

Activate your Handshake account

Description: Handshake is Arizona State University's career platform. Students use Handshake to make appointments with career advisors, register for career fairs, connect with employers, and find job and internship opportunities.

Goal:

• You will be able to activate your Handshake account and complete your profile.

Activity Instructions:

- 1. Go to <u>ASU Handshake</u> and login with your ASURITE Account.
 - a. If this is your first time logging in, follow the prompts to activate your profile.
- 2. Click on the circle icon (your picture or gray avatar) in the upper right corner.
 - a. Click on My Profile:
 - i. Tip: If you start with uploading a resume, information from your document will automatically populate some fields in your profile.
 - ii. Upload a picture of yourself. The best pictures for professional networking are you alone, head and shoulders, with a neutral background.
 - iii. Select if you want your profile visible to employers. If you do not want to be contacted by recruiters, set your profile to private.
 - iv. Add volunteer or work experience and Orgs & Extracurriculars.
 - v. Update the "Your Interests" section. The information you provide here helps Handshake customize your experience.
 - b. As you add sections to your profile, the % completed bar at the top of the page will update.
 - c. Take a screenshot of the profile page showing the % completed.
 - d. Submit the screenshot as directed.

Resources:

- Learn more about getting started on Handshake
- Read about skills to highlight on your Handshake profile