ASU
W. P. Carey
School of Business
Arizona State University

Handshake
PROFILE CHECKLIST

Students who complete their profiles are five times more likely to be contacted by a recruiter on Handshake. Here are some guidelines and tips to make your Handshake profile stand out!

Handshake allows you to easily search and apply for internships, part-time jobs, and full-time opportunities. It also connects you with career events, professional resources, and more! Every current ASU student has an account automatically generated.
To get started, visit **https://asu.joinhandshake.com/** and log in using your ASURITE

Heading Legend
Black & Gold Items are standard profile components
Maroon & White Items that help the platform customize your experience
Gray and White Items that employers use to find potential employees

☑ NAME & PHOTO

• Some information, such as your name, will be completed for you. Check to make sure everything is correct.

TIP: Profiles are 7 times more likely to be viewed when there is a photo. Your photo should be current, professional-looking, and simple.(no busy backgrounds, filters, or other people in the photo).

☑ SKILLS

• It is important that you complete the skills section of your profile. Handshake makes this easy to do. Either type in a skill or select some of the suggested skills. Add language skills, technical skills, and any certifications you hold.

TIP: Employers can search for candidates by skills. If you make your profile public, employers may contact you if you match a skill they are looking for.

☑ MY JOURNEY

• Think of this section as a place for your personal narrative or a very brief bio. This is a space in your profile to introduce yourself to employers and other students.

TIP: Mention your goals. For example, "I am looking to find a software engineering summer internship."

☑ EDUCATION

• List all schools you have attended, including ones you transferred from or attended while studying abroad.

• Your GPA should be calculated on a 4.0 scale.

TIP: It is up to you whether or not to hide your GPA. Some employers require a minimum GPA to be considered for a position, or virtual event. If you include your GPA but keep it hidden from employers and you apply to a position that has a minimum GPA, your application will show that you meet the requirement, but recruiters will not see the specific number. (If you do not meet GPA requirements, you may still apply, but your resume may be filtered out by the employer.) **Your Career Coach is a great resource to navigate this decision.**

☑ WORK & VOLUNTEER EXPERIENCE

• Use bulleted statements for maximum effect and utilize the Task, Action, Result format to showcase what you can bring to an organization!

TIP: It is a good idea to organize experiences in reverse chronological order, similar to how you would on a resume.

✅ CAREER INTERESTS

• The three key pieces to utilize in this section are: job type, location, and job role. Industry is still helpful, but not as much as those three criteria when it comes to making the algorithm work for you! Keep these open, updated, and authentic.

💡 **TIP:** Be sure to turn on your notifications to receive upcoming event alerts based on your career interests. Navigate to the drop-down menu under your name and select 'Notifications'; then click the "Edit Notifications" button to select email or push notifications.

✅ ORGANIZATIONS & EXTRACURRICULARS

• Be sure to include extracurricular work and/or organization involvement. This shows employers how active you are in your community.

💡 **TIP:** Remember, employers do not know what every organization such as Connectors is, so be sure to clarify that and your specific involvement in the description.

✅ COURSES & PROJECTS

• Add special projects such as hackathons, case competitions, portfolios, or websites you have built to showcase work outside the classroom.

💡 **TIP:** Employers recruiting at W. P. Carey know the value of our programs, but it is still important to list courses that help prepare you for certain industries.

VISIBILITY OPTIONS

Handshake is a platform for you to build a professional community and learn from your peers. You can connect with students and recent grads across 700+ Handshake schools. Beyond recommending jobs and internships, Handshake is also a place where employers are proactively seeking students like you to recruit for their open positions.

Upon logging into Handshake, you will be prompted to select from one of three visibility options:

Community: Choosing Community will make you visible to other students and alumni across all Handshake schools, as well as to employers approved by the W. P. Carey Career Services Center. This option will give you access to Peer Messaging. Any student or alum you see in Handshake with a "Message" button listed on their profile has indicated that they are open to connecting.

Employers: This option will make you visible to employers approved by ASU. You will not have access to Peer Messaging. Employers are performing over 25,000 searches for candidates like you every month!

Private: Choosing this option means that you are not visible to other students, alumni, or employers. You still have access to Handshake jobs, internships, and other resources.

You can always change your privacy selection by navigating to the Settings & Privacy section of your profile.