HOW TO GET STARTED ON HANDSHAKE

WHAT IS HANDSHAKE?

Handshake is a job search tool used by all Indiana University students to connect with thousands of employers.

HOW TO GET STARTED:

#1: Login to handshake by using recommended browsers such as Google Chrome and Firefox

Go to careers.kelley.iu.edu and click on Handshake in the upper right hand corner. Utilize your SSO login to log into your account.

#2: Complete your profile

Handshake utilizes the information you include to drive its algorithm and promote opportunities that would be specific to your interests. The more complete your profile the more likely you will be able to see opportunities of interest. (ARTICLE: The 3 Must-Haves on Your Handshake Profile)

#3: Upload your most recent resume

If you need your resume reviewed, make an appointment with a Professional Career or Peer Coach on Handshake.

#4: Make your profile public

If you don't take this step to make your profile/resume public, employers will not be able to proactively connect with you. The UCS encourages you to have your privacy set to either Community or Employer if you are currently seeking employment. (ARTICLE: About Student Privacy in Handshake)

#5: Update your graduation date in your profile

Your class year (Fr, So, Jr, Sr) is automatically entered in Handshake by credit hours instead of when you actually graduate. You need to change your graduation date to reflect when you actually finish your schooling.

#6: Manage Handshake notifications

Select Your Profile (top right) > Notifications >Edit Notification Preferences.

#7: Use Handshake to reach out to a Professional Career or Peer Coach

If Handshake still feels like too much to handle on your own, you can always start your journey at the "career center" tab on the homepage and make an appointment with a Professional Career or Peer Coach to get started.

FOR MORE HANDSHAKE TIPS, PLEASE VISIT CAREERS.KELLEY.IU.EDU OR EMAIL KELLEYUCS@IU.EDU WITH QUESTIONS