Handshake STUDENT USER INSTRUCTIONS

Career Services | University of Wisconsin – Green Bay
Student Services 1600 | 920.465.2163 | careers@uwgb.edu | www.uwgb.edu/careers

Handshake is an online system that students can use to search for and apply to positions, learn about employers, and find workshops, job fairs and other career-related events.

What types of opportunities are posted in Handshake?
- On-campus jobs (including work-study)
- Off-campus positions (part-time)
- Internships and co-ops
- Full-time positions

IMPORTANT: Access to Handshake is first available about 7-10 days after a new student enrolls in classes.

Login to Your Account

You can access Handshake from the Career Services website at www.uwgb.edu/careers or by using the QR code at the top of the page.
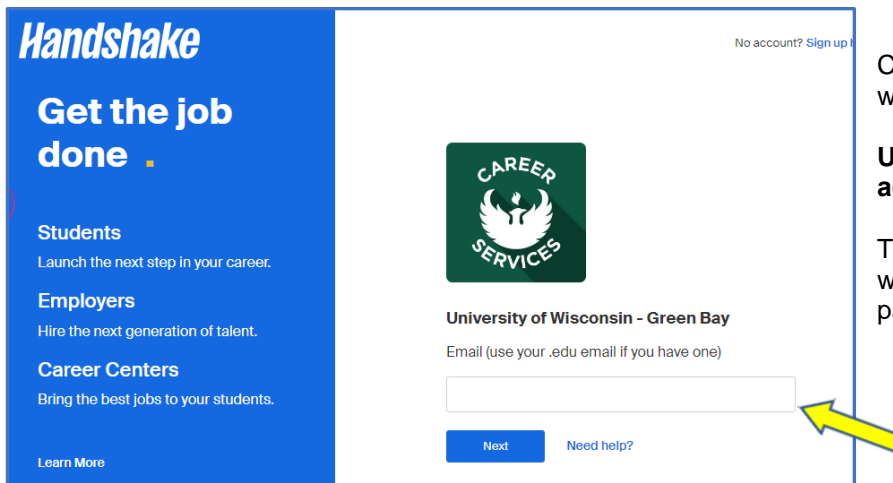

Currently enrolled UW-Green Bay students will already have a Handshake account.

Username: Enter your full UWGB email address in the box and click "Next."

The first time you login to Handshake you will be prompted to create your own password.

Complete Your Profile

You will be prompted to create a profile when you first access Handshake. This information will be used to populate your account with jobs, events, and other opportunities that may interest you. You can opt to share your profile information with employers by selecting "Yes, I want employers to be able to find and view my profile." Handshake will default to a public profile unless you select otherwise.
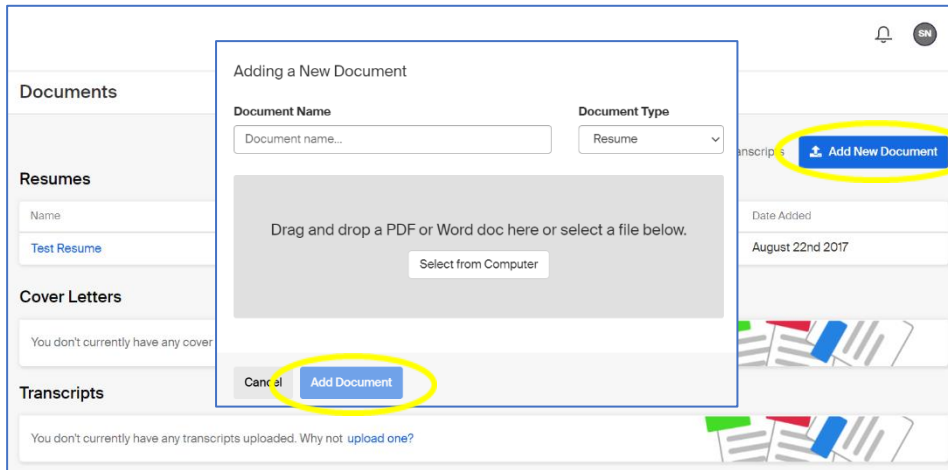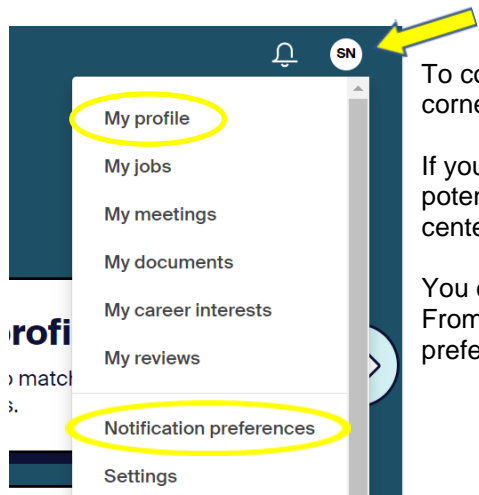

To complete or update your profile, click on your **Profile Icon** in the top right corner of the screen and select **My Profile**.

If you add a photo to your profile, make sure it is one that is appropriate for potential employers! Ideally, select a photo that clearly shows your face in the center of the image, and has a simple, non-distracting background.

You can specify how Handshake communicates important information to you. From your **Profile Icon**, select **Notification Preferences**. Check or uncheck your preferred notifications.

Upload a Resume

Students can upload resumes, cover letters, and other documents that may be required to apply for positions listed in Handshake. It is recommended that you schedule an appointment with your career advisor to review your documents, to ensure you are presenting yourself effectively and professionally to potential employers.

To upload your resume and other documents, return to your profile icon and select **My Documents** from the drop-down list.
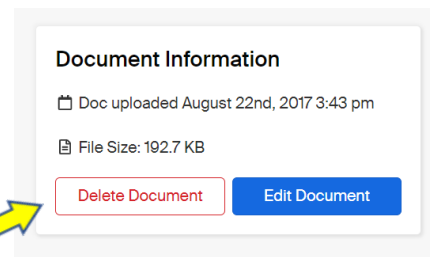
Either drag the document into the shaded box, or click on **Select from Computer.** Be sure to name your document and choose the appropriate document type. Then click on **Add Document** to complete the upload.

Repeat this process to add other documents to your account profile.

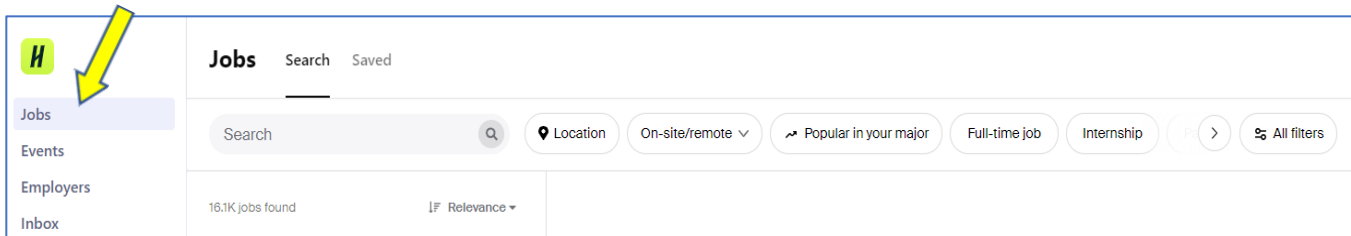**NOTE:** Handshake will only allow **PDF or Word** documents.

Once your resume is uploaded, you can select **Visible** to make it public for employers to view. This will also allow Career Services to send it to employers when they request resumes for specific internship and job opportunities at their organizations.

You can upload multiple versions of each document type, and can edit or delete documents by clicking on the document name.

Search and Apply for Jobs and Internships

Select **Jobs** from the top, left side of your homepage in Handshake. From this screen, you can use a combination of filters and keywords to find positions that interest you and fit your criteria. Start with the most important filters first, and then you can narrow down the results more if necessary.

Select **Location** to specify a city or state. You can then adjust the distance from 1-100 miles from that location.

Identify the type of position you are seeking by selecting **Full-time, Part-time, Internship, On-campus,** etc. Select **All Filters** to see the full range of options.

TIP: If you select the **Work-study** filter, the results will show only positions that *require* work-study, but work-study can be used for most on-campus and some off-campus jobs. Contact the Financial Aid office for any questions about work-study eligibility.

Use the **Search** box to enter keywords specific to your area of interest (e.g., "accounting," "public relations," etc.)
TIP: Keywords should be terms that would appear in the title or job description or the roles you are seeking.

Once you have selected all your filters and keywords, you can save your search criteria by clicking on **Save your search** in the left navigation bar. Once saved, you will receive notifications via email or text message about jobs matching this search.
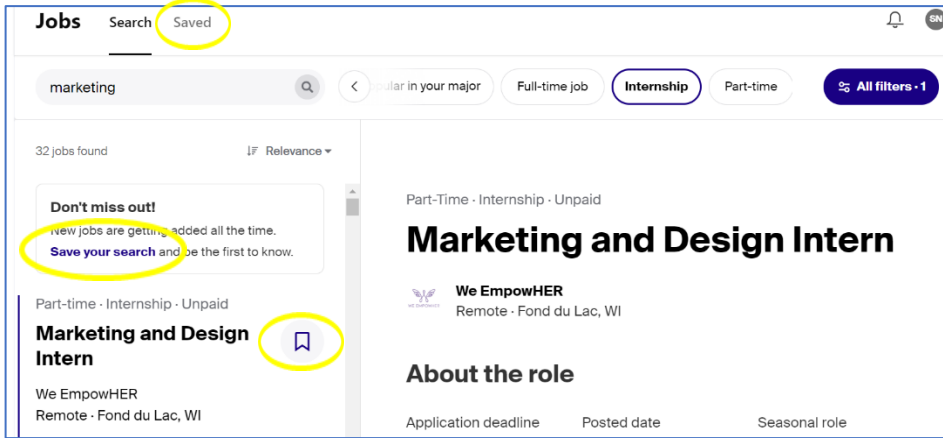
The positions matching your search criteria will be listed in the left column. Click on a position title to see the position details and how to apply.

You can save a job by clicking on the flag next to the title. You may view your saved positions by clicking on **Saved** at the top left of the screen.

To apply for a position, click on the **Apply** or **Apply Externally** button and submit the required documents.

NOTE: Some employers will instruct applicants to email a resume or follow some other process, instead of applying through Handshake. Be sure to read position descriptions carefully, and follow any directions given.

Find Workshops and Events

Select **Events** from the top, left side of the screen. Similar to jobs and internships, you can use the filters and search function on this page to find career-related programs, both on and off campus.
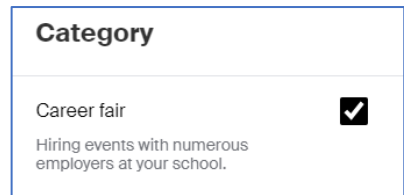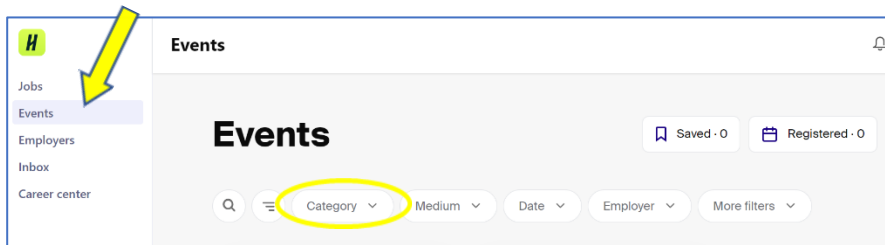
To find job fairs, select the **Category** filter, then check the **Career Fair** box.

View details by clicking on the event title. Some events will request that you register in advance. If so, you can click on the **Register** button to register for that program. You can select the flag icon next to the **Register** button to save the event in your profile.

Get Help

For questions about using your Handshake account, getting help with your job or internship search, or having your resume and cover letter reviewed, schedule an appointment with your career advisor through Navigate or by calling Career Services at 920-465-2163.

To access user guides or technical support from Handshake, click on your **Profile Icon** in the upper right corner of your homepage and select **Help** from the drop-down menu.