

guide to

# HIREMIZZOUTIGERS



**YOUR JOB SEARCH TOOL:** HireMizzouTigers.com, powered by Handshake, is the central employment site for all MU students and alumni.

## What can you do on Handshake?

**APPLY:** Part time jobs, full time jobs, internships, and other career opportunities

**RESEARCH:** Local, national, and international employers who want to connect with Mizzou to recruit

**RSVP:** Career fairs, events, and interview schedules

**CONNECT:** Peer and employer messaging opportunities to network with others

**REVIEW:** Recommendations for events and jobs based on interests, search history and connections

**GET STARTED:** Learn how to login to and utilize Handshake's many features to find opportunities and get noticed by employers.

## 1 LOGIN

- Go to HireMizzouTigers.com > Students (<http://missouri.joinhandshake.com>)
- Enter your PawPrint and Password
- Some basic information has already been uploaded to your profile from the Registrar's Office

### Find a Job

Students and Alumni: HireMizzouTigers is powered by the Handshake platform. Please register/login by clicking a button below. You will have access to job postings, interview schedules, career events, and more. [Get Started](#)

Students

## 2 PERSONALIZE PROFILE

- Your Handshake homepage **recommends** opportunities and provides resources for career paths
- Select your **Career Interests:** job type, job roles/functions you are interested in, where you want to live, and more. This helps Handshake recommend opportunities that fit you
- Click on the **Build your Profile Faster** option to help you complete sections
- **Add data** to Education, My Journey (your bio), Work & Volunteer Experience, Organizations & Extracurriculars, Courses, Projects, and Skills
- Once complete, we encourage you to **make your profile public** so it's visible to employers

*Your profile is almost ready: now upload your resume and start searching.*

### 3

## UPLOAD DOCUMENTS

- Click on your initials (upper right) > **Documents**
- Add your **Resume** and add any other documents like Cover Letters, Transcripts, and more

**Note:**

Your initial resume is reviewed by a career services staff member within 3-5 business days. **MAKE SURE AND ALLOW TIME FOR REVIEW** when applying for positions. This process is to your benefit: we provide helpful feedback to your document before you apply to positions. Once approved, you will not need subsequent documents approved.

### 4

## FIND JOBS AND APPLY

**Filters**

**Job type**

Full-Time    Part-Time

Internship    On-Campus

- Click on **Jobs** and use filters to find relevant vacancies. Common filters include: Location, Job Type, Industry, or Employers  
You can tag jobs to **Save, Follow** employers, and create a **Saved Search**
- Click the **Apply or Apply Externally** button: add the application documents directed by the prompts
- **Carefully follow application instructions** included on the job profile



**Apply Externally**

### 5

## RSVP FOR EVENTS

- Click on **Events** to find upcoming events and fairs, both in-person and online: you can filter events by type and sponsoring career center
- Search upcoming **Career Fairs**, where you can register and view attending employers



**+ RSVP for Event**

### 6

## MESSAGE PEERS

- If you make your profile public, you have the chance to reach out to other students and alums across the Handshake platform.
- You can message others about their experience and education, and ask recruiters their thoughts on resumes and interviewing, and other professional topics

To view Truman's profile, join the Handshake Community

- ✓ Message students and alumni with similar experience
- ✓ Receive messages about job opportunities from potential employers
- ✓ Browse jobs and other resources from your school

👁 Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

Not Now
Join

*Keep using Handshake throughout your Mizzou career and beyond.*

**next steps:**

Talk with a Career Specialist for one-on-one assistance: <https://career.missouri.edu/connect>  
Check out more resources at <https://career.missouri.edu> > Resources tab