



Career Planning and Professional Connections University of Wisconsin – Green Bay

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Handshake is an online system that students can use to search for and apply to positions, learn about employers, and find workshops, job fairs and other career-related events

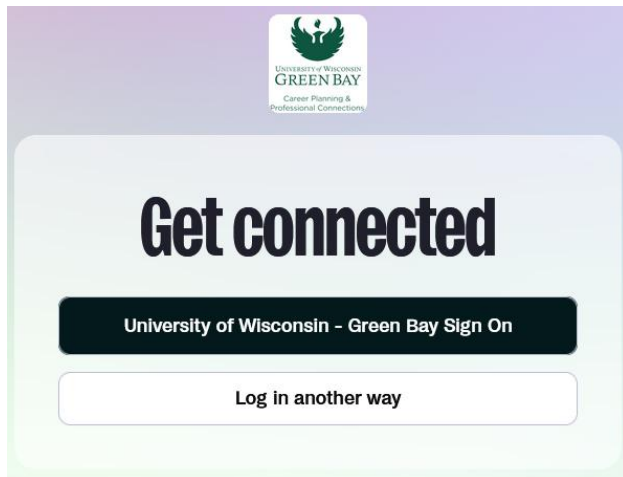
What types of opportunities are posted in Handshake?

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

IMPORTANT: Access to Handshake is first available about 7-10 days after a new student enrolls in classes.

Login to Your Account

You can access Handshake from the Career Planning website at www.uwgb.edu/career-planning or by using the QR code at the top of the page.



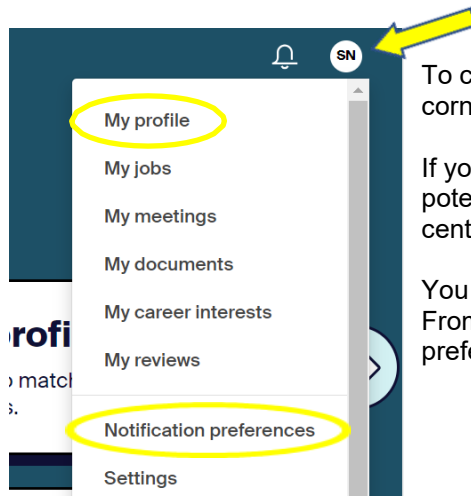
Currently enrolled UW-Green Bay students will already have a Handshake account.

You will sign on using Single Sign-On.

Click on University of Wisconsin – Green Bay Sign On. Enter your UWGB email address and password. You will have to verify your identity using Okta Verify.

Complete Your Profile

You will be prompted to create a profile when you first access Handshake. This information will be used to populate your account with jobs, events, and other opportunities that may 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 add a photo to your profile, make sure it is one that is appropriate for potential employers! Ideally, select a photo that clearly shows your face in the center of the image, and has a simple, non-distracting background.

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

Upload a Resume

Students can upload [resumes](#), [cover letters](#), and other documents that may be required to apply for positions listed in Handshake. It is recommended that you schedule an appointment with your [career advisor](#) to review your documents, to ensure you are presenting yourself effectively and professionally to potential employers.

No documents uploaded

You have not uploaded any documents, yet.

Upload a document

Document file
Choose File
File size should be less than 1 MB

Name

Document Type
Resume

Public
Public documents are displayed on your profile, where employers can download them. If kept private, documents will be stored here for use when applying to jobs and interviews.

Description

Cancel Save

To upload your resume and other documents, return to your profile icon and select **My Documents** from the drop-down list.

Click on **Upload a document**. Be sure to name your document and choose the appropriate document type. Check the box if you would like your document to be made **Public***. Then click on **Add Document** to complete the upload.

Repeat this process to add other documents to your account profile.

NOTE: Handshake will only allow **PDF or Word** documents.

*Checking the **Public** box will make your documents public for employers to view. This will also allow Career Planning to send it to employers when they request resumes for specific internship and job opportunities at their organizations.

You can upload multiple versions of each document type, and you can edit or delete documents by clicking on the document name.

Document Information

Doc uploaded August 22nd, 2017 3:43 pm

File Size: 192.7 KB

Delete Document Edit Document

Search and Apply for Jobs and Internships

Select **Jobs** from the left side of your homepage in Handshake. From this screen, you can use a combination of filters and keywords to find positions that interest you and fit your criteria. Start with the most important filters first, and then you can narrow down the results more if necessary.

Select **Location** to specify a city or state. You can then adjust the distance from 1-100 miles from that location.

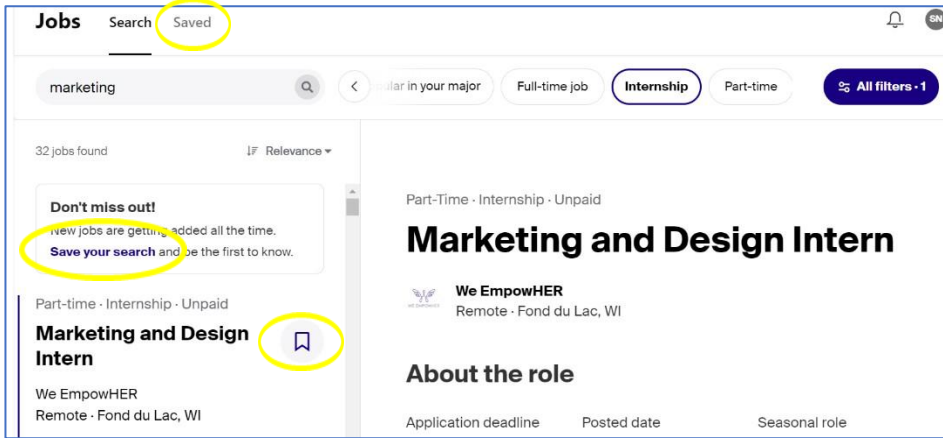
Identify the type of position you are seeking by selecting **Full-time, Part-time, Internship, On-campus**, etc. Select **All Filters** to see the full range of options.

TIP: If you select the **Work-study** filter, the results will show only positions that *require* work-study, but work-study can be used for most on-campus and some off-campus jobs. Contact the [Financial Aid office](#) for any questions about work-study eligibility.

Use the **Search** box to enter keywords specific to your area of interest (e.g., "accounting," "public relations," etc.)

TIP: Keywords should be terms that would appear in the title or job description or the roles you are seeking.

Once you have selected all of your filters and keywords, you can click on the toggle in the blue box to be notified when new jobs are posted.



The positions matching your search criteria will be listed in the left column. Click on a position title to see the position details and how to apply.

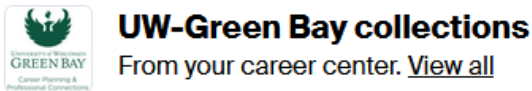
You can save a job by clicking on the flag next to the title. You may view your saved positions by clicking on **Saved** at the top left of the screen.

To apply for a position, click on the **Apply** or **Apply Externally** button and submit the required documents.



NOTE: Some employers will instruct applicants to email a resume or follow some other process, instead of applying through Handshake. Be sure to read position descriptions carefully, and follow any directions given.

On campus jobs can be found in the UW-Green Bay Collection - On Campus Student Employment. Click on the QR code below to see the collection.



- Jobs in any collection
 - Hires from our school
 - Hiring Business Related Interns
 - NFL Draft 'Temporary' Employment Opportunities
 - On Campus Student Employment



Get Help

For questions about using your Handshake account, getting help with your job or internship search, or having your resume and cover letter reviewed, schedule an appointment with your career advisor through [Navigate](#) or by calling Career Planning at 920-465-2163.

To access user guides or technical support from Handshake, click on your **Profile Icon** in the upper right corner of your homepage and select **Help** from the drop-down menu.

