

Getting Started in Handshake



Welcome to Handshake

Handshake is a dynamic career tool that connects GVSU students and Alumni with employers both on and off campus.

Handshake can be used to find:

- Internships
- Professional Development Opportunities
- Part-Time Employment
- Full-Time Employment
- Entry Level Jobs

The more you utilize Handshake, the more it learns about your needs, interests and goals. This in turn allows Handshake to deliver more current and relevant job information directly to your newsfeed.

Getting Started

STUDENTS

In order to utilize Handshake, you will first need to log in to your account and fill out information for your profile page. All students registered at GVSU will be able to access their already created Handshake account by using their GVSU network credentials. This will be your GVSU email username and password.

ALUMNI

Alumni also have access to Handshake by utilizing their GVSU network credentials. Alumni who find they do not have a Handshake account tied to their network credentials can set up a Handshake account, for free, by following the instructions outlined here: <https://support.joinhandshake.com/hc/en-us/articles/226794227-How-to-Log-In-as-an-Alum-Reset-your-Handshake-Password>

HELPFUL HINT: Alumni who are unable to create an account outlined above may need to contact the GVSU Career Center (careers@gvsu.edu) for additional information.

Setting Up Your Account

To access & begin setting up your Handshake account, go to:

<https://www.gvsu.edu/studentjobs> and scroll down to the "Handshake" section. Click on the following button.

New Student Login

This will direct you to enter your GVSU student email.

Let's find your next job

Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

Grand Valley State University

.edu email address

Next

From there, Handshake will direct you on setting up your account and making it ready for use.

Creating Your Profile ~ Part 1

Once you have successfully logged in to your account, you will follow a series of prompts that will ask you questions about topics such as:

- Demographical Information
- Educational History
- Past Work Experience

You will also have the opportunity to upload a resume or cover letter to Handshake. This will allow the site to automatically generate much of the information rather than you having to input that information manually.

HELPFUL HINT: If you do not have a resume or cover letter yet, you can add one later. Feel free to make an appointment with the Career Center for assistance in writing, editing and polishing resumes and cover letters.

Some information provided to Handshake by GVSU may already be included on your profile. Please double check the accuracy of the information and feel free to remove any information you do not want to share on Handshake.

HELPFUL HINT: You may include as much or as little information as you prefer. However, more detailed profiles are generally more attractive to potential employers. Additional information you may be prompted to submit includes skills you may have acquired, GPA and major/minor information, past courses completed and a profile picture (a professional headshot or photo is recommended).

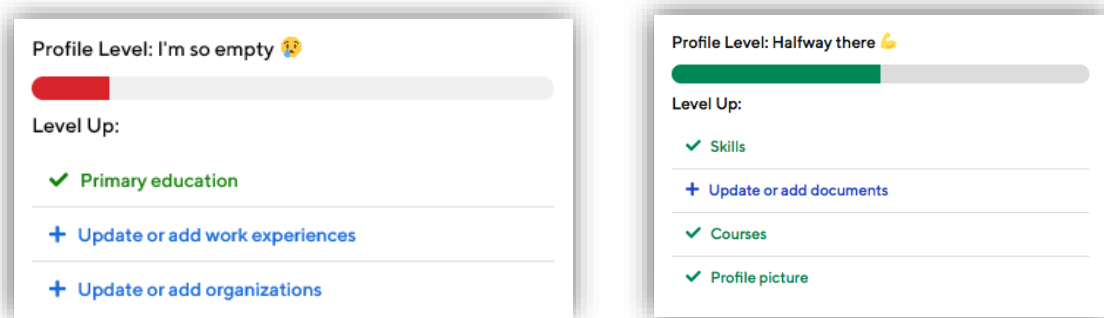
Creating Your Profile ~ Part 2

You will need to decide whether you want your profile to be public or private. Any employer on Handshake can see a public profile. You can also opt into allowing other GVSU students to view your profile, thus enabling you to view theirs as well.

HELPFUL HINT: By viewing other students' profiles, you can gather additional ideas to use in your own profile as well as network with other students on campus.

If you choose to make your profile private, it will only be seen by Career Services at GVSU. You can switch between public and private profiles at any time.

Every profile has a "Profile Level" bar on the right-hand side of the screen.



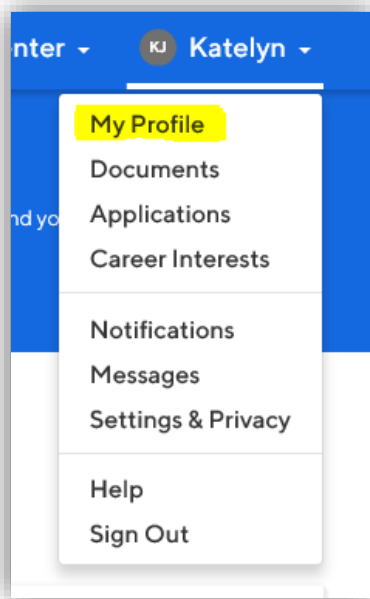
Following the suggested steps leading towards 100% profile completion assists individuals in recognizing that they have provided the most information possible to potential employers, thus resulting in a more substantial profile.


Updating Your Profile Information

After you initially fill out your profile information, you are encouraged to keep it up to date.

If you need to change any information:

1. Click on your name in the upper right-hand corner
2. Select “My Profile”



3. Click on the blue edit button  next to the information you would like to edit.
4. Once you have updated the information, click the “Save” button in the bottom right hand corner.



HELPFUL HINT: If there is any information you are unable to update, contact the Career Services Center to request a change.