Handshake for Students

Welcome to Handshake! Handshake continually personalizes career recommendations based on your interests and connections, helping you discover exciting new opportunities! Use Handshake to find amazing job and internship opportunities, schedule appointments with CORE for resume preparation, career exploration, mock interviews, CPT/OPT for international students, internship/job search, teach and work abroad, graduate school planning, and personal statements.
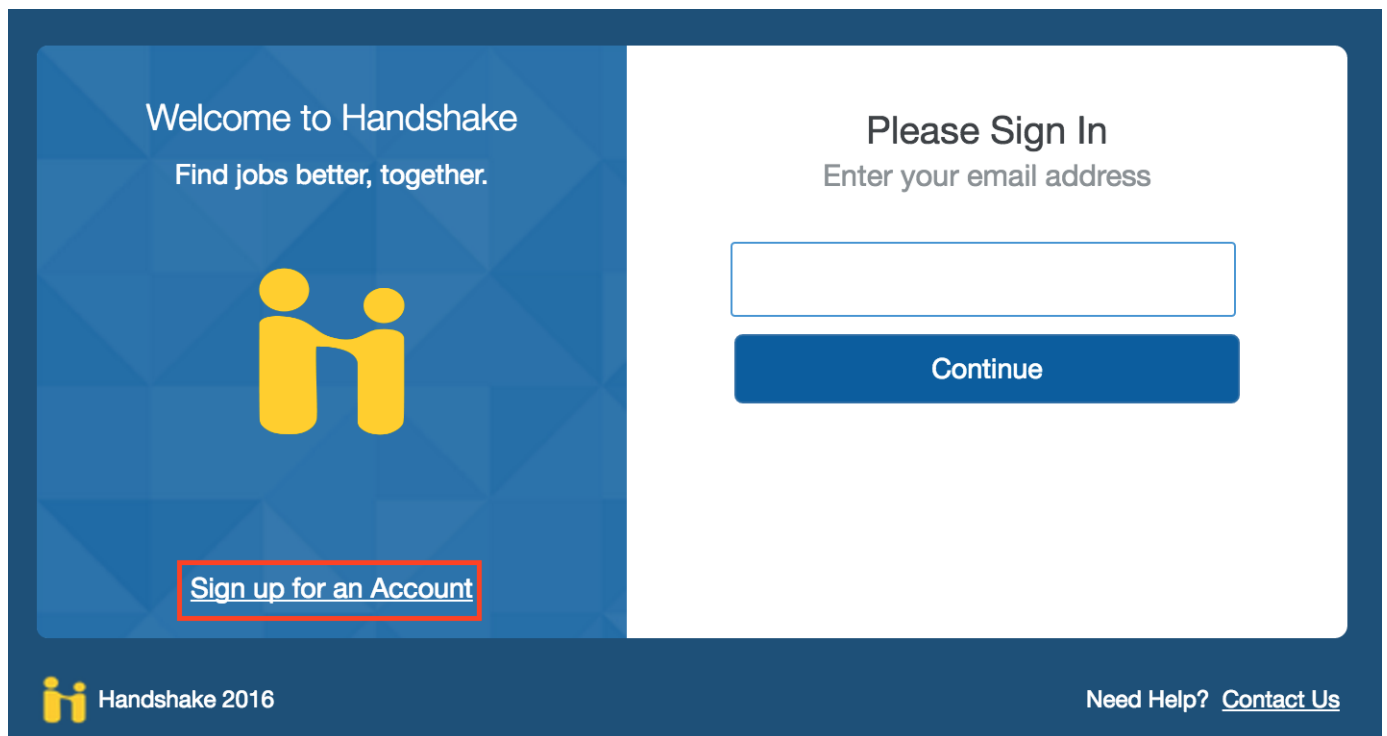
This guide will show you how to Sign up for Handshake, Build Your Profile, Search and Apply for Positions.

STEP ONE: Sign Up

Signing up for Handshake is easy! Handshake is a user friendly search tool that helps you find the best fit for both jobs and internships. Quickly build a rich profile that helps you stand out to employers.

To register for a Handshake account:

1. To get started on Handshake go to **augustana.joinhandshake.com** - *this is important so you get connected to the Augustana College Handshake account.*

- **Click *Sign Up for An Account*** at the bottom of the page
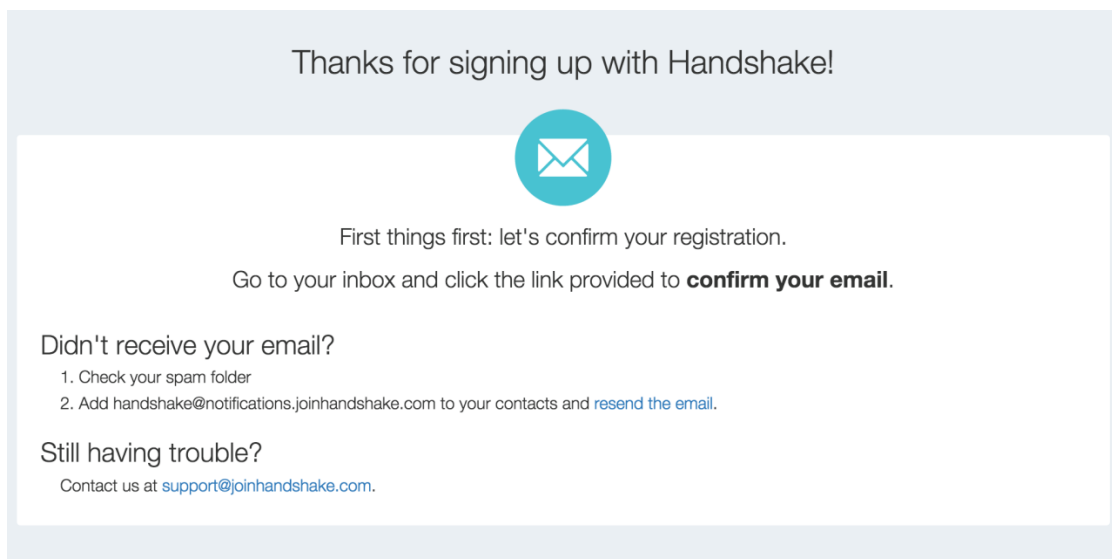
3. **Click** the *Student / Alumni* button.

4. **Fill in** your personal information and create a password.

- *Tip:* When asked to enter your email please use your .edu email address.
- You must agree to the Terms and Services before you can complete your registration.

5. Next, you should see a screen asking you to confirm your registration.

- To confirm your registration, **click** on the *link* that you received in your email.

Once you've confirmed your email address, you are registered as a student and may now **log in** to complete your Handshake profile!
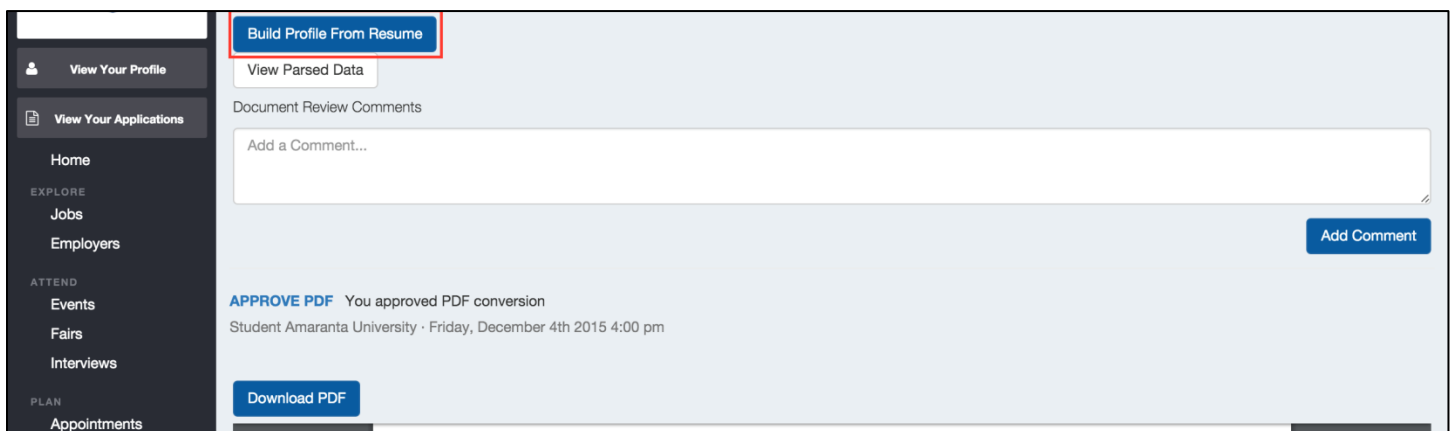
STEP TWO: Build Your Profile

Now that you have a Handshake account, it is time to create your Handshake Profile! In order to apply for jobs you will need to upload your resume. To do so, simply follow the directions below:

1. Upload a new document:

   - Click *Profile* on the Left Hand Navigation Bar.
   - Click the *Documents* tab in the upper right corner to get to *Your Documents*.
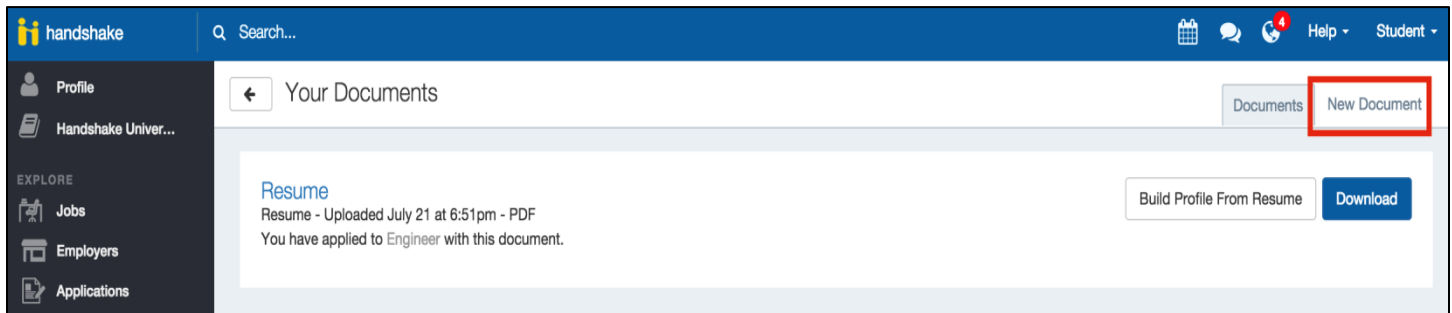
   - Click *New Document* in the upper right corner of Your Documents.
   - Complete the New Document form. Uploaded documents can be resumes, cover letters, transcripts, or work samples.
     - Files should be in .PDF, .DOC, or .DOCX format. Note: The preferred format is .PDF. Handshake will automatically 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.

     - Check the *Public?* checkbox if you would like your document to be able to be found and viewed by employers on Handshake or Augustana's Career Services Center.

   - Select *Create Document* when the form is complete.

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!

STEP THREE: Search And Apply For Jobs

- Click **Jobs** on the left hand navigation bar
- Search for jobs that you are interested in
- Select the job that you are interested in applying to by clicking on the job title
- Review the details and qualifications for the job to make sure it is a good fit
  - Tip: You can take *notes* at the bottom of the page if you would like to come back to this job at a later date
- If you are ready to apply click **Apply Now** located on the right side of the screen
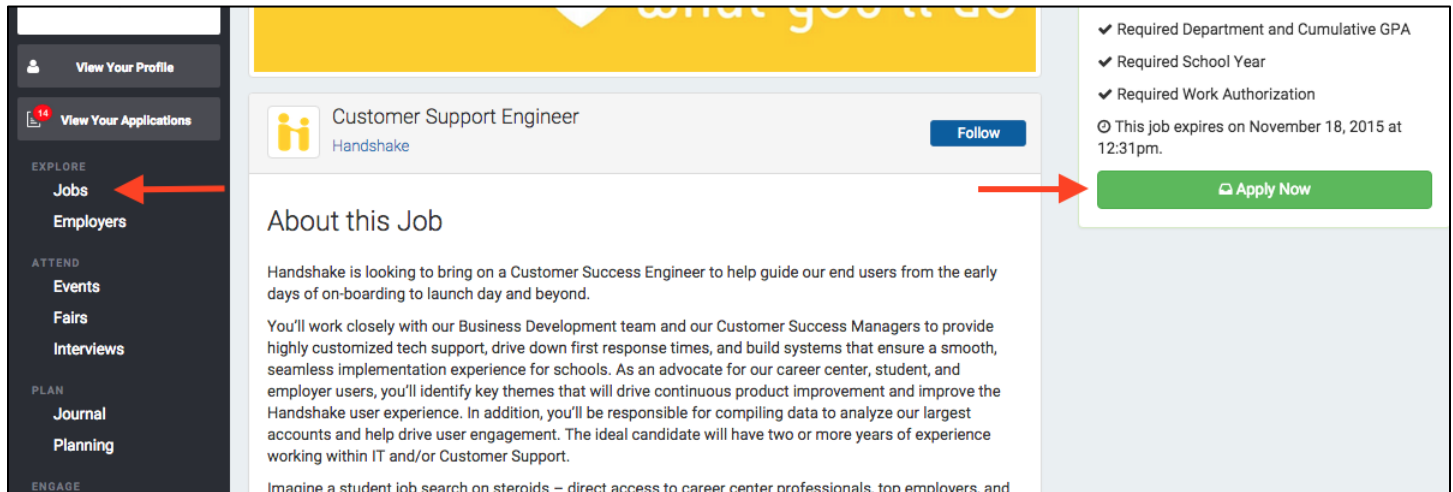
- **Select** the documents you would like to upload from your document library or upload documents directly from your computer
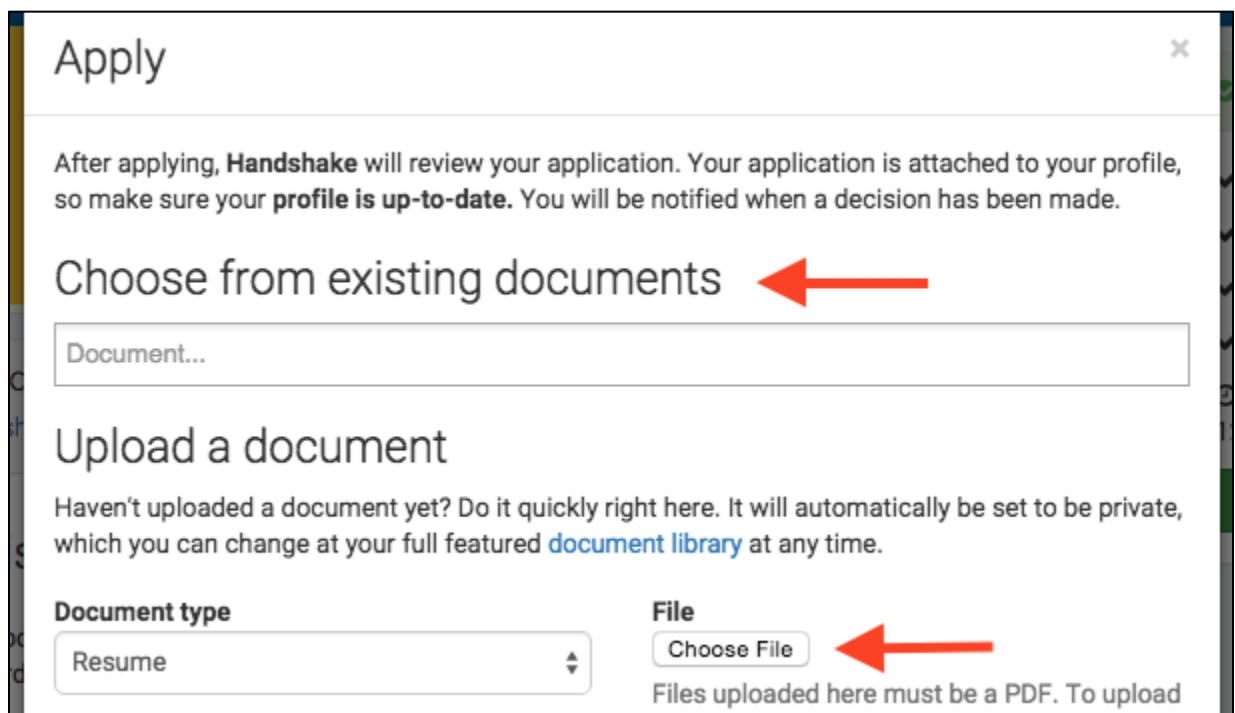
Click the green *Apply* button when you are ready to submit your application

o If this job has additional application instructions you will see a message with directions that you will need to follow to complete this application. Click any links here to be directed to external applications.

STEP FOUR: Sign Up For An Appointment With CORE

Augustana requires appointment scheduling for career counselor to be done in Handshake. You can follow these steps to request an appointment:
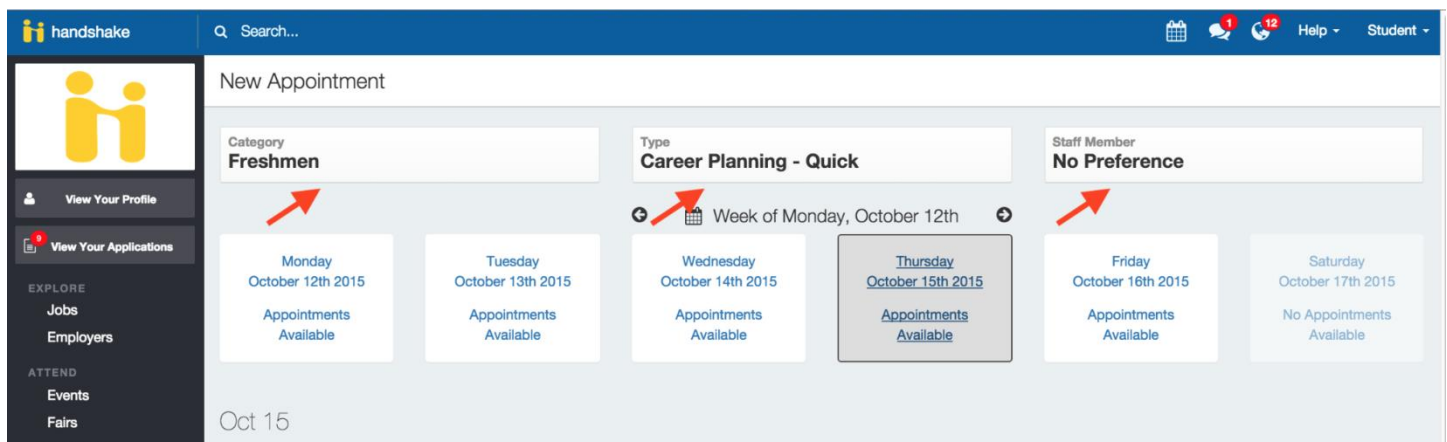
1. **Click** on the *Handshake logo* in the top left corner which will take you to the student dashboard
2. **Click** *Appointments* on the left hand navigation bar
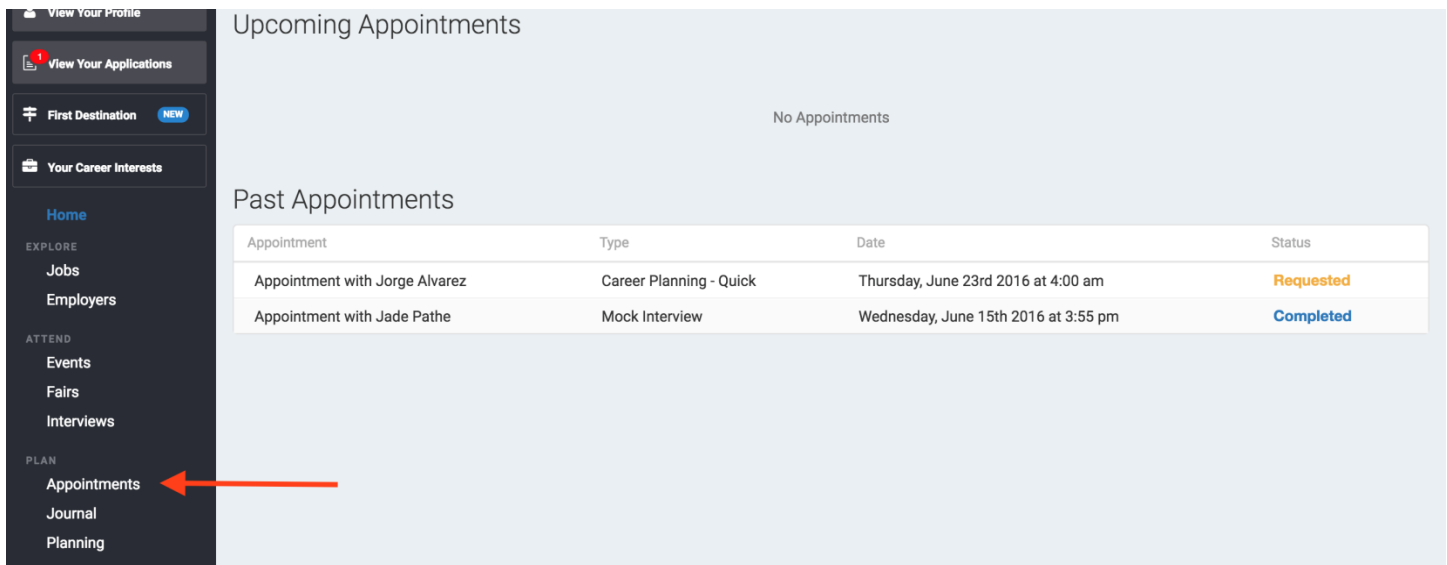
3. You will see the option to pick a *category* and *type* of appointment - Select the category and type of appointment you are interested in scheduling
4. You will be taken to the next available appointment times once you have selected an appointment category and type


5. **Click** on a time that works for you or **click** on staff member to see the availability of different staff members.

6. Enter details about the appointment in the **What can we help you with?** section and then **click** *Request* at the bottom of the screen. You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.

7. Make sure that you check your notifications for updates to the status of your appointment.
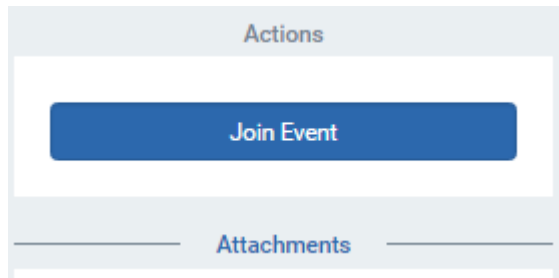
STEP FIVE: Look For Events

1. Click on the *Handshake logo* in the top left corner which will take you to the student dashboard
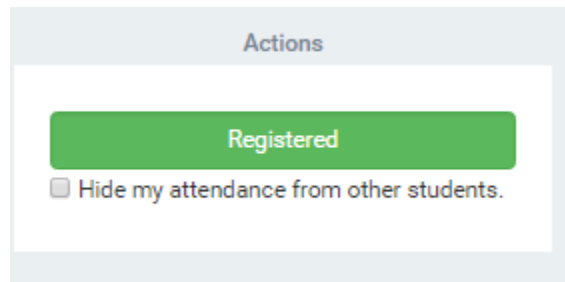2. Click *Events* on the left hand navigation bar
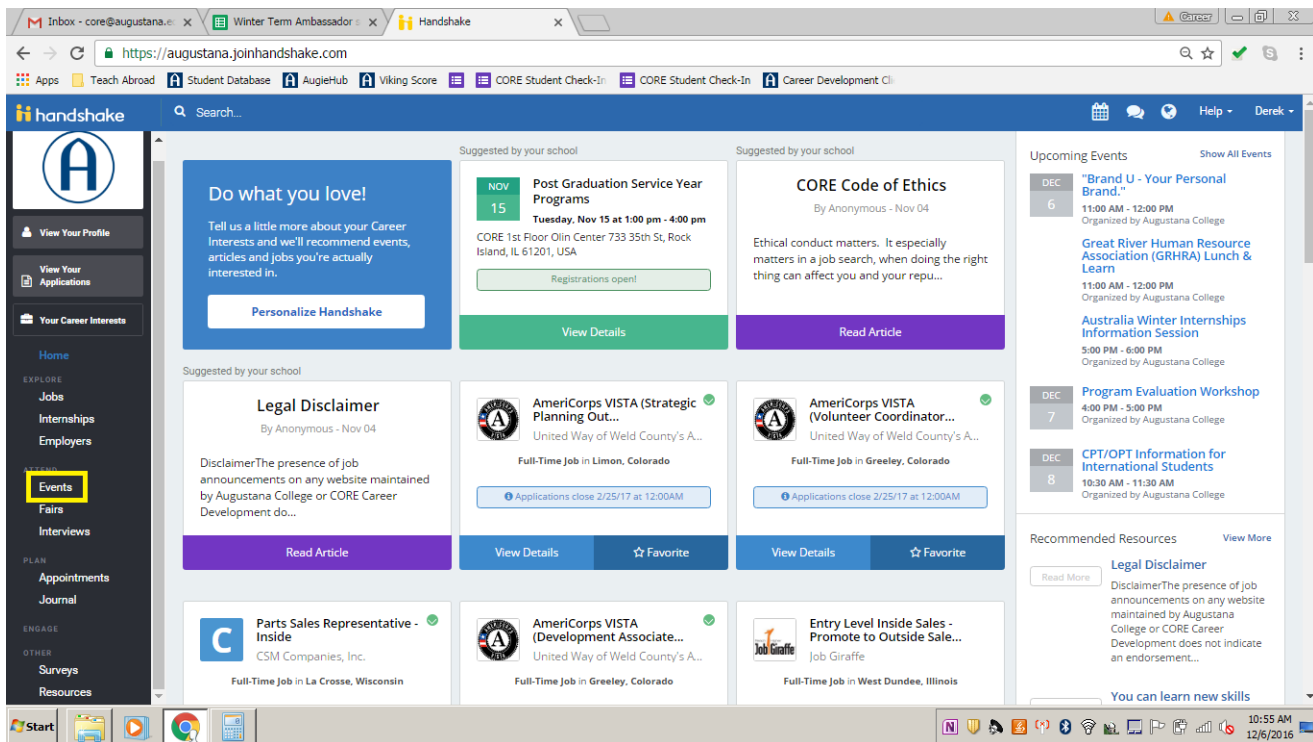
3. You will find a list of current Events being offered at Augustana. "View Event" to see more details regarding the event.
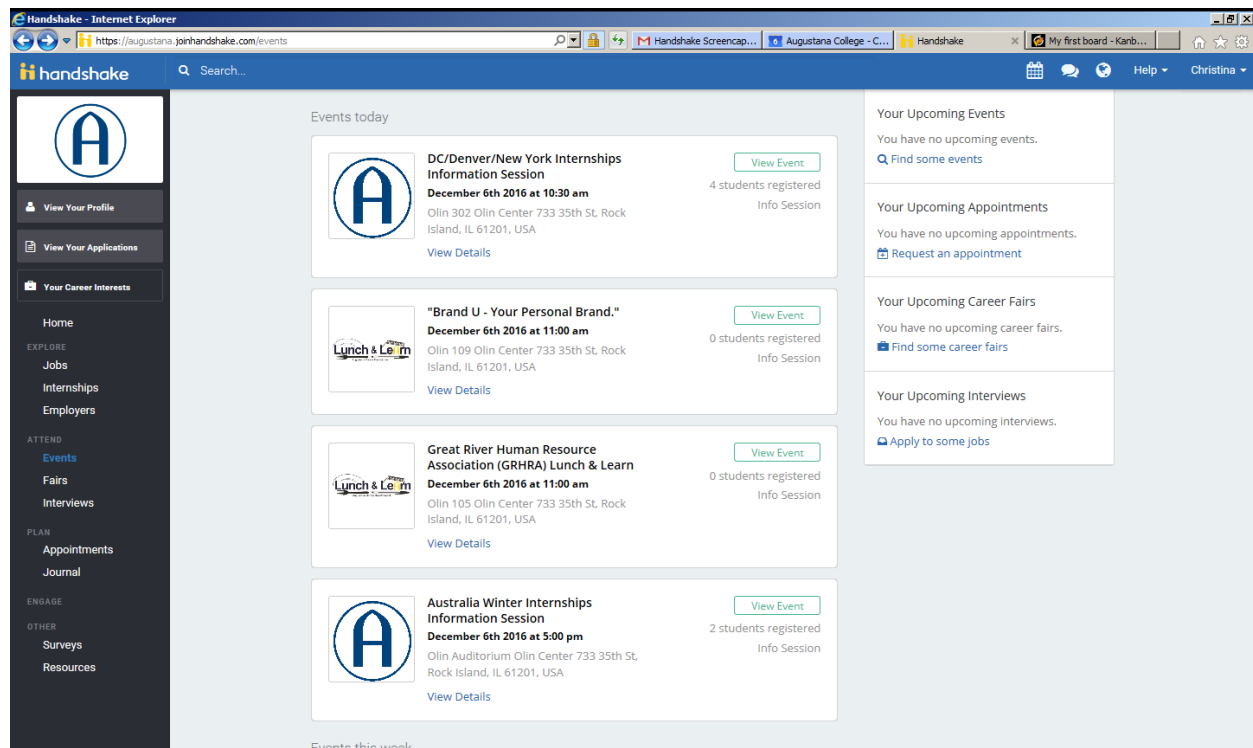
4. Click the "Join Event" button located on the left side of the dashboard.

5. Once you are registered you will see your status change from "Joint Event" to "Registered"

6. You will receive an email confirmation for the event and the event will appear under 'Upcoming Events"