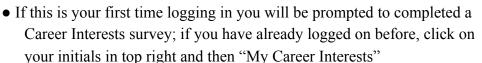
# **Getting Started with Handshake**

#### Logging In:

- MSU.joinhandshake.com
- Use your MSU Log-In information



• Complete (or update) the "My Career Interests" survey; this helps employers find you and ensures you see the most applicable jobs, events, etc.

### **Profiles:**

- Start filling out your information
  - $\circ$  Upload a professional photo
  - Upload a copy of your resume
  - $\circ$  Fill out your information and work history
  - Aim to fill out as much of your profile as possible to help employers find you
- We recommended you also update your notifications & settings
  - Note: To participate in virtual career fairs and to make it easier for employers to find you, please change your <u>privacy in settings</u> to "community" or "employers"

## **Explore Handshake:**

## Jobs menu:

- Practice <u>searching for jobs and internships</u>; you will see a search bar with the following options: • Full-Time, Part-Time, Internships, etc.
- Use "all filters" to select additional criteria you are interested in/that is important to you
- Use the location button to further filter job results
- <u>Save your search</u> (top of left side bar) to be notified when new jobs post that match your filters • Click "manage notifications" to name the search and choose how and how often to be notified

### **Events menu:**

- Click "Career Fair" tab to view upcoming fairs
  - Within each fair you can view attending employers and sign up for 1:1 or group sessions for any <u>virtual fairs</u>
- Click "All filters" and under labels type "egr event"; this will show you all upcoming employer events for EGR students and workshops offered by our office

# **Employers menu:**

- Filter employers by location, size, and/or industry.
  - <u>Follow employers</u> of interest to be notified when they sign up for fairs/events or post jobs
    This is a great way to discover employers that may not come to fairs or regularly post on
  - Handshake that you may want to target in your search

# Career Center menu:

- Make an appointment with Center staff for career advising
- Check out resources including Interview Prep, Focus 2 (career/major exploration), and more!

