

Handshake for GW Students & Alumni!

About Handshake

1. All GW students have a profile on Handshake.
 - a. You can customize your profile by adding a resume, a profile picture, your career interests, work experience, etc.
2. You can be connected to hundreds of top employers
3. You can apply to jobs those employers post, with the click of a button!
4. Career fairs and events can be shared across students and employers simultaneously!

How to Log In

How to Log in

1. **Login to Handshake.** You should have received a link to gwu.joinhandshake.com within the email your GW Career Services Center sent you in mid-June. If you did not receive that email, contact us at handshakehelp@gwu.edu.
2. Once you're on [GW's Handshake page](#), click the **Sign up for an Account** link in the lower left hand corner to get started.
3. **Upload a document.** You'll likely want to have a public resume available in Handshake for employers to see. To learn more about how to upload a document, read [How do I add \(upload\) a new document?](#)

Welcome to Handshake
Find jobs better, together.

Sign up for an Account

Please Sign In
Enter your email address

Continue

Handshake 2016

Need Help? [Contact Us](#)

Next Step: Fill out your profile

Some of your information will already be in your Handshake profile.

1. Check to be sure all pre-loaded information is correct.
2. Pay especially close attention to your major and GPA (if included).
3. If you find an error in any of your profile data, contact handshakehelp@gwu.edu to correct it.

Next Step: Fill out your profile

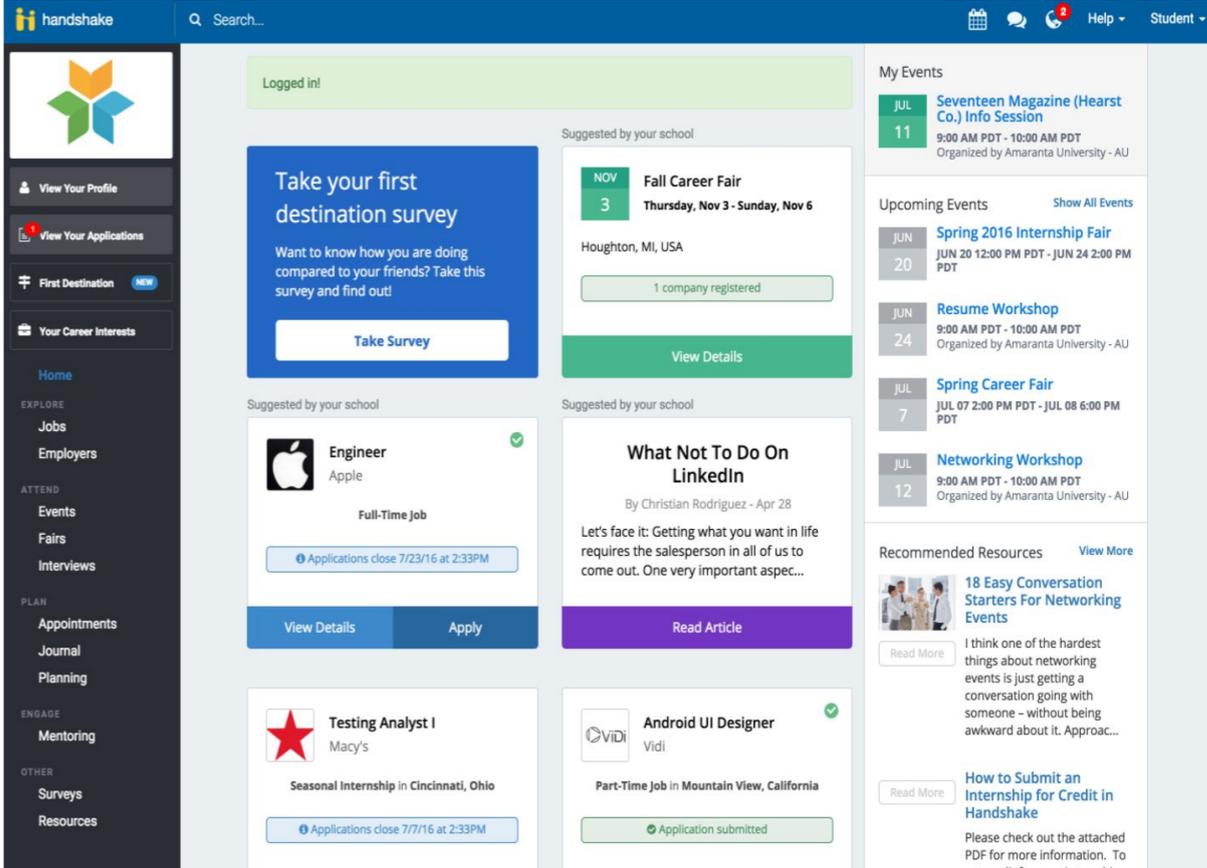
Decide whether to make your profile public or private.

1. A **public profile**, and most information in the profile, can be seen by any employer on Handshake and by your Career Services Center. (Note: There are some Handshake profile components, like GPA, that have their own privacy settings. So you can make your profile public, but your GPA private, for example). Your profile can't be seen by other students or by Career Services Centers at other schools.
2. If you make your profile **private**, it can only be seen by you and your school's Career Services Center.
3. You can switch your privacy status at any time, from private to public or from public to private.

The more information you add to your profile, the easier it will be for employers to find you and to make good decisions about whether or not you might be a good fit for their job postings.

Take Handshake for a Spin!

1. Use the landing page, top search bar and filters to look for companies and jobs you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy.
2. Follow some jobs and employers you're interested in. When you follow an employer or a job, you can begin filtering based on companies you follow.



The screenshot displays the Handshake website interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and user options like 'Help' and 'Student'. The main content area is divided into several sections:

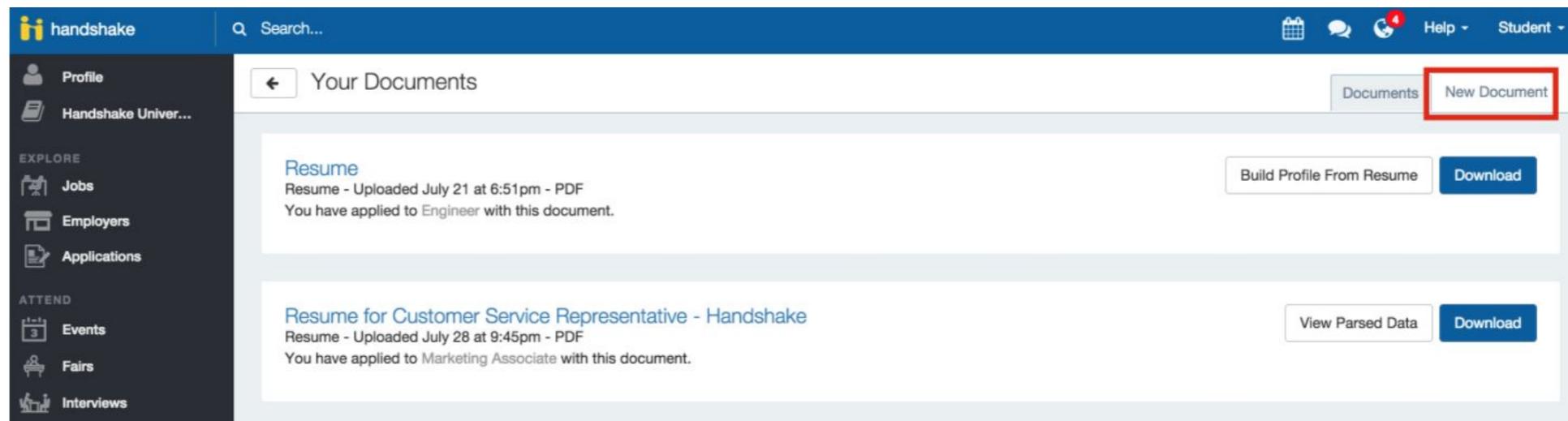
- Logged in!** A green notification banner.
- Take your first destination survey**: A blue card with a 'Take Survey' button.
- Events**: A section titled 'Suggested by your school' featuring a 'Fall Career Fair' on Nov 3-6 in Houghton, MI, with 1 company registered.
- Jobs**: A section titled 'Suggested by your school' featuring an 'Engineer' position at Apple (Full-Time Job) with applications closing on 7/23/16 at 2:33PM.
- Articles**: A section titled 'Suggested by your school' featuring an article 'What Not To Do On LinkedIn' by Christian Rodriguez.
- Jobs**: A section titled 'Suggested by your school' featuring a 'Testing Analyst I' position at Macy's (Seasonal Internship in Cincinnati, Ohio) with applications closing on 7/7/16 at 2:33PM.
- Jobs**: A section titled 'Suggested by your school' featuring an 'Android UI Designer' position at Vidi (Part-Time Job in Mountain View, California) with an application submitted.
- My Events**: A calendar view showing upcoming events like 'Seventeen Magazine (Hearst Co.) Info Session' on July 11.
- Upcoming Events**: A list of events including 'Spring 2016 Internship Fair' on June 20, 'Resume Workshop' on June 24, 'Spring Career Fair' on July 7, and 'Networking Workshop' on July 12.
- Recommended Resources**: A section with a 'Read More' button for '18 Easy Conversation Starters For Networking Events'.

Uploading a New Document

Uploading a Document

To upload a new document:

1. Click **Profile** on the Left Hand Navigation Bar.
2. Click the **Documents** tab in the upper right corner to get to Your Documents.

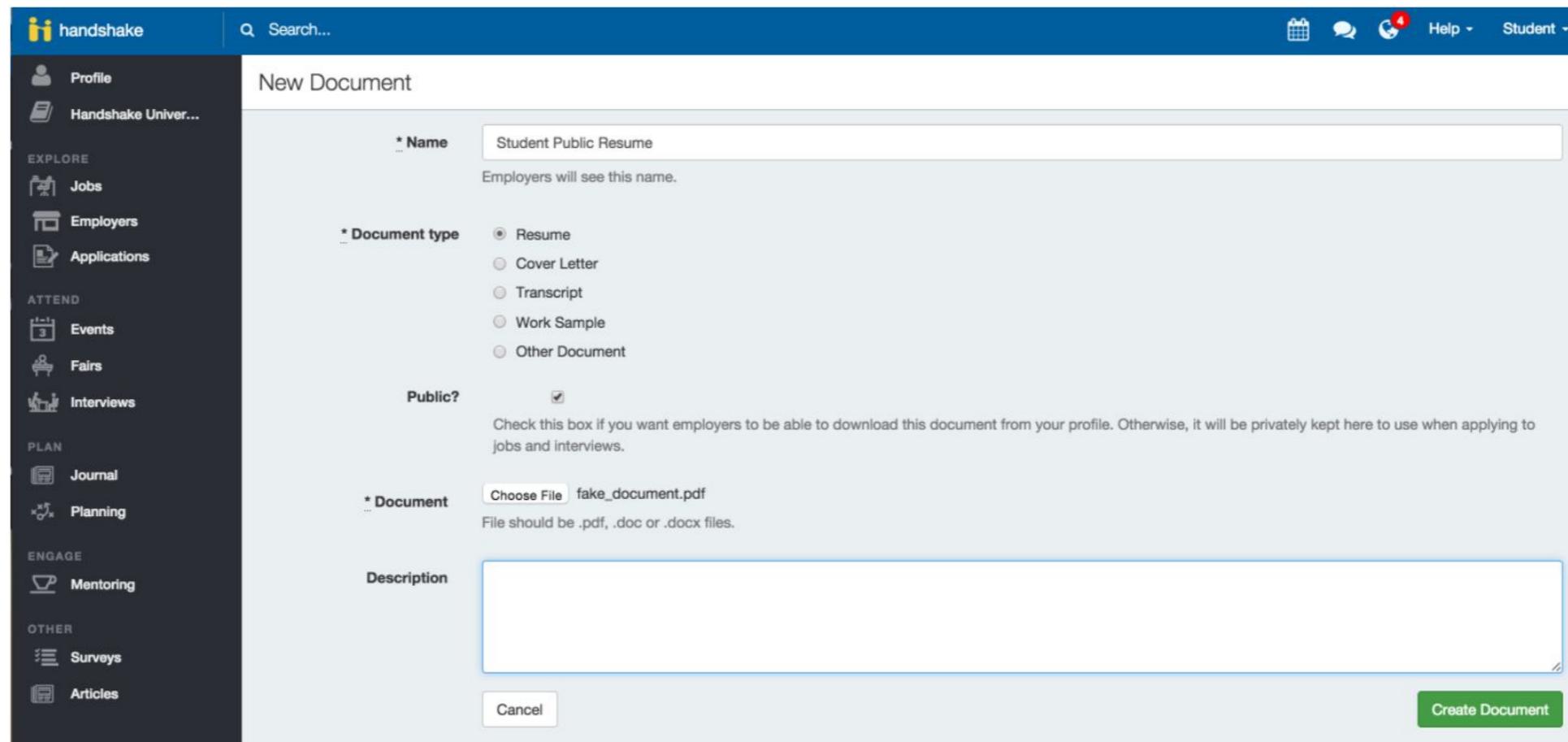


Uploading a Document, Contin.

1. Click ***New Document*** in the upper right corner of Your Documents.
2. Complete the New Document form. Uploaded documents can be resumes, cover letters, transcripts, or work samples.
 - a. Files should be in .PDF, .DOC, or .DOCX format. Note: The preferred format is .PDF. Handshake will automatically attempt to convert any .DOC or .DOCX format into .PDF. You will need to review and approve the converted .PDF version of your document prior to using it apply for a job.
 - b. Check the ***Public?*** checkbox if you would like your document to be able to be found and viewed by employers on Handshake or your school's Career Services Center. If you want to keep the document part of your private document library, or if you're uploading it for use in a particular job application, the checkbox should remain unmarked. To learn more about the difference between Public and Private documents: [What is the difference between a private and public document?](#)

Uploading a Document, Contin.

Select **Create Document** when the form is complete.



The screenshot shows the 'New Document' form in the Handshake application. The form is titled 'New Document' and is located in the main content area. The left sidebar contains navigation options: Profile, Handshake Univer..., EXPLORE (Jobs, Employers, Applications), ATTEND (Events, Fairs, Interviews), PLAN (Journal, Planning), ENGAGE (Mentoring), and OTHER (Surveys, Articles). The top navigation bar includes the Handshake logo, a search bar, and user options like Help and Student. The form fields are: * Name (text input with value 'Student Public Resume'), * Document type (radio buttons for Resume, Cover Letter, Transcript, Work Sample, Other Document), Public? (checkbox checked), * Document (file selection button with value 'fake_document.pdf'), and Description (text area). At the bottom, there are 'Cancel' and 'Create Document' buttons.

handshake Search... Help Student

Profile Handshake Univer...

EXPLORE

- Jobs
- Employers
- Applications

ATTEND

- Events
- Fairs
- Interviews

PLAN

- Journal
- Planning

ENGAGE

- Mentoring

OTHER

- Surveys
- Articles

New Document

* Name Student Public Resume
Employers will see this name.

* Document type

- Resume
- Cover Letter
- Transcript
- Work Sample
- Other Document

Public?
Check this box if you want employers to be able to download this document from your profile. Otherwise, it will be privately kept here to use when applying to jobs and interviews.

* Document Choose File fake_document.pdf
File should be .pdf, .doc or .docx files.

Description

Cancel Create Document

Uploading a Document, Contin.

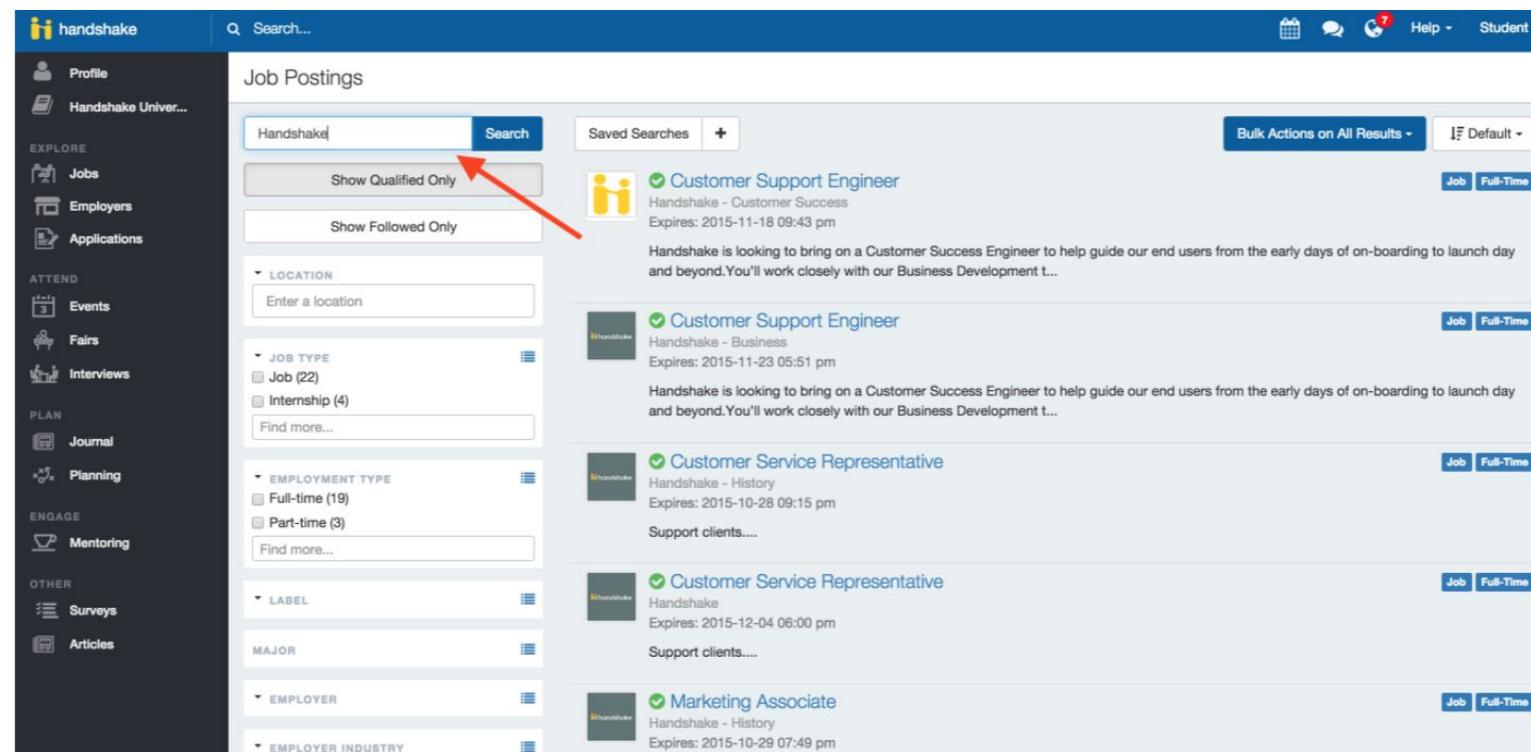
You'll now be able to see your document in Your Documents and you will have the ability to build your profile from this document!

The screenshot displays the Handshake user interface for reviewing a document. The top navigation bar includes the Handshake logo, a search bar, and utility icons for calendar, chat, notifications (23), help, and user profile (Student). The left sidebar shows navigation options for Hudson University, including 'View Your Profile', 'View Your Applications', and various categories like 'EXPLORE', 'ATTEND', 'PLAN', 'ENGAGE', and 'OTHER'. The main content area is titled 'Review Document' and shows a document in a 'Pending' state. A red box highlights the 'Build Profile From Resume' button. Other visible elements include 'View Parsed Data', a 'Document Review Comments' section with a text input field and an 'Add Comment' button, an 'APPROVE PDF' notification, and a 'Download PDF' button. The bottom section contains a heading 'Being a completely separate entity from the HQ/other branch of company' followed by explanatory text about Handshake's Employer model.

Searching for Jobs in Handshake

Searching for Jobs in Handshake

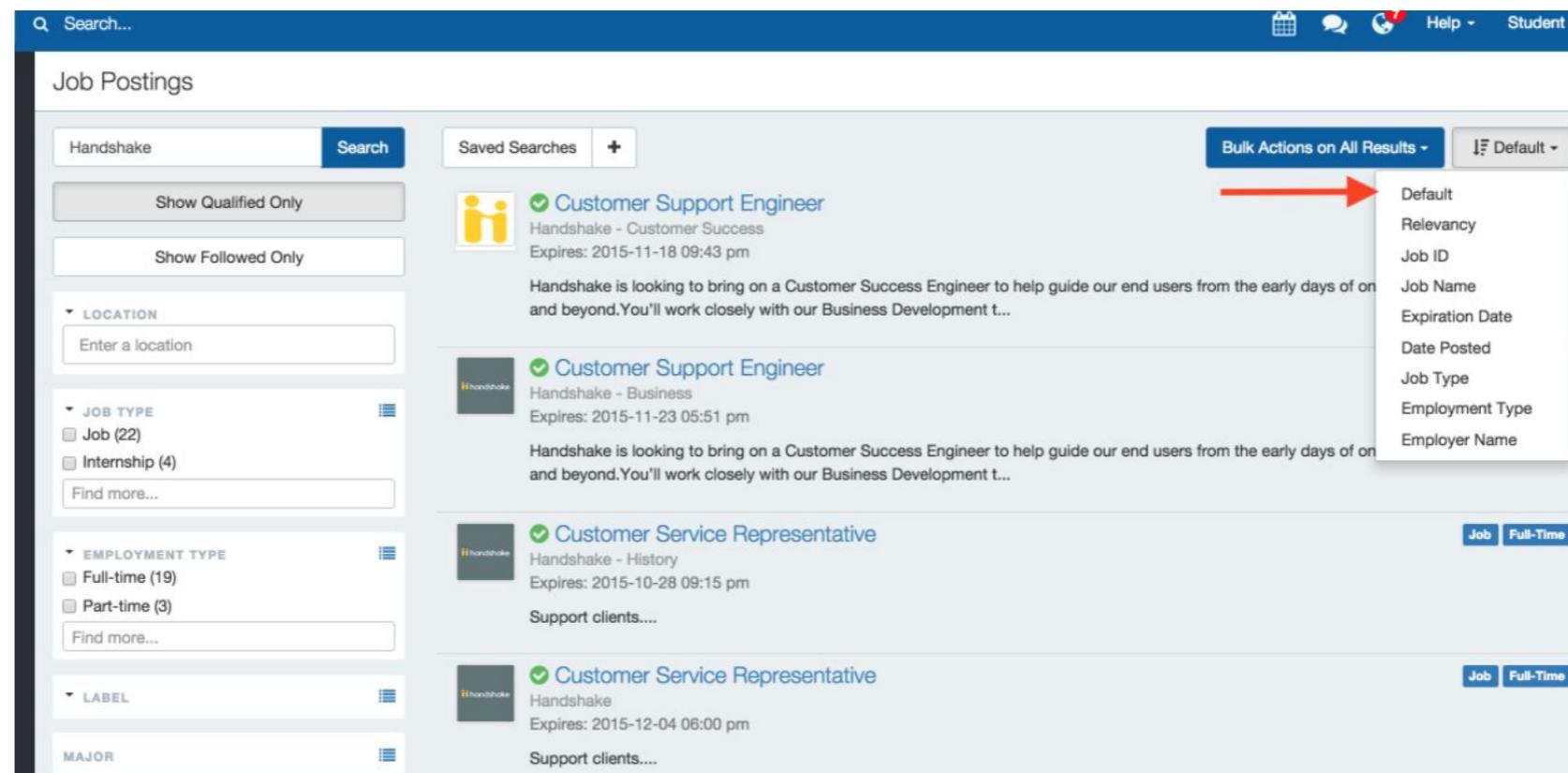
Handshake offers a variety of criteria to filter your search and create customizable search lists. **Click** on the drop down arrow just to the right of the criteria you'd like to filter. Options to select will appear. **Select** your options and **click** on **Search** at the top of the page. You may select as many options as you need. Some criteria options, e.g. Label, Major, etc., are specific to your school and input by your career services center.



The screenshot displays the Handshake job search interface. On the left is a dark sidebar with navigation options: Profile, Handshake Univer..., EXPLORE (Jobs, Employers, Applications), ATTEND (Events, Fairs, Interviews), PLAN (Journal, Planning), ENGAGE (Mentoring), and OTHER (Surveys, Articles). The main content area is titled 'Job Postings' and features a search bar with 'Handshake' entered and a 'Search' button. Below the search bar are filters for 'Show Qualified Only' and 'Show Followed Only'. A red arrow points to a dropdown arrow on the 'Show Qualified Only' filter. Further down are filter sections for LOCATION, JOB TYPE (Job (22), Internship (4)), EMPLOYMENT TYPE (Full-time (19), Part-time (3)), LABEL, MAJOR, EMPLOYER, and EMPLOYER INDUSTRY. The right side of the interface shows a list of job postings, including 'Customer Support Engineer' and 'Customer Service Representative', each with a 'Job' and 'Full-Time' button. The top right of the page includes a search bar, 'Saved Searches', 'Bulk Actions on All Results', and 'Default'.

Searching for Jobs in Handshake, contin.

To sort the job listings, use the drop down arrow next to the **Default** button on top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided.



The screenshot displays the Handshake job search interface. On the left, there are filters for LOCATION, JOB TYPE (Job (22), Internship (4)), EMPLOYMENT TYPE (Full-time (19), Part-time (3)), LABEL, and MAJOR. The main area shows job listings for 'Customer Support Engineer' and 'Customer Service Representative'. A dropdown menu is open next to the 'Default' button, showing sorting options: Default, Relevancy, Job ID, Job Name, Expiration Date, Date Posted, Job Type, Employment Type, and Employer Name. A red arrow points to the 'Default' option in the dropdown menu.

Handshake offers a variety of criteria to filter your search and create customizable search lists. **Click** on the drop down arrow just to the right of the criteria you'd like to filter. Options to select will appear. **Select** your options and **click** on **Search** at the top of the page. You may select as many options as you need. Some criteria options, e.g. Label, Major, etc., are specific to your school and input by your career services center.

For more resources & help...

<https://support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni>

Need assistance?

Contact handshakehelp@gwu.edu