

# 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 with yournetid@byu.edu  
You do not need to create an account. Just sign in.

## 1. COMPLETE YOUR PROFILE

- Upload your resume and it will auto-fill in your profile
- Completed profiles tailor your handshake experience
- Information from your transcript is already uploaded
- 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

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 skill.
- Apply for interesting job that meet your skill set

## 3. RESEARCH COMPANIES

- Under the Jobs Tab there is an Employers Tab
- Search for keywords or locations to find companies that are the right fit for you
- Plan to attend their 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

- Students tab
- Search for fellow BYU students to view their profiles and job positions \*(Facebook stalking... "Networking")
- 5. Attend Events
- The "Events" tab will be your key to attending info sessions interviews, and Career Fairs
- The "calendar" tab under "Events" will show you what events are coming soon
- Make sure to save events your are interested in or RSVP so you do not forget to attend
- Spread the word to your friends on social media

## 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 mock interview
- Meet with a full-time Career Counselor in your field

## 8. GET A JOB, RING THE BELL

- Once you're hired, stop by the Career Studio to ring our Victory Bell and get a picture for the Victory Board