

# Handshake Fact Sheet

## Tips and tricks to using Handshake to your advantage!

### How to Log In:

1. Visit [shawnee.joinhandshake.com](http://shawnee.joinhandshake.com).
2. Select the bottom link that says “sign in with your email address” and enter your SSU mymail.
3. Select the bottom link that says “Or log in using your Handshake credentials.”
4. Select the “Get Started” button.
5. This will send a link to your SSU email to set up a 12-character password for your account.
6. After creating your password, return to step 3 and enter your password to access your Handshake account.

### Make your profile public so employers are able to contact you.

- Click on the drop-down arrow by your name and choose “Settings & Privacy.”
- Go to the section labeled “Privacy” and choose “Community.”

\*\*We suggest that you keep your account private until you have completed your profile.\*\*

### Search for jobs, internships, and companies of interest.

- Select the tab labeled “Jobs” to search for jobs and internships according to type and location.
- Save your job search to receive alerts when a new position is posted and set your notification preferences.
- Select the “Employers” tab to search for specific companies and view their available positions.
- You may also message other students who have worked at those companies.

### Schedule your own appointment with Career Services.

It's midnight, and you just remembered that you need to get your resume reviewed asap.

You can now schedule your own appointment with Career Services through Handshake.

- Select the “Career Center” tab and choose “Appointments.”
- Select “Schedule A New Appointment” and make an appointment that best fits your needs and schedule.

### Stay up to date with the latest events hosted by Career Services.

Visit the Events tab to view the list of events hosted by Career Services throughout the semester.

By selecting the event, you can find out more information and pre-register by choosing “Join Event.”

### Upload your resume, submit job applications, and more!



Download the Handshake app for mobile access.

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