

# Utilizing Handshake



## Introduction

In addition to offering GVSU students a profile for potential employers and networking, Handshake offers individuals the ability to search for jobs under a customized set of filters, upload employment documents, and register for employment and networking events.

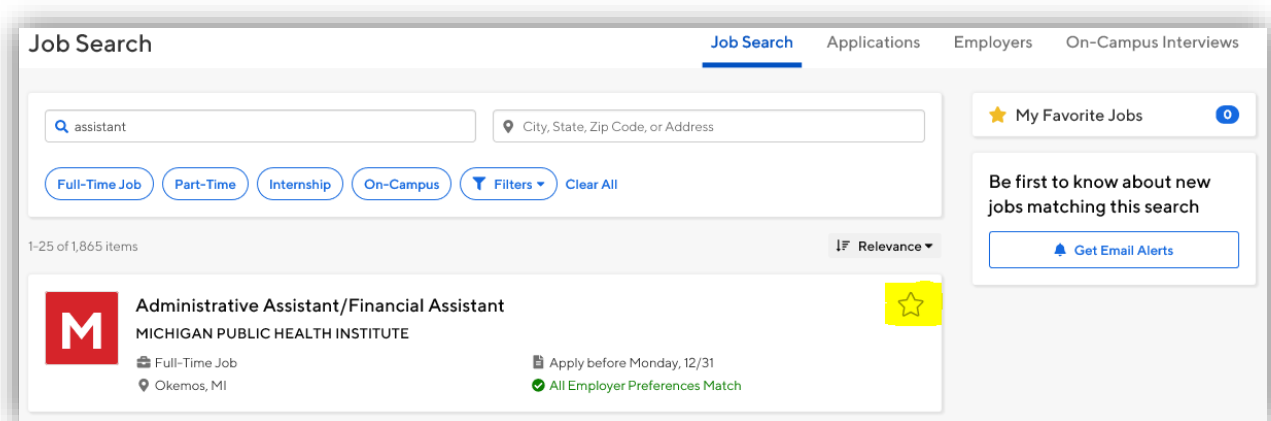
The following topics will offer a brief overview of these functions and offer tips intended to help students take advantage of this versatile program.

# Optimizing Your Search – Part 1

## FAVORITES

Handshake utilizes advanced technology to remember past searches and activity about what types of jobs you are searching for in order to assist with future searches.

If you find a job you are interested in, you can mark it as a “Favorite Job” and save it for later. Simply click on the star icon (highlighted below) so that it turns to yellow.

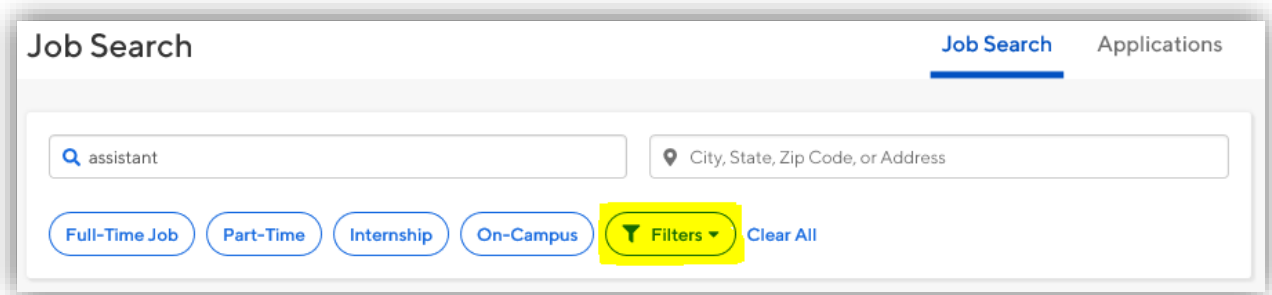


**HELPFUL HINT:** Adding a favorite job will give Handshake more information on your preferences so it can pull similar jobs into future searches.

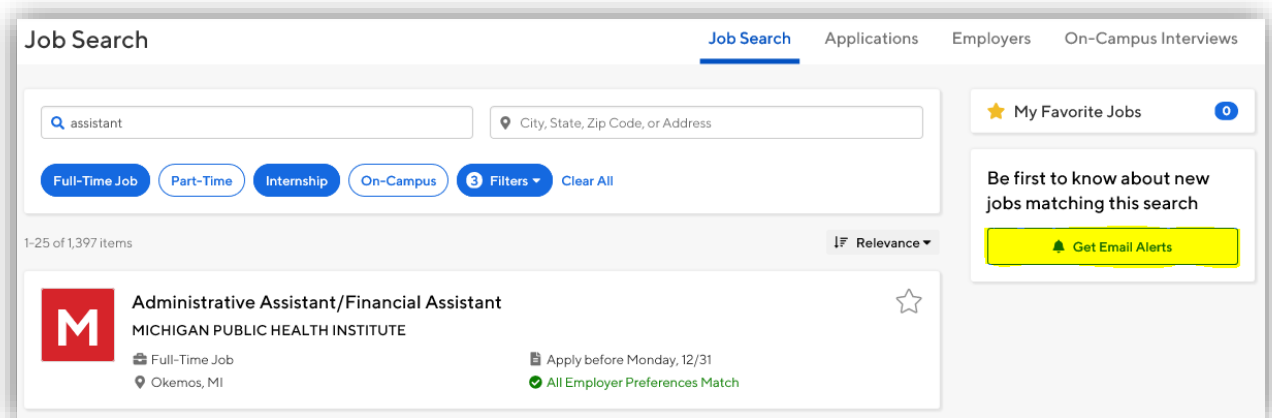
# Optimizing Your Search – Part 2

## FILTERS

You can utilize filters (highlighted below) to narrow search results and then save the searches.



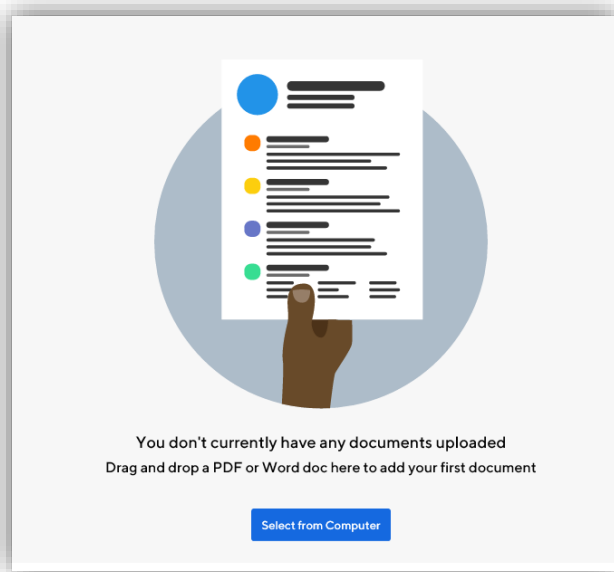
You can choose to receive updates on your saved searches by clicking on the “Get Email Alerts” button (highlighted below) to receive updates concerning new opportunities that meet your search requirements.



# Uploading Documents

To upload a document for the first time:

1. Select your name in the upper right hand corner
2. Select “Documents”
3. Click on “Select From Computer” (see below).



In the future, when applying for jobs through Handshake you can select documents to upload to the application from the documents you have previously uploaded to your profile.

**HELPFUL HINT:** Keep in mind that when labelling your uploaded documents to use only “Resume” or “Cover Letter” as those are the only titles that will be allowed to be uploaded in an application. If you accidentally mistitle a document, you will need to re-upload and re-label.

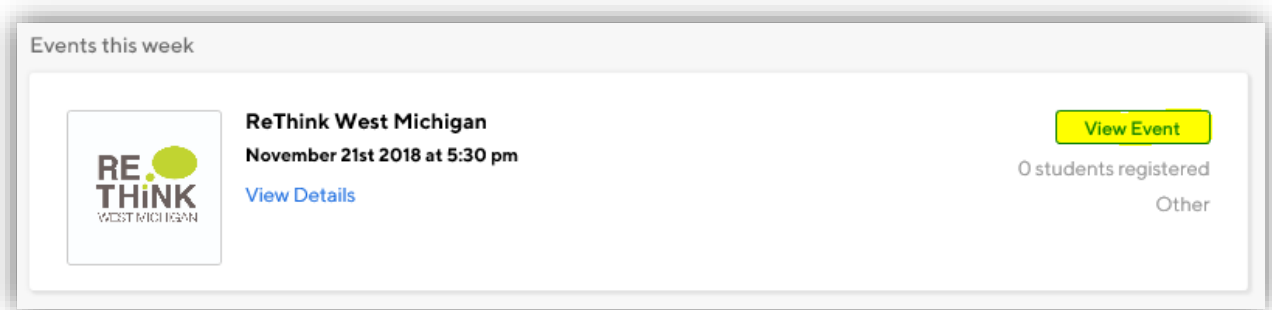
**PLEASE NOTE:** Uploads have a maximum size of 20MB. If your document file size is too large consider converting it to a .pdf file or running it through compression software. Handshake also does not accept Google documents or files.

# Events

By clicking on the “Events” tab (located on the blue bar at the top of the screen) you can browse local, national, global and virtual events including:

- Job Fairs
- Live Question & Answer Sessions
- Informational Meetings
- Meetings With Prospective Employers
- Webinars
- Career Path Meetings

To find out more information, click “View Event”



The screenshot shows a card titled "Events this week". On the left is the "RE.THINK WEST MICHIGAN" logo. To its right, the event title "ReThink West Michigan" is displayed in bold, followed by the date and time "November 21st 2018 at 5:30 pm". Below this is a blue link "View Details". On the right side of the card, there is a yellow button labeled "View Event". Below the button, it says "0 students registered" and "Other".

To RSVP for the event, click “+RSVP for Event”



This screenshot shows the same event card as above, but with more details. Below the date and time, it says "Wednesday, November 21st 2018, 5:30 pm - 8:00 pm EST" and "No location". On the right side, there is a star icon and a yellow button labeled "+RSVP for Event".