

How to Navigate

Handshake

Provided by Capital University Career Development

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Table of Contents

What is Handshake?	Pg 3
Claim your Handshake Account (Overview)	Pg 4
Claim your Handshake Account (Walkthrough)	Pg 5
Complete your Handshake Profile	Pg 8
Handshake Tips and FAQ	Pg 10
Main Handshake Functions	Pg 11
Employer Message Response	Pg 14
Other Relevant Functions	Pg 16
Sample My Journey Bio examples	Pg 17

What is Handshake?

Handshake is an online job board provided by Capital University for students and alumni to access jobs and internships and connect with employers for potential opportunities.

Handshake Features Include:

- Schedule appointments to meet with Career Development Office Staff
- Search for full-time jobs and part time jobs (on or off-campus) as well as internships
- Register for career events (e.g., workshops & career fairs)
- Sign up for interviews with employers

INTRO TO HANDSHAKE

Why should you use Handshake?

01

Get hired

Discover and land jobs and internships.

02

Get discovered

Get messaged by employers that want to hire you.

03

Get connected

Connect with employers and learn more about their company.

04

Get expert help

From career-building resources to employers recommended by your career center.

Claim Your Handshake Account (Overview)

As a student at Capital University, a Handshake account is created automatically for you upon enrolling at the University. All you have to do is claim it.

Will I have access to Handshake after I graduate from Capital University?

Your Handshake account will continue to be available to you after you graduate from Capital University. Email careerdevelopment@capital.edu with your non-Capital email for you to continue to have access to it.

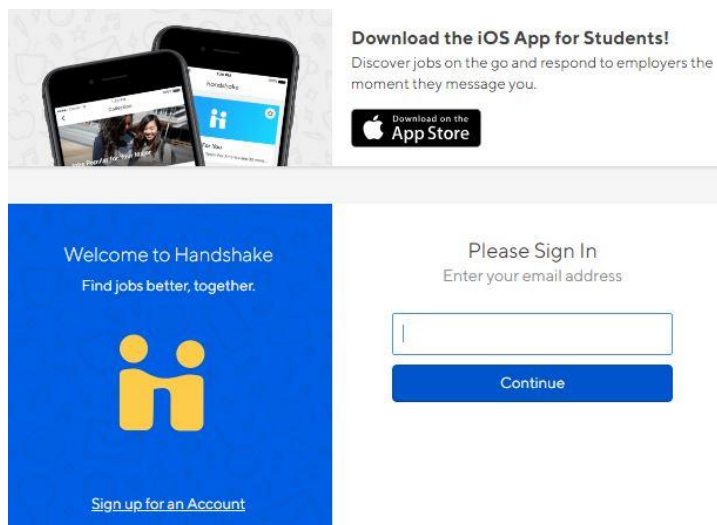
How do I claim my account?

Go to the link: <https://capital.joinhandshake.com/login>.

Enter your Capital email and follow the directions in *“Claim Your Handshake Account”* (pg. 5).

What if I can't access my Handshake account?

If you have trouble, do not create a new login/profile, email us at careerdevelopment@capital.edu.



The image shows a promotional banner for the Handshake iOS app and a login screen. The banner features three smartphones displaying the app interface. Text on the banner includes: "Download the iOS App for Students!", "Discover jobs on the go and respond to employers the moment they message you.", and a "Download on the App Store" button. Below the banner is a blue sign-in screen with the text "Welcome to Handshake" and "Find jobs better, together." followed by the Handshake logo (two yellow figures) and a link "Sign up for an Account". To the right of the sign-in screen is a "Please Sign In" section with the prompt "Enter your email address", an empty text input field, and a blue "Continue" button.

Claim Your Handshake Account (Walkthrough)

These directions explain how to claim your account through the Handshake **WEBSITE** as opposed to the Handshake **APP**. When using Handshake, we recommend that you use Google Chrome as the web browser.

WEBSITE

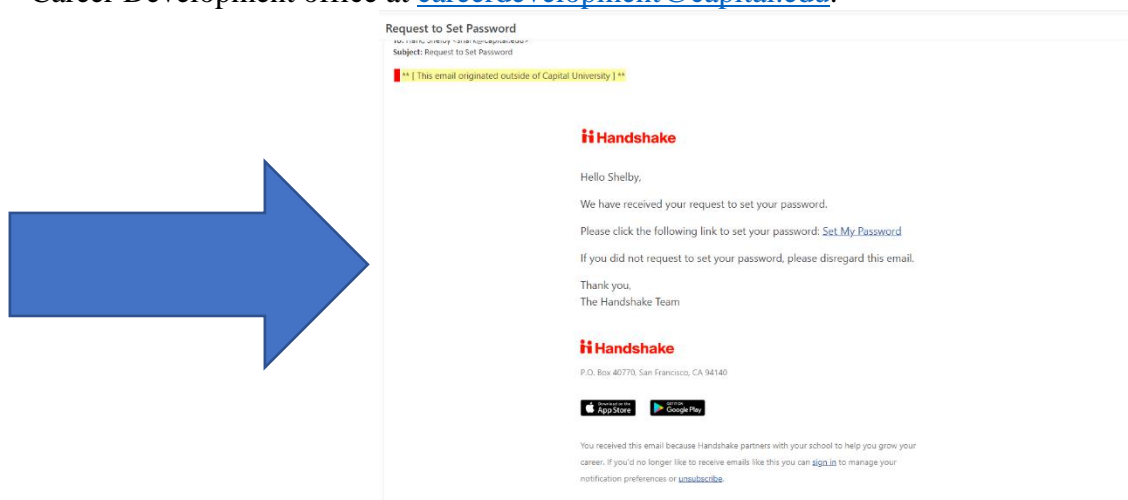
1. Enter your Capital University email address on Handshake. Then an email confirmation will be sent to your inbox. From there you will create your password.



Almost there!

Please check your email to set your password.

The email request to set your password should look like this (below). If not, please contact the Career Development office at careerdevelopment@capital.edu.



2. Click the “Set My Password” link to create the password for your Handshake account. There is at least an **EIGHT-character** requirement for your Handshake password. Click “Save” and your Handshake password will be associated with your account.

NOTE: You will need to return to the log-in page and type in your Capital email and your newly created password to complete the Handshake Account Claiming Process.

HANDSHAKE APP

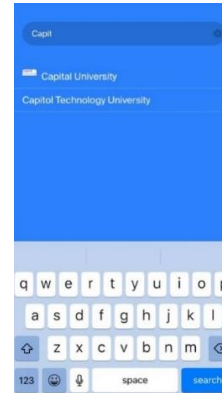
Open your green Handshake app...



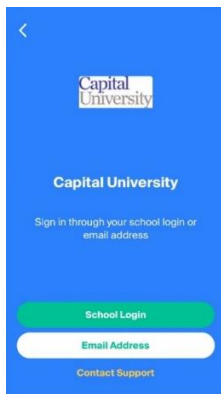
...and you'll see this screen below.



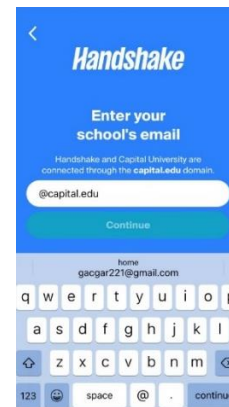
Enter "Capital University" in the "Search Schools" space. When Capital University appears on the screen, click on it.



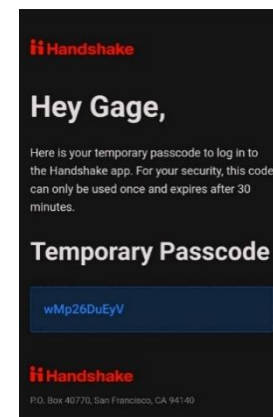
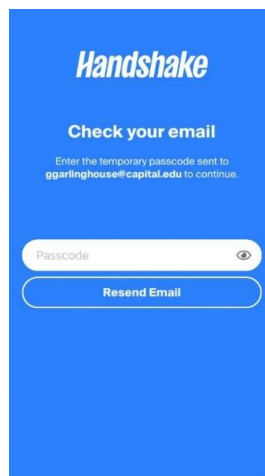
As on the screen below, you will see two options: "School Login" and "Email Address". Click on the white "Email Address" button.



Enter your Capital email address and press the green "Continue" button.



After you enter your Capital Email, the screen message "Check your email" will pop up. DO NOT type in your Capital password, Handshake sent a temporary passcode to your Capital email as shown in the second image. After you copy the temporary passcode into the "passcode" space, a continue button will appear. Press the "continue" button.



COMPLETING THE SURVEY

After claiming your account, the image below will appear on your screen. Enter your own information and press the blue “Continue” button.

Glad you're here, Shelby!

Let's confirm a few details about your education plans. You can change these later.

Institution
Capital University

Education level
Bachelors

Expected graduation date
Month Year

I agree to receive marketing messages, including promotions and special offers from Handshake.

I agree to the [Terms of Service and Privacy Policy](#).

Continue

You then should see an option to have your profile set to the “community”, “employers”, or “private” like the image below.

Get the most out of Handshake by updating your profile visibility

Community **Employers** **Private**

- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from Handshake on your school

Your profile will be visible to employers, students, and alumni across all Handshake, including other education institutions.

Done

What do these Options mean?

- Community:** You have access to all features like messaging other students and alumni on Handshake, attending virtual career fairs, and receiving messages from employers.
- Employers:** You can receive messages from employers but will not receive any messages from students or alumni.
- Private:** Your profile is only visible to you. You will not receive any messages from students, alumni, or employers.

Next you will be redirected to a career survey yourself to others on Handshake.

Items on the survey include:

Your Pronouns

Demographic Information (please note that you can make that information only public to you)

What you are looking for (Options include: full-time/part-time job, internship, on-campus job, or unsure)

Where you would like to work

Industries that you are interested in

Employer qualities you want

Jobs you will be searching for

What skills you have

Relevant Courses you've taken

Option to make your GPA visible

Involvement on Campus

Volunteer & Community Service

NOTE: If you do not want to take the survey you can save your progress and exit out. Your Handshake account will still be there, and you may pick up where you left off anytime!

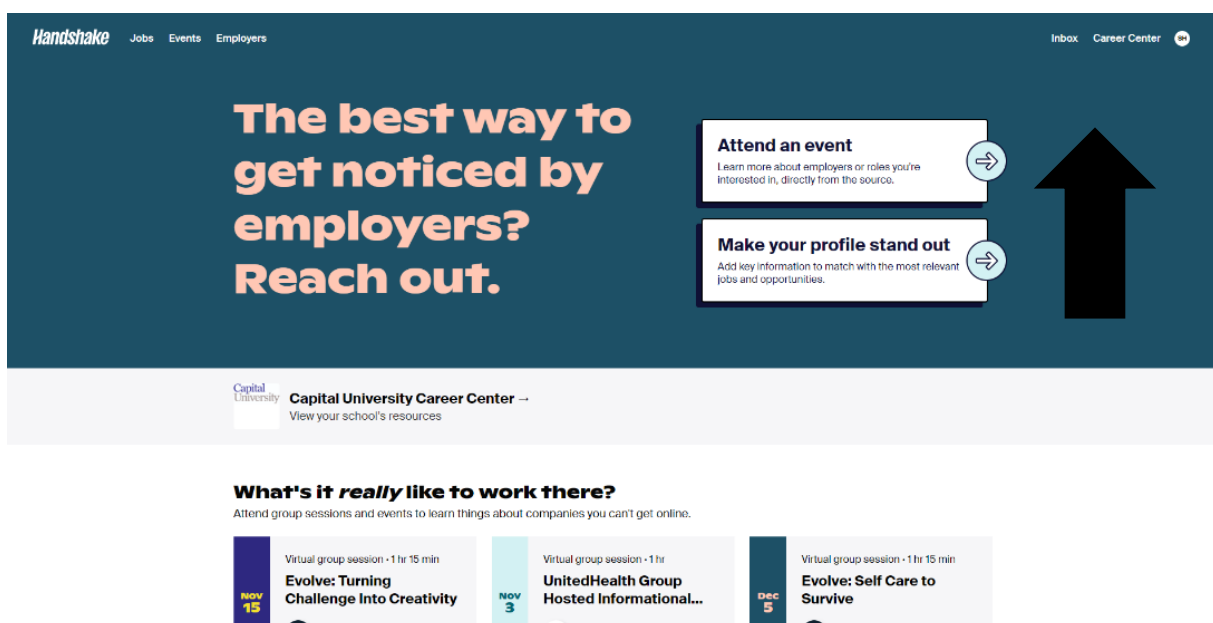
Complete your Handshake Profile

Why should you complete your Handshake profile?

As you complete more elements of your profile, the Handshake system will work better for you and more employers will find you!

How to complete your profile?

1. Click on the circle icon that has your initials.
2. From there you'll see a tab called "My Profile". Click on it.



3. Below is the image of a sample profile page. From here, you can start completing your profile to attract employers and other students and alumni in your community. You can upload your resume and complete the following sections: your work or volunteer experience, organizations or extracurriculars involvement, courses you take relevant to your major(s) and/or minor(s), special projects you are involved in, and hard skills you possess.

Build your Profile Faster
Upload your resume and we will help you complete your Handshake profile.
[Upload a Resume](#)

Shelby Hark
Capital University
Bachelors, Early Childhood Ed
Graduates May 2024
Junior - GPA: 3.96

Your profile is 15% complete

- [Add Primary Education](#)
- [Add Work Experiences](#)
- [Add Organizations](#)

My Journey
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?
Type your introduction...

Education
Capital University primary education
Bachelors
Aug 2020 - May 2024
Major in Early Childhood Ed
Minor in Spanish
Cumulative GPA: 3.96

Work & Volunteer Experience
Where is somewhere you have worked or volunteered?
Company name...

Add a profile picture.



Complete the ‘My Journey’ section by adding these aspects:

Aspects to include in the “My Journey” Section	Aspects to NOT include in the “My Journey” Section
Career Interest(s)	Things that are redundant, like your name, major, and past work experiences already on your profile
Things you want to do in the future	Hobbies
Provide specific examples of how you use soft skills and talent	Being vague or rambling and repeating yourself
What are you interested or passionate about?	Saying the words “passion” or “passionate”
What are you looking for? i.e. part-time or full-time job, internship, or graduate school	Religious or political affiliations
	Listing strengths or weaknesses

Handshake Tips and FAQ

Get a start on your profile by trying to complete every profile task.

It may seem overwhelming at first but getting a start on it will make a difference.

The more you complete, the higher your chance of being noticed by employers. This means you will have a lot of opportunities coming towards you.

After your profile is complete, try to keep it updated

Handshake does not do any profile updates or ask if your information is up to date. You must do that yourself.

Do not become discouraged

You are competing with other students across the world. If you are not selected for a job or internship do not let that stop you from applying for other positions. You can only be selected if you apply!

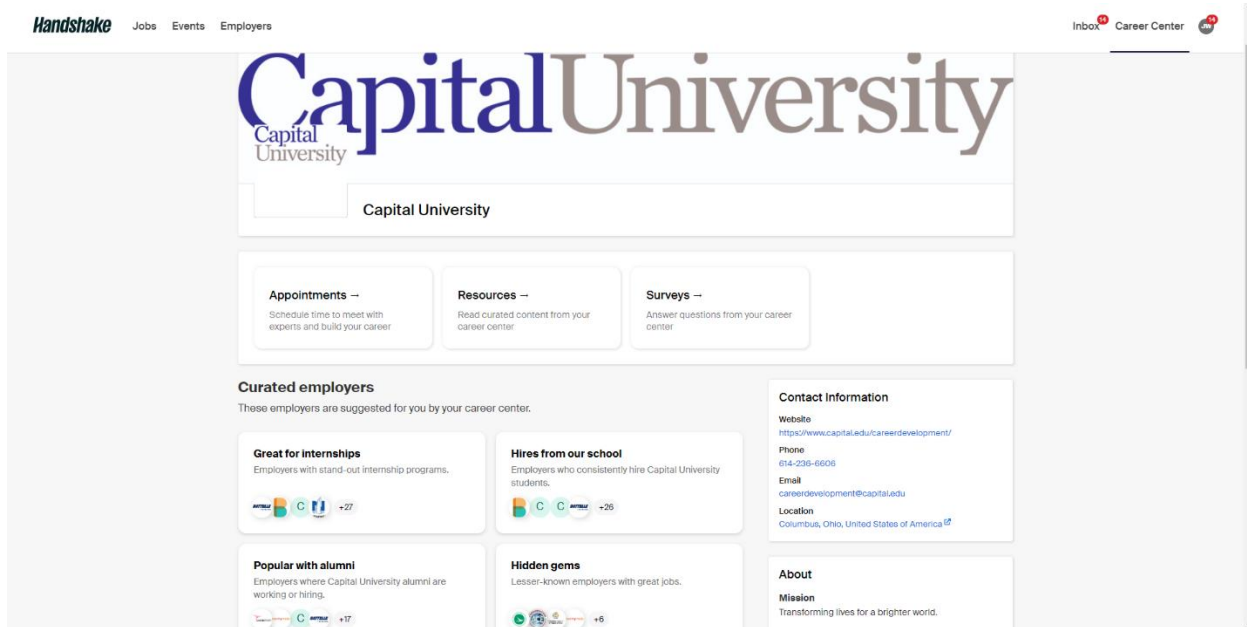
Ask for help!

The Career Development office is here for you if you have any questions on how to set up your account or apply to positions you are interest in.

Main Handshake Functions

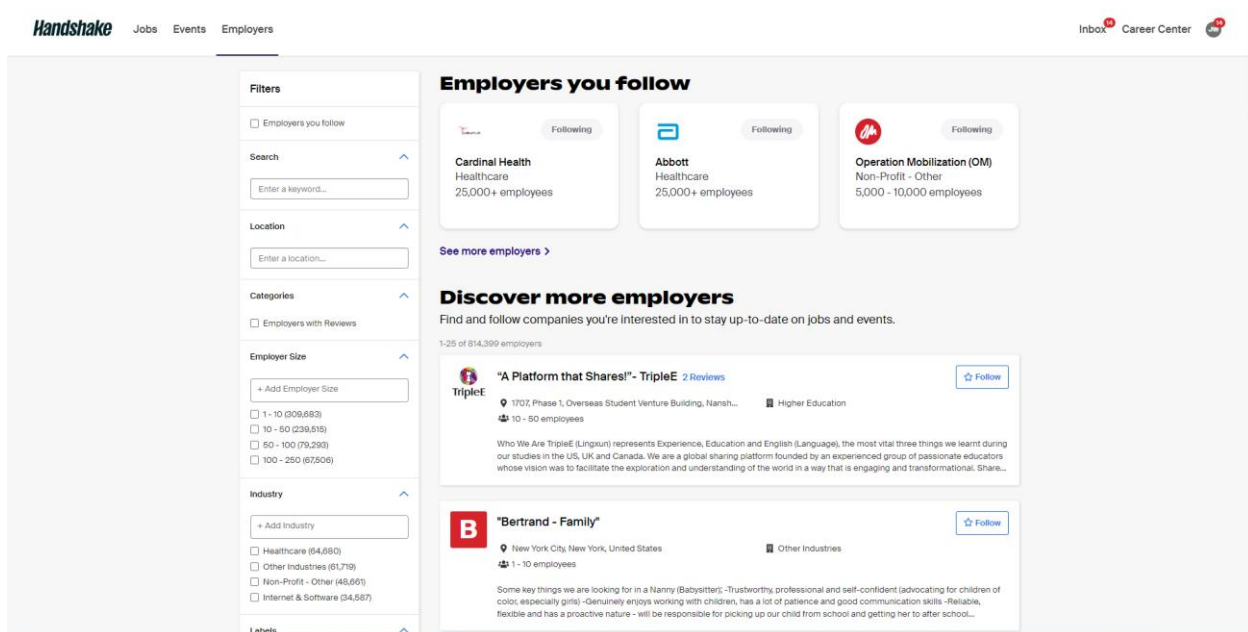
Career Center

Schedule appointments with the Career Development Staff, access Career Development booklets, and find information about employers that could interest you.



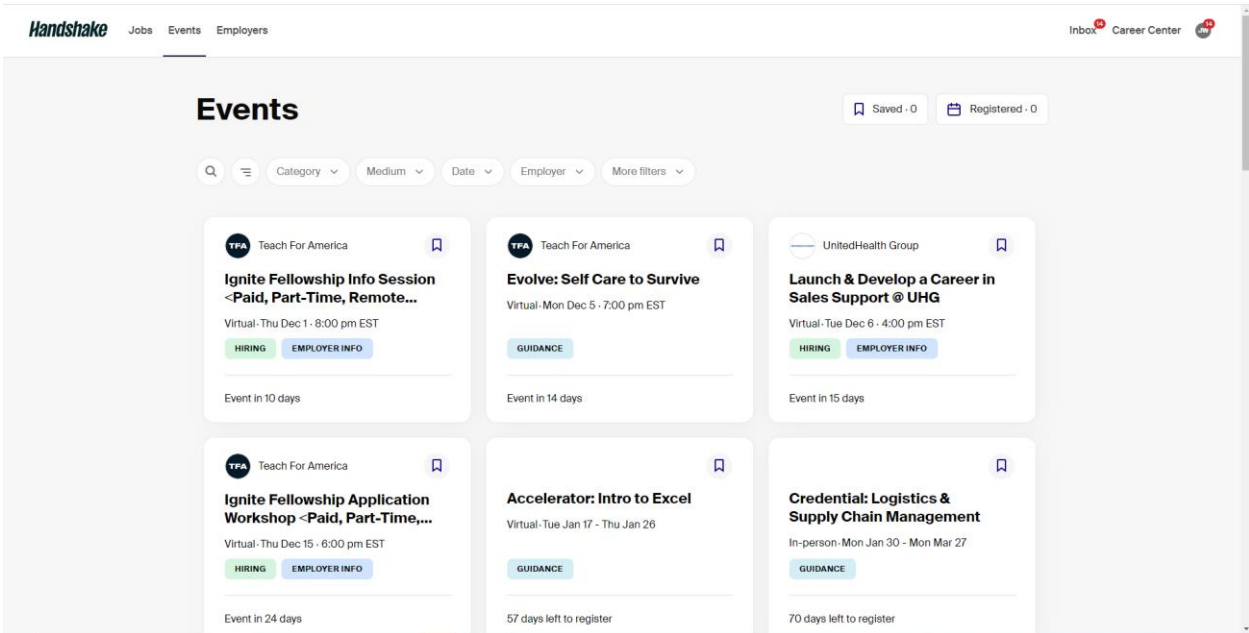
Employers

Follow and discover new employers, filter employers that pique your interest, and check out employers you already follow.



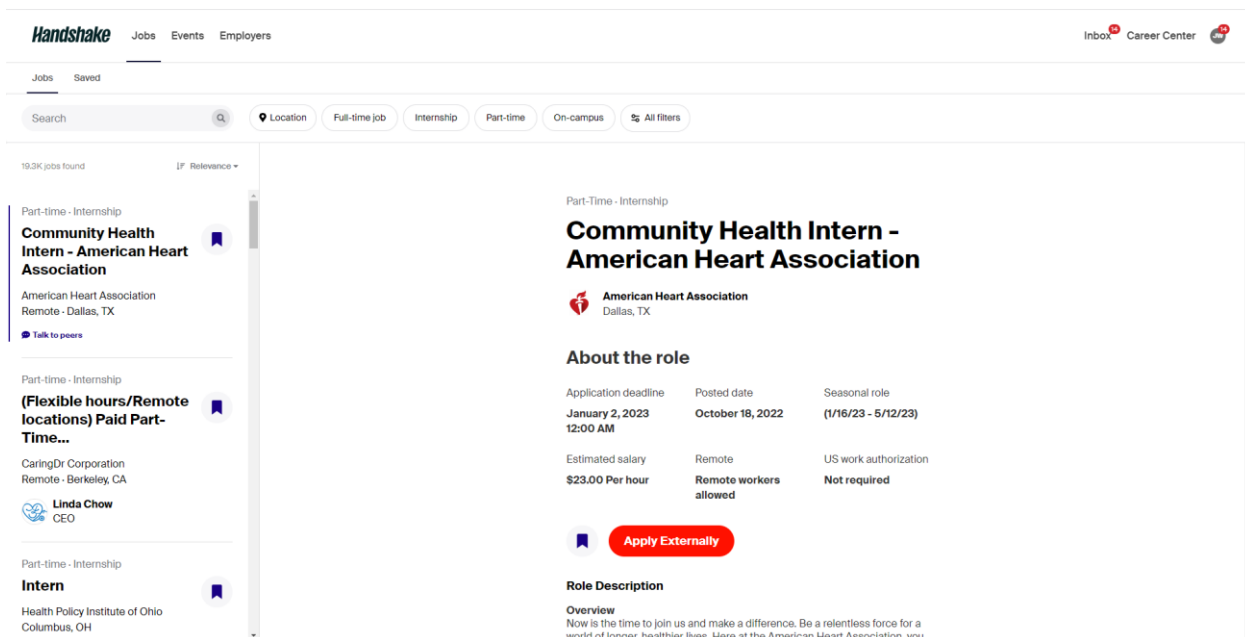
Events

Find career related events that are happening on campus or events that are happening around you whether that is virtual or in person. When your profile is on the community setting you will be able to access events from other universities. Also, since you are a Capital student, the events Capital University hosts will automatically connect to you on Handshake.



Jobs

Discover, search, and apply for jobs or internship that are listed on left side of the screen. Use the filter options to narrow the list of positions that appear. You can also save positions that interest you under the "Saved" tab.



Inbox

You, employers, students, and anyone in the Handshake network can send, view, and reply to messages.

The screenshot shows the Handshake web interface. At the top left is the Handshake logo and navigation links for Jobs, Events, and Employers. At the top right are links for Inbox (with a notification badge), Career Center, and a profile icon (with a notification badge). The main content area is titled 'Inbox' and contains a list of messages. The right side of the interface is currently empty, displaying the text 'No conversation selected.'

Profile Picture	Name	Company	Date	Message Preview
	Maya McDougall	UnitedHealth Group	2/13/23	Hi Jada, I hope you are...
	Katie Blair	Sega Education	2/13/23	Hi again Jada, I hope you're...
	Maha Moffat	Aon	2/8/23	Hello Jada! wanted to reach...
	Bethany Hartmann	National Interstate Insurance	2/8/23	Hey Jada! Starting your...
	April Velasquez	ALDI Inc.	2/7/23	Hi Jada, We are still...
	Catherine Wudiyono	Amazon	2/6/23	Hi! Just following up on my...
	TQL Campus Recruiting	TQL (Total Quality Logistics)	1/30/23	Hi Jada, As a...
	Disney Programs	The Walt Disney Company	1/27/23	

Employer Message Response

Why Employers Reach Out

When your profile is set to “Community”, employers can message you about different opportunities that might interest you.

If you’re not interested in receiving messages from employers, set your profile to “Private”.

- Go to the ‘Settings’ tab after you claim your Handshake Profile. You can turn off employer messaging by making your profile “Private”.

NOTE: The worst thing you can do is not respond. You never know if that specific employer will be connected to you somehow in the future so not responding can possibly ‘burn the bridge’ you have with that employer.

Receiving Messages

These can feel overwhelming, but we will give you tips and tricks on how to filter through these messages and ease some the pressure.

Quick Look

See what these employers are offering, even if you think you may not qualify, or even if it appears to be something you’re not interested in.

Daily Review

Check messages on a regular basis either through the Handshake Website or App.

- Treat it as if you are checking your Capital email for important information.

In-depth look (if you have time)

Take time to look at the job posting and company

- Familiarize yourself with every message you receive from each employer because this might be company that you work for short or long term.

Improve your filter

Customize your Profile: Utilize the categories like ‘Job Hunt’ and ‘Job Interest’ or other categories, can filter out the messages you receive and manage receiving employer messages.

- Go to the ‘My Profile’ and scroll down until you see ‘Your Interest’ on the left-hand side.
- From there you can customize what employers can see on your profile before they message you.

REMEMBER: Always message employers back! Even if you are not interested, any response is better than no response.

How to Respond to Employers

Below is a guide on how to respond to an employer back if you interested in a position or want to decline their offer:

Interested in the Position	
You want to know more about the position:	Dear [Recruiter name], Thank you for reaching out about this opportunity, it sounds like a great job and it aligns with where I'd like to take my career. I am eager to learn more.
A recruiter wants to schedule a phone call or in-person interview:	Dear [Recruiter name], Thank you for considering me for this opportunity. This sounds like a great role and I am interested to learn more. When would be a good time to schedule an in person or virtual conversation?
Other ways to express your interest to employers:	Dear [Recruiter name], Thank you for sharing this opportunity with me. I can be reached at _____. Please give me a call so we can discuss this opportunity further.
Declining the Position	
You are interested in a different position in the company:	Dear [Recruiter name], Thank you for thinking of me for this role. Although it sounds like a great opportunity, it isn't what I'm looking for currently. However, I am interested in other opportunities with your company that may be a better fit, like your (name of position).
You are not interested in changing jobs:	Dear [Recruiter name], Thank you for reaching out, I am grateful to be considered, however I am not in the market for a new job.
Other ways to express your disinterest to employers:	Dear [Recruiter name], Thank you for reaching out, I am grateful to be considered, however, I am afraid I will need to decline your offer at this time.

Remember when responding to employers:

- Conduct research on the company/organization before you respond to a message
- Reply as soon as you can (within one to two business days)
- Follow through with any action you told the recruiter you were taking
- Maintain contact with the employer for future network reference

Other Relevant Functions

Under your icon initials or profile picture at the top right corner you will find these functions below:

Functions	What do they mean?
My Jobs	You can look at all the jobs you have applied for
My Meetings	Virtual meetings or on campus interviews you can set up through Handshake with employers
My Documents	Review all the documents you uploaded Add any documents you want to upload Make your documents visible to employers
My Career Interest	Career survey that you complete to showcase your interests
My Reviews	Any reviews that you wrote for a company you worked for in the past can be seen here
Handshake Filters	On the Jobs, Events, and Employers Tabs there are various kinds of filters that help you organize what you are looking for. JOB FILTER TIPS: Choose the type of job you're looking for (part-time, internship, full-time) and location before you use the search feature. If you have trouble with the filter and search, just ask us for help in Career Development.

My Journey Bio examples

ALUMNI

Example 1:

More than anything, I want to find a way to use my skills to help people. I'm still determining what that looks like; my strong writing and editing abilities, visual design capabilities, interpersonal communication skills, and my scientific and inquisitive mind will make me an asset to any team.

Example 2:

Currently, I am working at my university's Hydrogen Station Research Facility to manage the manufacturing process, engineering design, and transportation projects. In my role, I strategize with key stakeholders such as the station operational manager, technicians, and contractors to coordinate systems maintenance and budget.

Example 3:

I enjoy serving the underprivileged, cross-cultural engagement, and the social work field. My areas of interest include mental health and refugee and immigrant work. I am currently looking for a full-time job, and have experience working internationally, leading groups, mentoring, working in mental health support, assisting special needs children, and writing.

4TH YEAR

Example 1:

I have taken several business courses that allowed me to improve my critical thinking, marketing, and writing skills. My fast learning abilities, commitment to success, and relevant studies make me an ideal candidate to support a marketing team. My one of long-term goals is to complete my MBA in Marketing.

Example 2:

My career interests are public relations, human resources, and marketing. I am particularly fascinated with working in the media industry. In the future, I will strive to work for an international company and put my language skill set to use. During my undergraduate years, I accumulated many experiences in student affairs and customer service jobs. It has sparked a love for helping fellow students and collaboration. I am always willing to grow my portfolio by getting involved in new and different projects!

3RD YEAR

Example 1:

I have always enjoyed my science and math classes and am interested in the intersection between medicine and technology. I would love to create devices that can improve lives, and I am excited to gain experience in the medical device field through an internship for the summer of 2022. I have had engineering design classes in both high school and college, and I am also working on research in an oncology lab this semester.

I look forward to speaking with employers soon!

Example 2:

Post-graduation, I want to seek a Master of Arts in Counseling, a Master of Social Work, or a Doctorate in Clinical Psychology. In any case, I am excited to work with and care for people of all different backgrounds. I have a lot of experience in customer service and hope to transfer these communication skills into a job as a counselor.

Example 3:

I am currently looking for a summer internship in computer/data science. I enjoy discovering software and data applications within the realms of the natural sciences and engineering, which I aspire to expand upon every day.

2ND YEAR**Example 1:**

I have worked as a leader of several teams and organizations, including at Jeni's Splendid Ice Creams in a managerial role and as the lead of my student consulting team at Hawken School. My coursework in finance and accounting has demonstrated my desire and proficiency to work in a finance or consulting-related field.

Example 2:

As someone who enjoys volunteering and community outreach, I plan to utilize these experiences as I move into professional life. I make personal connections and enjoy working and communicating with others. As a professional, it is my goal to continue to be active in my community, wherever that may be, and similarly, work for a company that shares the same views about giving back, along with continuing to expand on my leadership and communication skills.

Example 3:

I am excited about working together with others as a collective to accomplish goals and solve problems. My biggest strength is I am good at solving issues between others, and I think outside of the box when it comes to most issues. I have experience with all kinds of customers, old and young, polite or disrespectful, from working at Buffalo Wild Wings for a summer. I am also a very hard worker who can learn quickly.

1ST YEAR**Example 1:**

With the help of Handshake, I plan to find a part-time job or internship that could help me gain experience in professional business that I can utilize after I graduate from college. I have had experience in customer service jobs, so I know how to work well in those types of companies/roles. I am a very determined, fast learner and have a strong work ethic.

Example 2:

Though I am currently exploring majors, my past experiences have shown me I enjoy helping others. I plan to explore this further in college and my career. I look forward to finding internships and other great opportunities to help me prepare for the future.