FREQUENTLY ASKED HANDSHAKE QUESTIONS

ACCESS, SIGN ON, PROFILE, & SETUP

Where can I access Handshake?
At my.unl.edu you can find a tile for Handshake that helps you login using UNL's single sign on.

How do I add interests into my profile?
The first time you sign into Handshake, it will ask you what your career interests and preferences are. As these change over time, you can adjust them in the "My Profile" section under your name in the top-right corner. Update early and often!

How can I increase visibility of my profile to employers?
Students with 100% complete profiles are 5 times more likely to be contacted by an employer.

Should I put my resume and cover letter on my profile?
By uploading a resume, you make it available to employers and you can use it to apply to opportunities. A cover letter is typically tailored specifically to the company/job you're applying to. That being said, having a general cover letter uploaded to your documents on your profile doesn't hurt anything! You can make you resume visible/not visible by clicking the "Documents" tab.

How and where do I manage the notifications preferences?
By clicking your name on the top right corner you can access the "Notifications" center.

HANDSHAKE BASICS

Is it beneficial to create a Handshake account if I'm not looking for a job?
Yes! You should create an account and update it as you progress through college. At UNL, every student already has an account - it just needs to be activated. You can find internships, events, career fairs, and employer information on Handshake. Also, employers can see your profile and reach out to you about opportunities.

What kinds of opportunities can I find on Handshake?
Each month there are around 10,000 on-campus, local, national, and international job and internship listings on Handshake. Under the "Jobs" section, you can filter by location to find available positions in a specific area.

How do I keep track of jobs I am interested in?
You can "Favorite" jobs that are of interest to you. There will be a star button on the job posting which you can click to favorite a job. Handshake will remind you when application deadlines are coming up.

How do I keep track of employers I am interested in?
Under the "Jobs" tab there is a tab called "Employers". If you find an employer that you are interested in, you can "follow" them.

How do I find...

...work-study jobs?
Under the "Jobs" tab, you can filter listings by using the "Filter" drop-down tab and selecting "Work-Study". In some on-campus job listings, it may list in the description that work-study can be an option. If not, you can always inquire if it may be set up as a work-study position.

...jobs on campus?
When looking in the "Jobs" tab, you can select the "On-Campus" filter.

...jobs specific to my interests?
There are different categories you can look through related to your interests, such as the "Popular in Your Major" or "Jobs" in [Your Major]". You can also search by interest area and keywords in the "Jobs" tab.

...internships related to what I'm studying?
When looking in the "Jobs" tab, you can filter your search by "Internships" as well as typing in your major/area of study. You can also search by keyword, employer, and role.

... search for employers?
Under the "Jobs" tab there is a tab called "Employers". Some employers will have contact information to reach them.

...if employers accept OPT/CPT?
You can check the box "Accepts OPT/CPT" in the filter options. Additionally, you can look at company profiles for more information about what they are looking for or to contact them prior to applying.

...details on Career Fairs and events?
Under the "Events" tab, there is an option called "Find Career Fairs". This will display all of the posted, upcoming fairs. Once you find one you're interested in, you can RSVP on the posting by selecting what day(s) you will be attending.

What does "Apply Externally" mean? Can I fill out applications through Handshake or do I have to go through other websites?
Many listings allow you to complete the application and submit it through Handshake, but that is not always the case. The "Apply Externally" button will take you to an external link, most likely to the employer's page, where you can fill out an application or submit application materials, such as resume and cover letter.

How do I network with other students and alumni through Handshake?
Under the "Students" tab you can find students and alumni who share similar majors, areas of interest, and experiences at employers of interest. You can also filter who you see on the left side by selecting "University of Nebraska-Lincoln Only" as well as "Alumni only", along with some other filters to narrow down who you see.

CAREER SERVICES