

Handshake- Tip Sheet

Handshake is the job posting and event management system used by the Career and Professional Development Center (CPDC).

Steps for New Student Users

1. Go to <http://rmu.joinhandshake.com> and click “RMU Single Sign On (Current Students).”
2. Enter your RMU login information (the same username and password you use to log in to your RMU email).
3. Review the following statements and check boxes:
 - ✓ I agree to receive marketing messages, including promotions and special offers from Handshake.
 - ✓ I agree to the Terms of Service and Privacy Policy.
4. Once you have reviewed the statements and made your selections, click “Get Started.”
5. Make your profile visibility selection:
 - Community-** Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You will also be able to message students and alumni who have similar interests or experiences.
 - Employers-** Your profile will be visible to employers. You may receive messages from employers about job opportunities.
 - Private-** You will be able to apply for jobs, but employers will not be able to view your profile or message you about jobs.
6. You will be asked several questions regarding the type of position you are seeking and your career goals. Your responses will help to personalize your experience using Handshake. You may update information about your career goals through the “Career Interests” section of your account.
 - Note:** One question asks what type of position you are seeking: full-time, internship, part-time, or on-campus. Please note that on-campus/work-study jobs at RMU are not listed in Handshake. You may access RMU on-campus/work-study jobs through Talent Track. A link for Talent Track is available through Handshake; under “Career Center” on the main menu bar, click on “Resources.”
7. After each question, click “Continue” to proceed. After the final question, click “Launch.”

Steps for Alumni Users

Visit the [CPDC website](#), click “Handshake,” and follow the steps provided through the “Instructions for Alumni” link.

Features of Handshake: The Main Menu Bar



⇒ HANDSHAKE LOGO

Click the logo to access the welcome page, featuring your favorited jobs, upcoming events at RMU, popular job collections, and more!

⇒ JOBS

- ★ Job Search: You may enter a job title, employer, or keywords into the search box and/or enter a city, state, or zip code. Click “Filters” to select additional criteria, such as, job type (full-time, part-time, internship, etc.), industry, job function, major, and more. **Please note:** On-Campus/work-study jobs at RMU are posted in Talent Track. A link for Talent Track is available through Handshake; under “Career Center” on the main menu bar, click on “Resources.”
 - Favorite Jobs-** allows you to designate a posting as a “favorite” and is a great way to remember jobs you plan to apply for.
 - Click on the star to the right of the job title to favorite a job posting.
 - Search Alert-** will notify you when any new/updated jobs matching your search criteria are added.
 - Once you are happy with the criteria you have selected, click “Save your search” in the “Don’t miss out!” box. You may opt to be notified via email or in-app and to receive daily or weekly notifications.
- ★ Applications: Apply to jobs and interviews and track the status of your applications.
- ★ Employers: Research employers using Handshake. Search employers by keyword, location, employer size, and industry.
- ★ On-Campus Interviews: View the on-campus interviewing schedule and apply for positions/schedules of interest.

⇒ EVENTS

- ★ Upcoming Events: Review a list of upcoming events as well as the career fairs/events you have registered for and the interviews you have signed up for.
- ★ Event Search: Search events by keyword, type, date, etc. Events can include networking events, classroom presentations, info sessions, speaker/panel programs, and workshops.
- ★ Fair Search: Search career fairs by keyword, location, date, and category (include all public fairs and/or include past fairs).
- ★ Calendar: View a calendar of events by month, week, or day.

⇒ Q&A

In Q&A (Questions & Answers), you can ask career-related questions and receive answers from students or alumni from any school in the Handshake network.

⇒ STUDENTS

Through this section, you can search profiles of other students in the Handshake network who have opted to make their profile visible to other students. You may search students by name, class level, major, previous employers, and/or student organizations. In order to view other students' profiles and message them, you must select "community" under the privacy settings, meaning your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

⇒ MESSAGES

View a record of your unread and archived messages.

⇒ CAREER CENTER

- ★ My School: View contact information for the RMU Career and Professional Development Center (CPDC).
- ★ Resources: Utilize helpful CPDC resources, access Vault (a comprehensive career development resource and job posting website), log in to Talent Track through the link provided to view on-campus/work-study jobs, and more!
- ★ Survey: Access links to any surveys posted by the RMU CPDC.
- ★ Discover Careers: Learn about different jobs and career fields.

⇒ YOUR NAME (YOUR ACCOUNT INFORMATION)

- ★ **My Profile:** Edit/update your profile information including your career interests, introduction, additional educational background, work and volunteer experience, organizations/extracurriculars, courses, projects, skills, and documents.

IMPORTANT OPTIONS- Through this section you can also:

- Opt to make your GPA visible to employers (through the education section).
 - Set your profile as private, visible to employers, or visible to the Handshake Community, including employers as well as students and alumni from other colleges and universities.
 - View your profile, as an employer would see it, by clicking "See Employer View."
- ★ **Documents:** Upload resumes, cover letters, transcripts, or other documents. Through this section, you can also select if you want your resume to be visible on your profile.
 - ★ **Applications:** Apply to jobs and interviews and track the status of your applications.
 - ★ **My Reviews:** You may opt to write a review of companies you have worked for to help others learn from your experience.
 - ★ **Career Interests:** Update/revise responses to questions about your career goals, the type of position(s) you are seeking (part-time, internship, and full-time), your job functions and industries of interest, and your expected graduation date. (These responses impact how your Handshake experience is personalized.)
 - ★ **Notifications:** Choose how you want to be notified about various information and activities including general updates, events, interview schedules, jobs, career fairs, messages, applications, etc.
 - ★ **Settings & Privacy:** Manage your profile visibility to employers and to other students. Set calendar preferences and manage responses to work authorization questions.
 - ★ **Help:** Review responses to commonly asked questions regarding Handshake.
 - ★ **Sign Out:** Sign out of your Handshake account.

Uploading Your Resume into Handshake

1. Log in to your Handshake account.
2. On the menu bar, under your name, click "Documents" and then click "Add New Document."
3. Create a meaningful name for your document (example: Smith, Mary Teaching Resume 5-19) and enter it in the Document Name" box. You may store multiple versions of your resume in Handshake.
4. Under "Document Type," select "Resume."
5. Drag and drop a PDF or Word doc or choose a file from your computer by clicking "Select from Computer."
6. Click "Add Document" and preview your resume.