



MORE THAN JUST A JOB BOARD

GET STARTED

1. Activate your account by clicking on the link you were emailed on August 14 or visit: go.nd.edu/handshake
2. Set your privacy accordingly. Please determine what access level works best for your needs.
 - **Private:** You'll be able to apply for jobs but employers won't be able to search proactively for you.
 - **Employers:** Your profile will be visible to employers. You may receive messages about potential job opportunities from employers contacting you directly after they review your profile.
 - **Community:** Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.
3. Complete your profile
 - Upload a resume and make a default resume public for employers to see.
 - Add a picture and a bio.
 - Select as many SKILLS which you have developed. The more, the better. Keep in mind that some employers search by skills instead of majors and experiences. This area is a very important part of your profile.
 - Add your current and/or past work experience (internships, campus jobs, etc.) since graduating high school.
 - Add any clubs, organizations, community service, and residence hall involvement to show how well-rounded you are.
 - Consider adding any interesting courses or projects you worked on. Employers are looking for intellectually curious students who have project management skills.

START EXPLORING



Handshake's simple navigation bar helps you quickly find the information you are seeking.

- **Jobs:** Search for jobs and internships. Be sure to use the filtering tool to tailor your results.
- **Events:** Find both events from the Center for Career Development, as well as employer information sessions, workshops, mock interviews, office hours, and more.
- **Q&A:** Browse for answers to questions you may have about your job search or a particular employer. Students, alumni, and employers from around the world ask and answer questions here.
- **Students:** Curious to see the experiences of other students or how they have tailored their profile? Check out this section and begin to network with other Handshake users around the world on hundreds of college campuses.
- **Career Center:** This drop down menu offers resources for how to interact with the ND's Career Development staff, including:
 - **My Profile:** See what your profile looks like to an employer and edit as needed.
 - **Appointments:** Schedule an appointment with a career counselor.
 - **Resources:** Helpful articles and notices from Career Development staff.
 - **Discover Careers:** Learn more about different job titles and employers.



5 REASONS TO UPDATE YOUR PROFILE

1. Employers are proactively looking for talent. Recruiters review student profiles on Handshake and are looking for skills and experiences which align with their hiring needs. (note: your profile must be set to "Employers" or "Community" in order for employers to proactively search for you)
2. Jobs and employers are added to the site every day. Some of the best opportunities are with organizations you may have never heard of.
3. Career Development staff uses your career interests to inform our outreach efforts with employers. We need your information to help us identify what types of employers to contact for recruiting at Notre Dame and on Handshake. Update your CITIES, ROLES, and INDUSTRIES preferences under the FOR EMPLOYERS section of your profile.
4. We currently have a staff member based in California and we will be expanding our staff to new regions of the country to advance alumni and employer relations. We need to know the cities in which you have interest so we can consider future expansion. Be sure to update your CITIES location preferences on the FOR EMPLOYERS section of your profile.
5. Handshake provides you a central location where you can save all of your customized resumes, cover letters, and other career-related documents. Take advantage of all the system has to offer as you search for internships and full-time positions.



MERUELO FAMILY CENTER
FOR CAREER DEVELOPMENT