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!

handshake

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.

Please Sign In
Enter your email address

Continue

Sign up for an Account

Handshake 2016

Need Help? Contact Us

handshake

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.
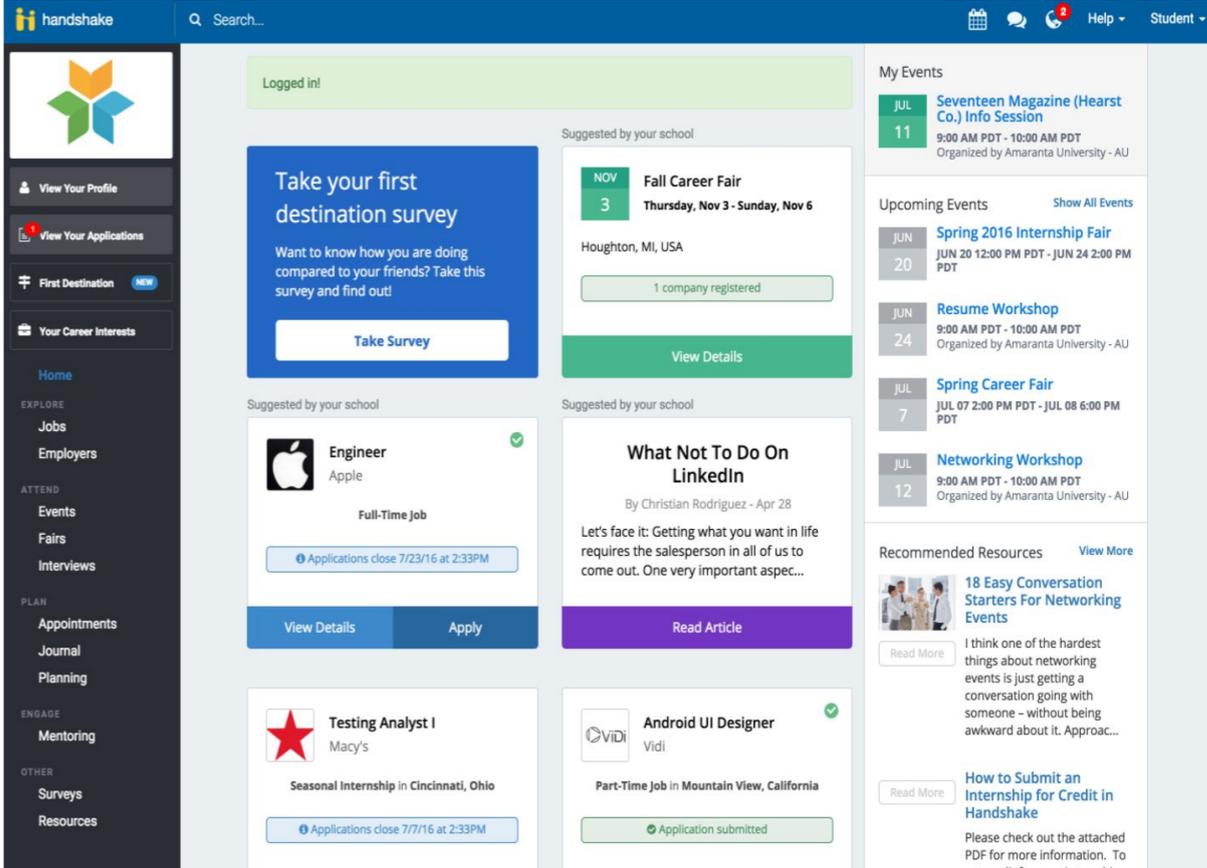
Next Step: Fill out your profile

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.

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.
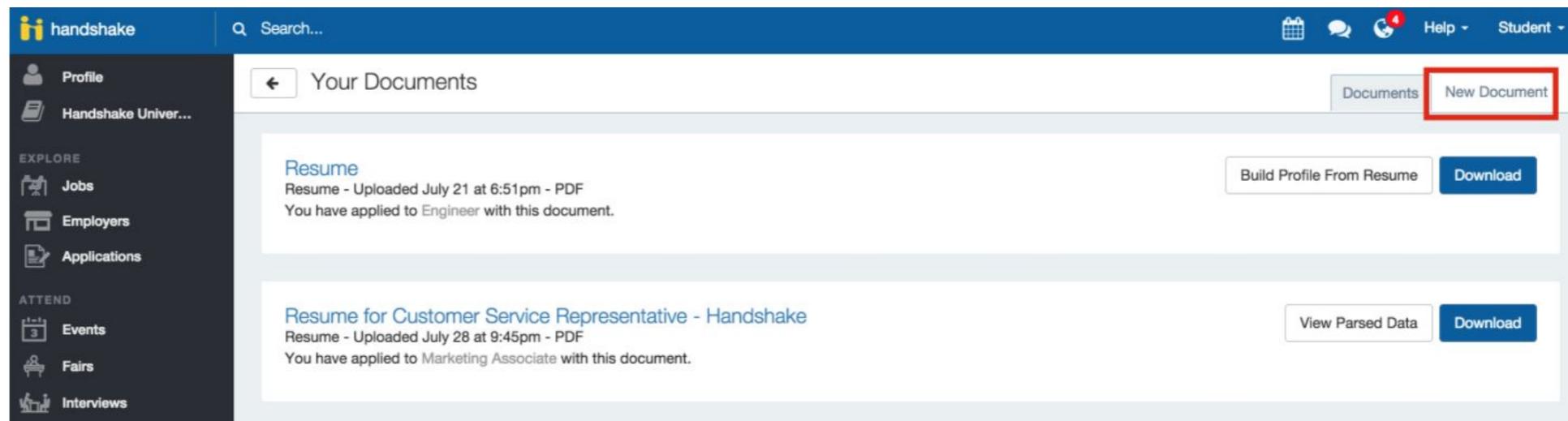
Uploading a Document, Contin.

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.

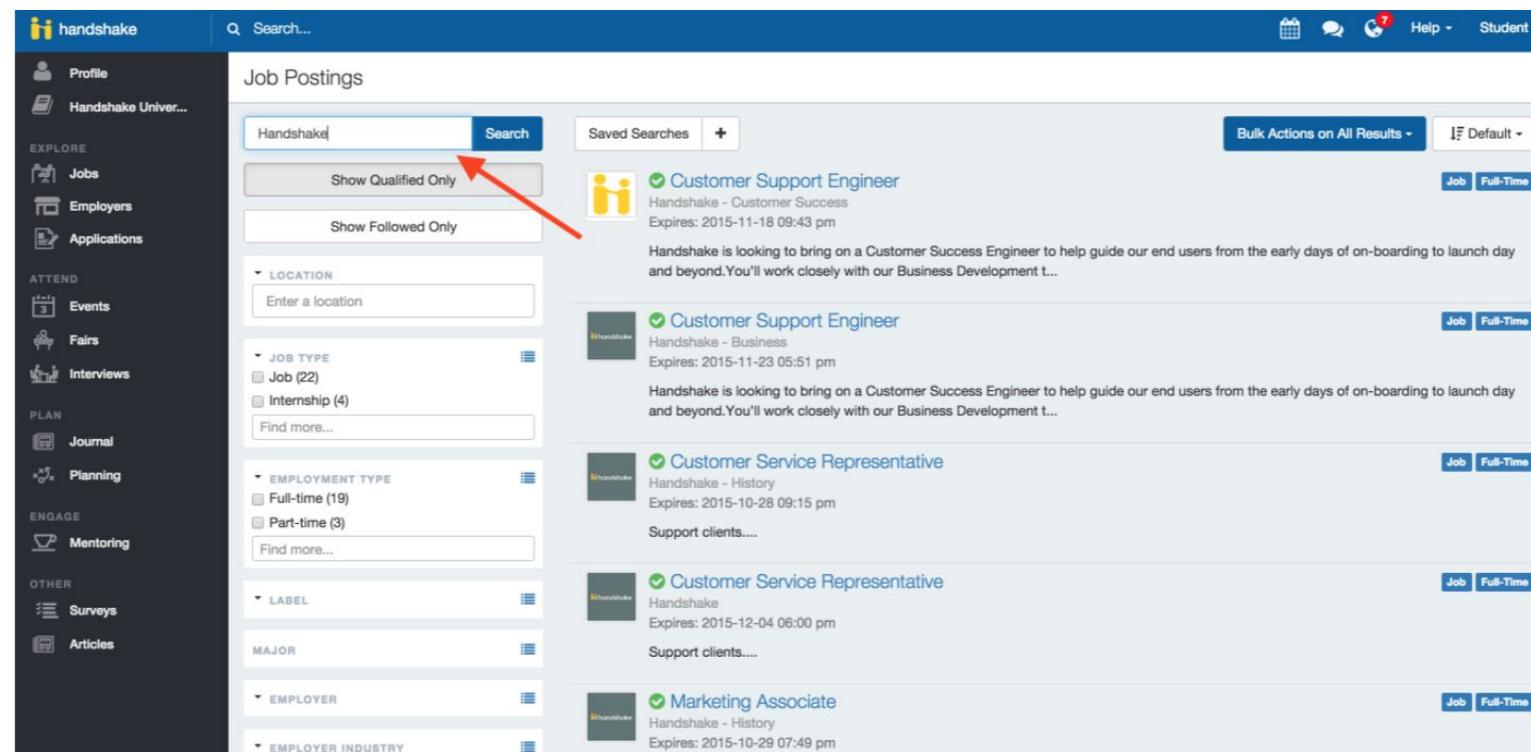Select **Create Document** when the form is complete.

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!

Searching for Jobs in Handshake

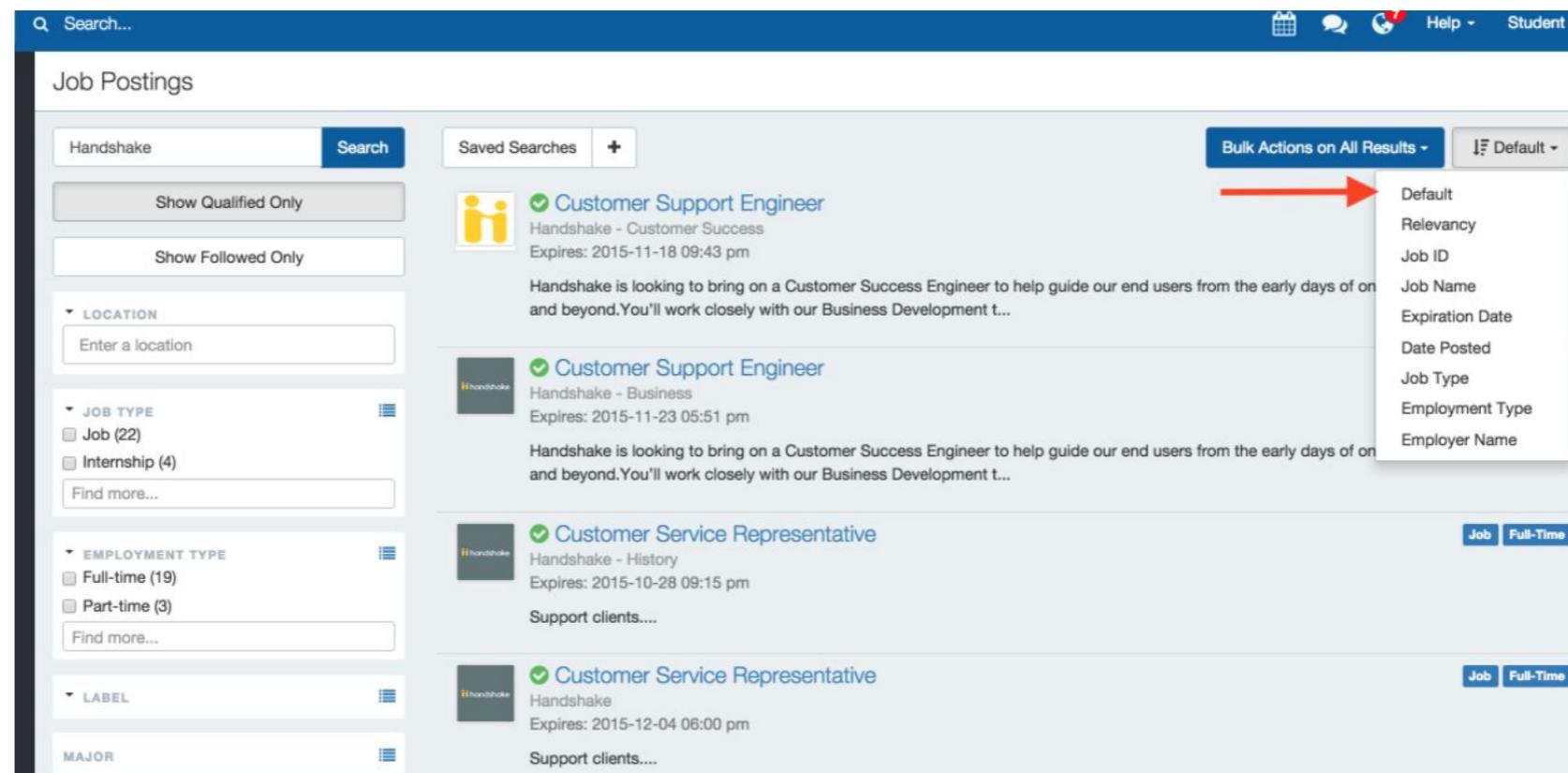# Searching for Jobs in Handshake

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.

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.

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For more resources & help...

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

Need assistance?

Contact handshakehelp@gwu.edu

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