

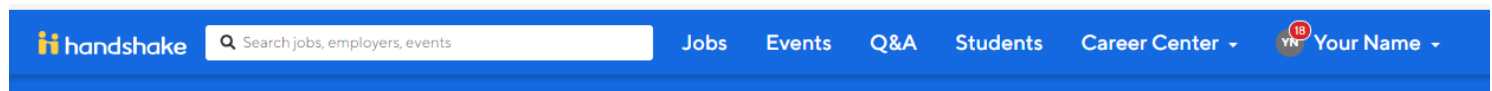
Handshake- Tip Sheet

Handshake is the online registration, job posting and event management system used by the Career and Professional Development Center (CPDC).

Steps for New Users:

1. Go to <http://rmu.joinhandshake.com>.
2. Click “RMU Single Sign On (Current Students).”
3. Enter your RMU login information (the same username and password you use to log in to your RMU email).
4. Review the following statements and check boxes:
 - ✓ I want employers to be able to find and view my profile.
Note: If you do not want your profile viewable to employers at this point, you may uncheck the box to make your profile private. Once your profile is complete, proofread, etc., you can make your profile viewable to employers at any time through the option within your profile or through the Settings & Privacy section.
 - ✓ I agree to receive marketing messages, including promotions and special offers from Handshake.
 - ✓ I agree to the Terms of Service and Privacy Policy.
5. Once you have reviewed the statements and made your selections, click “Get Started.”
6. You will be asked several questions regarding the type of position you are seeking and your career goals. Your responses will help to personalize your experience using Handshake. You may update information about your career goals through the “Career Interests” section of your account.
Note: One question asks what type of position you are seeking: full-time, internship, part-time or on-campus. Please note that on-campus/work-study jobs at RMU are not listed in Handshake. You may access RMU on-campus/work-study jobs through Talent Track. A link for Talent Track is available through Handshake; under “Career Center” on the main menu bar, click on “Resources.”
7. After each question, click “Next” to proceed. After the final question, click “Launch.”

Features of Handshake: The Main Menu Bar



⇒ HANDSHAKE LOGO

Click the logo to access the welcome page, featuring your favorited jobs, upcoming events at RMU, popular job collections, and more!

⇒ JOBS

- ★ Job Search: You may enter a job title, employer or keywords into the search box and/or enter a city, state or zip code. Click “Filters” to select additional criteria, such as, job type (full-time, part-time, internship, etc.), industry, job function, major, and more. **Please note:** On-Campus/work-study jobs at RMU are posted in Talent Track. A link for Talent Track is available through Handshake; under “Career Center” on the main menu bar, click on “Resources.”

Favorite Jobs- allows you to designate a posting as a “favorite” and is a great way to remember jobs you plan to apply for.

- On the results page, click on the star to the right of the job title to favorite a job posting.

Search Alert- will notify you when any new/updated jobs matching your search criteria are added.

- Once you are happy with the criteria you have selected, click “Create Search Alert” under “Saved Searches.” You may opt to get notified via email or in-app and to receive daily or weekly notifications.

★ Applications: Apply to jobs and interviews and track the status of your applications.

★ Employers: Research employers using Handshake. Search employers by keyword, location, employer size and industry.

★ On-Campus Interviews: View the on-campus interviewing schedule and apply for positions/schedules of interest.

⇒ EVENTS

This section features information on upcoming career/job fairs and events.

- ★ **Upcoming Events:** Review a list of upcoming events as well as the career fairs/events you have registered for and the interviews you have signed up for.
- ★ **Event Search:** Search events by keyword, type, date, etc. Events can include networking events, classroom presentations, info sessions, speaker/panel programs, and workshops.
- ★ **Fair Search:** Search career fairs by keyword, location, date and category (include all public fairs and/or include past fairs).
- ★ **Calendar:** View a calendar of events by month, week or day.

⇒ Q&A

In Q&A (Questions & Answers), you can ask career-related questions and get answers from other students or alumni from any school in the Handshake network.

⇒ STUDENTS

Through this section, you can search profiles of RMU students who have opted to make their profile visible to other students. You may search students by name, class level, major, previous employers, and/or student organizations. In order to view other students' profiles, your profile must be set as viewable to other students.

⇒ CAREER CENTER

- ★ **My School:** View contact information for the RMU Career and Professional Development Center (CPDC).
- ★ **Resources:** Utilize helpful CPDC resources, access Vault (a comprehensive career development resource and job posting website), log in to Talent Track through the link provided to view on-campus/work-study jobs, and more!
- ★ **Survey:** Access links to any surveys posted by the RMU CPDC.

⇒ YOUR NAME (YOUR ACCOUNT INFORMATION)

- ★ **My Profile:** Edit/update your profile information including additional educational background, work experience, organizations/extracurriculars, courses, projects, skills, documents, social links and more.

IMPORTANT OPTIONS- Through this section you can also:

- Opt to make your GPA visible to employers (through the education section).
 - Set your profile as public/visible to employers or private.
 - View your profile as an employer would see it, by clicking "See Employer View."
- ★ **Documents:** Upload resumes, cover letters, transcripts or other documents. Through this section, you can also select if you want your resume to be visible on your profile.
 - ★ **Applications:** Apply to jobs and interviews and track the status of your applications.
 - ★ **Career Interests:** Update/revise responses to questions about your career goals, the type of position(s) you are seeking (part-time, internship and full-time), your job functions and industries of interest, and your expected graduation date. (These responses impact how your Handshake experience is personalized.)
 - ★ **Notifications:** Choose how you want to be notified about various information and activities including general updates, events, interview schedules, jobs, career fairs, messages, applications, etc.
 - ★ **Messages:** Review new and previous messages sent to you through Handshake by employers and/or CPDC staff.
 - ★ **Settings & Privacy:** Manage your profile visibility to employers and to other students. Set calendar preferences and manage responses to work authorization questions.
 - ★ **Help:** See responses to commonly asked questions regarding Handshake.
 - ★ **Sign Out:** Sign out of your Handshake account.

Uploading Your Resume into Handshake

1. Log in to your Handshake account.
2. On the menu bar, under your name, click "Documents."
3. Click "Add New Document."
4. Create a meaningful name for your document (example: Smith, Mary Teaching Resume 5-18) and enter it in the Document Name" box. You may store multiple versions of your resume in Handshake.
5. Under "Document Type," select "Resume."
6. Drag and drop a PDF or Word doc or choose a file from your computer by clicking "Select from Computer."
7. Click "Add Document" and preview your resume.