

HANDSHAKE



AT A GLANCE

BYU's own job board. Employers who want to hire BYU graduates or offer internship to current students post job openings to this website and students apply. Just like LinkedIn, employers can view student profiles and students can network as they apply for jobs and internships.

Login to [Handshake.byu.edu](https://handshake.byu.edu) with yournetid@byu.edu
You do not need to create an account. Just sign in.

1. COMPLETE YOUR PROFILE

- Completed profiles tailor your handshake experience
- Fill in the Summary/Bio section
- Fill in your past jobs and experiences, including all the bullet points you use on your resume
- Add a professional headshot and background photo
- Information from your transcript is already uploaded

Remember: Every word in your profile will be searchable by students and employers

Employers are

5X MORE LIKELY

to view a profile that has at least one job/skill/organization

2. APPLY FOR JOBS

- Search for job titles, employers, or skills.
- Apply for interesting jobs that meet your skill set

3. RESEARCH COMPANIES

- Under the Jobs tab there is an Employers tab
- Use keywords or locations to search for companies that are the right fit for you
- Plan to attend employer info sessions on BYU Campus, connect with them at Career Fairs or set up informational interviews to learn more

Remember: When looking at companies or jobs, Handshake will tell you what other BYU students have worked there. Use this resource to network and discover more information!

4. EXPLORE FELLOW STUDENTS

- Use the People tab to find peers
- Search for fellow BYU students to view their profiles and job positions (Facebook stalking... "Networking")
- Attend events
- The Events tab will be your key to attending info sessions interviews, and Career Fairs
- The Events tab also has a search option that will help you find out what events are coming soon
- Make sure to save events you are interested in or RSVP so you do not forget to attend
- Spread the word to your friends on social media
- Use collections to filter results in your major

6. DOWNLOAD HANDSHAKE APP

- Search: handshake not "Handshake Career Services"
- Input your BYU e-mail address: netID@byu.edu (it will forward emails to the e-mail you have on file with BYU)
- Handshake will send you a link via e-mail to enable your account in the app
- Navigate the app to perform all the functions of the website that have been previously mentioned

7. VISIT THE CAREER STUDIO

- Freshen up your resume, cover letter, or LinkedIn
- Receive networking help
- Practice interviewing with a Career Mentor