter popup.
 - Job types
 - Paid roles only
 - Work study
 - Interviewing on campus
 - Employer preferences
 - Work authorization
 - Industry
 - Job function
 - Major
 - Employer
 - Labeled by your school

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](#)
- [Video: Search for, Save, and Apply to Jobs in Handshake](#)

Saved jobs

To save a job for later, click the bookmark icon. For more information, refer to [My Saved Jobs in Handshake](#).

WHAT'S NEXT?

Once you've mastered the basics, attending events, booking coaching appointments, connecting with employers and other students, and of course, submitting those applications are all in the cards! As a Humanities student, you have both the HAS advising AND the UW Career & Internship Center coaching group to count on for support. You can use handshake to make a coaching appointment with the C&IC, or go to hasc.uw.edu to connect with a Humanities adviser. We'll be happy to discuss strategy, next steps, and even look over resumes.

Good luck!