

# HANDSHAKE

## Quick Tips

Information Provided by RMU Career & Professional Development Center

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**Handshake is the Robert Morris University's career management system where students and alumni can:**

- **Find career and internship opportunities**
- **Attend the RMU Career Fairs in Fall and Spring**
- **Participate in recruiting events, interviews and workshops**

## **GET STARTED WITH HANDSHAKE**

### **1. LOGIN TO HANDSHAKE.**

Go to <http://rmu.joinhandshake.com> and click "RMU Single Sign On (Current Students)"

- Enter your RMU login information (the same username and password you use to log in to your RMU email)
- Decide on your profile privacy level: Community, Employers or Private. Your account is set up as Private, but, now that you are activating it you may want to update your privacy settings

### **2. UPLOAD A RESUME.**

You'll want to have a public resume available in Handshake for employers to see.

### **3. FILL OUT YOUR PROFILE.**

Since RMU partners with Handshake your information should be pre-loaded. Check to make sure the information is correct, especially your major and GPA. If you have any errors contact the RMU Career & Professional Development Center.

### **4. EXPLORE HANDSHAKE.**

Use your homepage, the top search bar, and filters to look for companies and jobs you're interested in learning more about or applying to.

### **5. FOLLOW JOBS AND EMPLOYERS!**

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 RMU.

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**Once you've taken these five steps, you'll be on your way to using Handshake to help you efficiently and effectively launch your career!**

**Here is a Link to a Handshake article that will provide you with more information and links to answer all of your questions!**

<https://support.joinhandshake.com/hc/en-us/articles/218693368-Getting-Started-with-Handshake>