University at Albany Handshake Guide for Students

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Logging onto Handshake

Head over to UAlbany’s Career & Professional Development Office website. On the upper right corner of the main page, click on the “Access Handshake” link.

If this is your first time accessing Handshake, be sure to click on “University at Albany Sign On” and use your Net ID and Password to log on. Confirm your Handshake account through the email account you provided and follow the friendly pop-up modal to complete your profile.

**Note:** Inputting your education, work experience, extracurriculars, projects, and skills information can be completed at a later time.
Creating your Handshake Profile

If you do decide to create your profile at a later time, just click the top right icon of your initials, and click “My Profile.”

Once you access your profile, you can either manually input your information, or “Upload a Resume” and the Handshake system can build your profile by auto-filling the different sections. You can “View Parsed Data” to select which data you want added to your profile.

*The more detailed your profile is, Handshake can recommend more job and internship opportunities that are tailored to your interests. It will also be helpful for recruiters as they look for candidates.*

You can also have your profile private or public. In order to attend Handshake related events or have a recruiter contact you though, you will need to have your profile public.
Navigating Handshake

This will be your main Handshake homepage.

If you keep scrolling down the homepage, Handshake will recommend new jobs and find jobs that may be of interest to you. Remember, as you keep tailoring your Handshake profile, and look for different jobs and internships, the Handshake system will start to customize and recommend opportunities that are more aligned to your interests.

Finding Jobs and Internship Opportunities on Handshake

In the upper top left of the screen, you will see “Jobs,” “Events” and “Employers” tabs.
In the Jobs tab, you can look for both part-time & full-time positions, as well as internships. You can put on different filters such as location, industry, whether you need work authorization, etc.

You can also save jobs to apply for later, and it will be in your saved tab.
Finding Career-Related Events on Handshake

In the **Events** tab, all of the career related events throughout the UAlbany campus will appear.

Be sure to click on a particular event and register for it!

**Crowdstrike: Virtual Site Visit**

*Friday, October 1, 2021 3:00pm - 4:00pm EDT*

University at Albany
Finding Companies and Employer Information on Handshake

In the **Employers** tab, you can learn more about different companies, and there may be reviews regarding them from other students who have interned or worked for them.

You can follow companies that you are interested in. If those companies you follow host events on Handshake, you will be notified.
You can also see all of the students (both UAlbany and non-UAlbany) who have interned or worked for a particular company.

You can filter to specifically see if any UAlbany students may have interned or worked for a particular company. You can message these students and to connect and network with them to learn more about their experiences and where they may be working now.