



handshake

HELPFUL TIPS FOR STUDENTS

FOR YOU

This is your **Handshake home page**

Profile Strength grows as you add information/experience

Click the link to **make your profile public**

View **favorite jobs/favorite jobs expiring**

Opt in to **make your profile visible** to other students as a resource and explore other students' profiles

Jobs and events that match your major will be listed here as a quick reference. If you do not select a major, jobs/events listed will be for all majors

JOBS

Filter jobs using options on left
Jobs listed will be filtered by ones that **most match your profile**

Applications: Applications that have been completed will be listed here

Employers: You will have access to over 200,000 employers. Start building connections today!

On-Campus Interviews: All interviews scheduled through the Career Center will be listed here

EVENTS

You will find **Events This Week, Events This Month, and Events in the Future** listed

You have the access to **search for events or fairs on-campus**

The **calendar view** will show you upcoming interviews, fairs, or events that you have signed up for or made a favorite

Click on an event to see **additional details or employers attending**



CAREER CENTER

Resources: Will contain additional helpful tips and website resources

Surveys: When attending events, this is where you go to complete the process

STUDENT NAME

My Profile: View and update what the employer sees

Documents: Upload your resume, cover letter, unofficial transcript, and additional documents

Career Interests: Choosing your interests will make your options more specific

Notifications: All favorites and upcoming events/interviews can be found here

Messages: Messages from Career Center Staff

Help: Links you directly to Handshake Support 24-7 when Career Center staff is not available

MY PROFILE

Education: Enter your degree, graduation date, and GPA

Resume: When you upload your resume, the work experience and skills will automatically populate

Organizations/Extracurriculars: Enter any volunteer/community experience and any organizations

Courses: Enter relevant coursework here

Projects: Make sure to enter any projects you have completed that are relevant to your major

Profile can be **made visible to or hidden from employers**

Short Bio: This is your marketing piece! Look at “show examples” for inspiration.

Skills: Keep these updated

Documents: Employers will see documents that you have uploaded here

Social Links: Make sure all social platforms are employer ready before you link them to your profile

FOLLOW US FOR UPDATES

Twitter @HireOleMissRebs

Instagram @HireOleMissRebs

Facebook University of Mississippi Career Center

