

How To Set Up And Use Your Handshake Account – For Success!

What Is Handshake?

- The platform Knox Career Success uses for all job/internship etc. postings and employer/grad school events, our Career Success events, and all our resources for you

What should I do first?

- **Fully** complete your Profile. Your Profile is your key to using the system effectively and attracting employers. Think of your Profile as an expanded version of your resume. Complete all sections, ‘open’ your Profile to employer views, and be detailed in your descriptions of your experiences. As you add experiences/coursework, or add to/change your interests, be sure to update your Profile! **Important: Handshake is intuitive, and the content you see highlighted is based 100% on your Profile content.**

As a first-year student, what’s one thing I could do to make my Profile more effective?

- Even though you haven’t officially declared a major, add a major you’re considering. Neither we nor employers can connect with you effectively regarding opportunities if your major is listed as Undeclared. Don’t worry, once you declare a major your new major will be auto-uploaded into the system.

What do I do next?

- Explore! The system includes:
 - Job and internship postings, including On-Campus Jobs. Create ‘Saved Searches’ so you miss none!
 - Searchable database of 500,000+ employers using Handshake, with reviews, contact info, connections
 - Events Calendar – our Career Success events (most require RSVP via Handshake) and virtual recruiting
 - Career Q&A’s – explore your possibilities!
 - Students – connect with 2 million+ students worldwide using Handshake
 - Career Center section, **featuring all the Resources we’ve purchased or created for you**
 - Messages – yes, employers send you messages about their openings, based on your Profile info
 - Your “Control” page – track applications, set Notifications, manage Documents, review employers, etc.

So, What Are These Resources I Can Use On Handshake?

- **FOCUS2** – personalized career inventory; make career decisions based on interests/personality/skills etc.
- **Vault** – career and employer/grad school research tool, features 250+ downloadable career guides
- **JobScan** – tailor your resume/cover letter for specific positions + optimize your LinkedIn Profile
- **Big Interview** – practice and prep for interviews; record and share your practice interviews if you like
- **KNect** – Knox-only networking tool, to connect with Knox alumni
- **Our Content For You** – resume/cover letter samples, suggested links, tips for interviewing/networking etc.

Any Other Tips?

- In Jobs, set up Saved Searches, based on your interests so you don’t miss any you may like.
- In Employers, ‘favorite’ ones you’re interested in. You’ll receive a notification when they post a position
- **Stop in and see us in Center For Career Success or email us: careers@knox.edu (no appointment needed) – we’ll help you set up your account perfectly for your individual goals and interests!**