UP CAREER EDUCATION CENTER
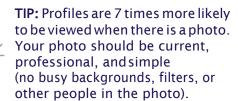# ii Handshake
PROFILE CHECKLIST

Students who complete their profiles are five times more likely to be contacted by a recruiter on Handshake. Here are some guidelines and tips to make your Handshake profile stand out!

Handshake allows you to easily search and apply for internships, part-time jobs and full-time opportunities. Every current UP student has an account.

To get started, visit **https://up.joinhandshake.com/** and log in using your UP email.
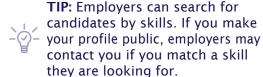
☑ NAME & PHOTO

· Some information, such as your name, will be completed for you. Check to make sure everything is correct.

TIP: Profiles are 7 times more likely to be viewed when there is a photo. Your photo should be current, professional, and simple (no busy backgrounds, filters, or other people in the photo).

☑ SKILLS

· It is most important that you complete the skills section of your profile. Handshake makes this easy to do. Either type in a skill or select some of the suggested skills. Add language skills, technical skills, and any certifications you hold.

TIP: Employers can search for candidates by skills. If you make your profile public, employers may contact you if you match a skill they are looking for.

☑ MY JOURNEY

· Think of this section as a place for your elevator pitch or a very brief bio. This is a space in your profile to introduce yourself to employers and other students.

TIP: Mention your goals. For example, "I am looking to find a software engineering summer internship."

☑ EDUCATION

· List all schools you have attended, including ones you transferred from or attended while studying abroad.

· Your GPA should be calculated on a 4.0 scale.

TIP: It is up to you whether or not to hide your GPA. Some employers require a minimum GPA to be considered for a position. If you include your GPA but keep it hidden from employers and you apply to a position that has a minimum GPA, your application will show that you meet the requirement, but recruiters will not see the specific number. (If you do not meet GPA requirements, you may still apply, but your resume may be filtered out by the employer.) *Not including a GPA in Handshake is like saying you have a 0.0 GPA.*

☑ WORK EXPERIENCE

· Use bulleted statements for maximum effect and begin each description statement with an action verb (implemented, managed, taught).

TIP: It is a good idea to organize experiences in reverse chronological order, similar to how you would on a resume.

☑ CAREER INTERESTS

· Select industry areas that you want to explore. Choose at least two. You can also select specific roles, such as Data Analyst, or locations in order to receive notifications about new postings that match your interests.

TIP: Be sure to turn on your notifications to receive upcoming event alerts based on your career interests. Navigate to the drop-down menu under your name and select 'Notifications'; then click the "Edit Notifications" button to select email or push notifications.

☑ ORGANIZATIONS /EXTRACURRICULARS

· Be sure to include volunteer work and/or organization and club involvement. This shows employers how active you are in your community.

TIP: Remember, employers do not know what organizations such as ASUP are, so be sure to clarify that and your specific involvement in the description.

☑ COURSES & PROJECTS

· Add special projects such as hackathons, case competitions, portfolios, or websites you have built to showcase work outside the classroom.

TIP: Employers recruiting at UP know the value of a liberal arts education, but it is still important to list courses that help prepare you for certain industries.

PRIVACY OPTIONS

Handshake is a platform for you to build a professional community and learn from your peers. You can connect with students and recent grads across 700+ Handshake schools. Beyond recommending jobs and internships, Handshake is also a place where employers are proactively seeking students like you to recruit for their open positions.

Upon logging into Handshake, you will be prompted to select from one of three privacy options.

Community: Choosing Community will make you visible to other students and alumni across all Handshake schools, as well as to employers approved by UP. This option will give you access to Peer Messaging. Any student or alum you see in Handshake with a "Message" button listed on their profile has indicated that they are open to connecting.

Employers: This option will make you visible to employers approved by UP. You will not have access to Peer Messaging. Employers are performing over 25,000 searches for candidates like you every month!

Private: Choosing this option means that you are not visible to other students, alumni, or employers. You still have access to Handshake jobs, internships and other resources.

You can always change your privacy selection by navigating to the Settings & Privacy section of your profile.

Need help completing your profile? Visit the Handshake Help Center
support.joinhandshake.com or visit the Career Education Center during Drop-In Hours.

Franz Hall 110 · Monday – Friday 8:30 AM – 4:30 PM · 503.943.7201 · career@up.edu