Discover Careers on Handshake

Center for Academic Planning & Exploration

PURPOSE

The purpose of this guide is to learn how to use Handshake to aid you in exploring different career opportunities.

DESCRIPTION

Handshake is the U of M job and internship listings site created just for U of M students and alumni. On it you can find thousands of postings for jobs, internships, and volunteer positions. You can upload resumes for employers to access, sign up for on-campus recruiting opportunities, and see upcoming career fairs and events through your college and the university.

DIRECTIONS

Go to Handshake[1] and log in. If you are new to Handshake, the following instructions can help you create your profile. A link to Frequently Asked Questions on how to best use Handshake is also included:

A. To get started with your Handshake account, go to handshake.umn.edu and login using your UMN email address and password.

B. Fill out your profile and career interests to help customize your search. If you are a returning user, you can always update your career interests and saved searches by going to your name in the upper right-hand corner and clicking on the drop down options of **My Profile** or **Career Interests.** Your profile defaults to a public setting visible to employers. If you want your profile to be private, update the setting in **My Profile**.

C. If you want to apply for jobs and internships, you will need to upload your resume. Visit your career center[2] for help in creating or updating your resume.

Once you have created your account, there are several features of Handshake that can help you explore and learn about career opportunities. Listed below are steps to help you search through job and internship postings. Looking at job and internship postings is a

[1] http://handshake.umn.edu/
[2] http://career.umn.edu/career-offices

great way to get a better sense of what real employers are looking for, and also to see current job descriptions in career fields you may be interested in.

1. Click on **Jobs** in the blue area at the top of the screen.

2. To narrow your search, click the Filters option. You can filter your search by different Industry and Job Functions areas. As an exploring student, you can use the list to explore career areas you are considering or use it to find new areas to explore.

   If you filled in the Career Interest areas in your Profile section, you will see suggestions based on the interests you selected. If you didn't update your interests, you will see recently popular industry searches from other students.

3. Scroll through your search results. When you see an interesting job title, click on it to see the full details. (If your search generated too many or too few results to browse, try updating your search with different criteria)

4. Review the job profile thoroughly. Here are some things to consider:

   a. What company is hiring for this position?

   b. Where is this job located?

   c. What is its job description? Does the job sound interesting?

   d. What are the qualifications of the job? What qualifications do you already meet? Are there certain skills or experiences you would need to gain in order to be qualified?

   e. What are the hours and expected salary for the job? Does this meet your expectations?

   f. What degrees/majors are required for the job? Is the employer asking for a specific major?

5. Take notes on the jobs you found that you are most interested in, or click the **Favorite** button to save for future reference.

For additional resources in searching for jobs and saving searches, here are two links from Handshake:
How to Search for Jobs and Internships[3]
Video: How to Save Job Search Alerts[4]

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[3] https://support.joinhandshake.com/hc/en-us/articles/218693408-How-to-Search-for-Jobs-and-Internships
[4] https://support.joinhandshake.com/hc/en-us/articles/219426667-Video-How-to-Save-a-Job-Search

REFLECTION PROMPTS

After spending some time exploring careers in Handshake, consider the following questions:

What did you learn about the job qualifications needed for jobs/internships that interested you?

Did anything surprise you or confirm what you already knew?

What specific employers would you like to learn more about?

What additional experiences are important to keep in mind for preparation for these jobs/internships?

How does what you have learned inform your major decision?