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

1

LOGIN

- Go to HireMizzouTigers.com > Students (http://missouri.joinhandshake.com)
- Enter your university credentials
 *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. <u>Get Started</u>

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 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

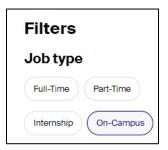
- Click on your initials (upper right) > **Documents**
- Add your Resume and add any other documents like Cover Letters, Transcripts, and more

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



- 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



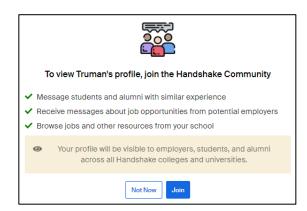
+ RSVP for Event

 Search upcoming Career Fairs, where you can register and view attending employers

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



Keep using Handshake throughout your Mizzou career and beyond.