STUDENT INSTRUCTIONS FOR *Handshake*

Career Services at the University of Wisconsin – Green Bay

SS 1600 | 920.465.2163 | careers@uwgb.edu | www.uwgb.edu/careers
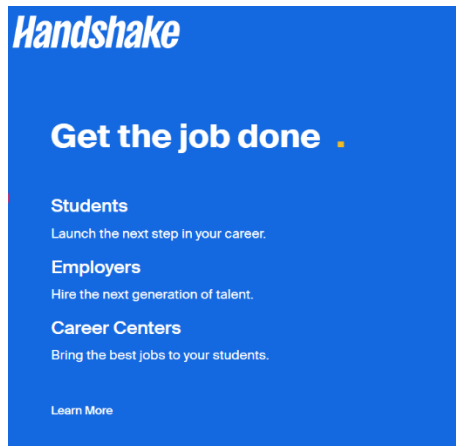

Handshake is on online system which students can use to search and apply for positions, explore employers, and find workshops, job fairs and other career-related events… all in one place! What types of opportunities are posted in Handshake?

- On-campus jobs (including work-study)
- Off-campus positions (part-time)
- Internships and cooperative education
- Full-time positions

Here are some tips to help you navigate Handshake.

Login to Your Account

- You can access Handshake from the Career Services website at www.uwgb.edu/careers
- Currently enrolled UW-Green Bay students will already have an account in Handshake.
  Username: Enter your UWGB email address in the box and click "Next".
  Password: You will set your own password.

Complete Your Profile

You will be prompted to create a profile when you first access Handshake. This information will be used to populate your newsfeed with opportunities that interest you. You can opt to share your profile information with employers by selecting "Yes, I want employers to be able to find and view my profile." Handshake will default to a public profile unless you select otherwise.

To complete or update your profile, click on your **Profile Icon** in the top right corner of the screen and select **My Profile**. If you select **My Documents**, you can add resumes, cover letters, and other application materials.

You can specify how Handshake communicates important information to you. From your **Profile Icon**, select **Notifications**. Check or uncheck your preferred notifications.

Searching and Applying for Jobs and Internships

- Select **Jobs** from the top, left-hand side of the screen. From this screen, you can use the various filters to find positions of interest to you.

- You can use the **Search** box to enter keywords to help you locate positions of interest.
- Select **Location** to specify a geographic location (city, state).
- To find specific types of jobs, **Internship** and **On-Campus** are options that appear on the main search screen.
- To locate work study positions, click on **All Filters** then check the **Work Study** box.

- In **All filters** you'll see other options you can select such as Majors, Job Roles, and Industry.
- Once you have selected your criteria and clicked on "Show Results, you can save your search criteria by clicking on **Save your search** in the left navigation bar. Once saved, you will receive notifications via email or text message about jobs matching this search.

Don't miss out!
New jobs are getting added all the time.
Save your search and be the first to know.

- Click on a position title from the left-hand side of the screen to see position details and how to apply. You can save a job by clicking on the flag next to the application button. You may view your saved positions by clicking on **Saved** at the top left of the screen.
- **To Apply for Positions:** Click on the "Apply" or "Apply Externally" button and submit the required documents. NOTE: Some employers will request students email a resume instead of applying via Handshake. Be sure to read position descriptions thoroughly!

Apply   - OR -   **Apply Externally**

How to Upload a Resume
To apply for a position in Handshake, you will need to upload a resume.
- Return to your **Profile Icon** and from the drop-down options, click on **My Documents**. Click on **Select from Computer** and upload your document. Be sure to name your document and choose the appropriate document type. *Handshake will only allow **PDF or Word** documents.*
- Once your resume is uploaded, you can select "Visible" to make it public for employers to view. This will also allow Career Services to send it to employers when they request resumes for specific internship and job opportunities at their organizations.
- You will be able to replace your resume with updated versions of your document.

Finding Workshops, Career-Related Events and Job Fairs

Handshake   Jobs   Events   Employers

- Select **Events** from the options top left-hand side of the screen.
- View details by clicking on the event title. Some events will request that you RSVP. If so, you can click on the **Register** button to register for that program.
- You can select the flag icon next to the **Register** button to save the event for further review.
- To view Job Fairs, select **Category**, the check the **Career Fair** box

Category   ✕

Career fair   ☑   Networking   ☐

Hiring events with numerous   Social events with people who can
employers at your school.   help grow your professional network.

Reset   **View 30+ results**

Need Assistance?
- For questions about your student account, how to find positions in Handshake, or to set up an appointment to review a resume, cover letter or other application materials, call Career Services at (920) 465-2163.
- To access user guides or for technical support, select your **Profile Icon** in the upper right-hand corner and then select **Help**.