HANDSHAKE TIPS- *Getting Started*

1 **Login** using the instructions sent in the invitation email

2 **Upload your resume**
• You have the option of pre-filling your profile with your resume. If you want to do this, don't answer the initial questions that pop-up when you log-in as those will be populated later when you choose to fill your profile from your resume.

3 **Review your profile and add information as needed**
• On your homepage, you can select to Make Your Profile Public to employers
• Be sure to include GPA in your profile. Employers who screen by GPA will need this information to consider your candidacy when you apply. Also be sure to add your Graduation Start and End Date as many employers choose this for their preferences.
• **Check your Notification settings.** Click on your name over to the right, Settings & Privacy and then Notification Preferences. It's important that you select to receive either an email or a notification (within the system). The important sections you will want to turn email notifications on for are: Experiences, Applications, Documents, Jobs and Interview Schedules. Otherwise, important emails may not get to your inbox.

4 **Go to Career Center – Experiences and Request an Experience to add your internship information if you would like to request to register for a Pomerantz Career Center internship**
• Be sure to fill out all of the information even though it isn't required. We will need supervisor email, location etc. Missing information may slow down the processing of your record.

5 **Search for student employment, internships, and full-time jobs**
• Click the "Jobs" tab at the top to begin your search
• Create a Saved Search by going to the "Jobs" tab. You will find the "Create Search Alert" button on the right hand side of the screen
• Review applications & track interviews using the "Applications" and "On-Campus Interviews" tabs at the top of the screen

6 **Search for Events by clicking on the "Events" tab at the very top**
• Select "Fair Search" to find upcoming University of Iowa Fairs
    · Favorite and Join events to receive reminders from Handshake
    · You can view all employers once you "Join" an event
• Select "Search Events" to explore Information Sessions or workshops

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