



# A Faculty's Guide to **HANDSHAKE**

## **Initial Log in**

Visit [JoinHandshake.com](http://JoinHandshake.com) &  
enter your **UM Email**

Check your email to  
**Confirm Account**

**Continue** through initial  
prompts to **Create Account**

**Update** your account and  
attach your **Resume**

**Apply** for Jobs & Internships  
and start **Networking** with  
Employers

## **Profile Features**

**Browse** through Events, Jobs &  
Internships, Employers, and  
Career Fairs that match your  
interests or past jobs and  
internships.

**Schedule Appointments** at the  
Career Center

**Favorite** Jobs & Internships,  
Events or Fairs

**IOS and Android Users:**  
Download the Handshake App  
to receive push notifications

Career Center  
303 Martindale  
662-915-7174



## **Follow Us For Updates**

Twitter: @HireOleMissRebs

Instagram: @HireOleMissRebs

Facebook: University of Mississippi  
Career Center

Website: [career.olemiss.edu](http://career.olemiss.edu)



# *A Faculty's Guide to Handshake* **DASHBOARD GUIDE**

## **JOBS**

Find internships, full and part time jobs listed that match your interests and career goals.

Filter your search by location, job type, payment, industry, etc.

Keep track of your applications. You can save and come back to them!

Save jobs that spark your interest to your Favorites. Don't forget to come back and apply for them later!

## **EMPLOYERS**

This is your networking hotspot. Discover the right company for you.

You will have access to over 500,000 employers. Filter searches based on your needs and desires.

Start building connections today by following and interacting with employers that interest you!

## **EVENTS**

Browse and register for virtual and on-site fairs and information sessions on and off campus.

Learn from and connect with alumni and students from your school AND from other universities.

Filter search by event type, date, and format

## **STUDENTS**

Connect with other students and alumni from your university and other schools.

Filter search by school year, major, previous employers, student organizations, etc.

## **INBOX**

Here is where you can contact employers, other students, and alumni.

Employers can also reach out to you about relevant positions and events.

## **CAREER CENTER**

Make an **appointment** to meet with a member of the Career Center staff!

Check out our additional **resources** such as more tips, career blogs, and websites

When attending events, fill out **surveys** and answer questions from your Career Center



# A Faculty's Guide to Handshake PROFILE GUIDE

## View what employers see. It's important to keep all of this updated!

The "My Journey" section is your marketing piece! Discuss what you are looking for on Handshake and any relevant experiences and skills.

**Education:** Enter your degree, graduation date, GPA, and relevant coursework and projects

Include organizations or extracurriculars, volunteer work, or community experience

Upload documents including your resume, cover letter, and unofficial transcript.

Your resume is the first thing employers will look at! Use the Career Center to help make it the best it can be.

**Skills:** Include hard and soft skills

Allow employers to view your **job and internship interests**, including preferred location, role, and industry.

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

Turn on **notifications** to be alerted for all favorites and upcoming events/interviews

## Here's what you can check on right now: Have you updated your...

- Transcripts
- Cover letters
- Resume
- New jobs, internships to add to work history
- GPA
- Certifications
- Skills
- Honors and awards
- Relevant coursework