Handshake
Instructions

Accessing Handshake
1. Log in to your MyGeorgiaSouthern account.
2. Go to the box on your home dashboard titled “Student Employment” on the lower left side and click Handshake.

Updating Your Profile and Career Interests
• Click on your initials in the top right corner and select PROFILE.
  o Answer the questions to build a robust profile that you can make visible to employers.
• Click on your initials in the top right corner and select CAREER INTERESTS.
  o Identify your interest areas to help target your job search.

Updating Your Settings & Privacy
• Click on your initials in the top right corner and select SETTINGS & PRIVACY.
• Click on ACCOUNT INFORMATION on the right. Be sure to select your privacy level. It is recommended that you select either the COMMUNITY or EMPLOYERS option to allow your profile and résumé to be shared with recruiters.
• Click on NOTIFICATION PREFERENCES to update your preferred method of reminders.

Scheduling an Appointment
1. Click the CAREER CENTER button on the top right of the horizontal bar.
2. Click the APPOINTMENTS button, SCHEDULE A NEW APPOINTMENT, and select your campus.
   Follow the simple steps making sure that you also select a staff member and appointment medium preference (in person or virtual).
   *Please note that all appointments will be virtual or via phone while the university is closed

Uploading a Résumé, Cover Letter, or Other Document
1. Click your initials in the top right corner and select DOCUMENTS.
2. Click ADD A NEW DOCUMENT. Name your document and select the document type.
3. Upload your document into the system and click ADD DOCUMENT.
   *Please note that only résumés will be reviewed online. If you wish to have other documents reviewed, please use our walk-in hours or schedule an appointment with your Career Development Specialist
4. Click EDIT DOCUMENT. Click the check mark box by MAKE THIS DOCUMENT PUBLIC to give the Office of Career & Professional Development permission to share your document with recruiters.
5. Click FEATURE ON PROFILE to highlight your résumé on your profile.

Résumé Approval Process:
• Résumés uploaded to Handshake will be reviewed and either marked as REVIEW COMPLETE or SUGGEST CHANGES.
• REVIEW COMPLETE résumés are those that, after review, are found to be free from error and are “employer ready.”
• SUGGEST CHANGES résumés are those that, after review, may need to be revised and resubmitted.
• If your résumé needs changes, it will be returned with edits and suggestions to help improve your résumé. Once you revise your résumé, you can then resubmit it to be reviewed again.
Searching and Applying for Jobs and Internships

1. Click the **JOBS** button on the top horizontal bar.
2. Here you can search for full time, part time, internship, and co-op positions.
3. Search options include company, type of job, location, industry, job function, and majors.
4. You may apply either by clicking **APPLY EXTERNALLY** or by clicking the **APPLY** button, depending on how the job posting is created.

*Please note that you may apply for jobs and on campus interviews without an approved résumé; however, it **MUST** be approved before the position closes for your application to be accepted and considered for review.*

Signing Up for On-Campus Interviews

1. Click the **JOBS** button on top horizontal bar.
2. Click **ON-CAMPUS INTERVIEWS**.
3. Search for the position you are interested in, click **APPLY**, and follow the steps from there.
4. Click on **APPLICATIONS** to view jobs and on-campus interviews for which you have applied.

Registering your Internship

1. Click the **CAREER CENTER** button on the top right of the horizontal bar.
2. Click on the **EXPERIENCES** button and **REQUEST AN EXPERIENCE** to record your internship.
3. Answer the questions regarding your internship experience. If you do not see an experience type specific to your major, please select "General Internship and Co-op Application."

Career Fairs, Information Sessions, and Other Events

1. Click the **EVENTS** button on the top right of the horizontal bar.
2. Click **VIEW EVENT** for more information and to browse the list of employers attending for career fairs.

Other Resources & Tips

1. Click the **CAREER CENTER** button on the top right on the horizontal bar and then click the **RESOURCES** button for instructions to access other online resources including:
   - **The FOCUS2** assessment, which can help you view career options based on your interests, values and personality.
     - After taking the FOCUS2, you should set up an appointment with your Career Development Specialist to discuss your results.
   - **CAREERSHIFT**, a much larger job search tool.
     - On the CareerShift website, click the **SIGN UP** tab on the top menu bar and follow the instructions.
   - **CANDID CAREER**, allows you to view videos about various career paths.
   - **INTERVIEWSTREAM**, allows you to practice interviewing wherever you are.
     - On the InterviewStream website, click the **SIGN UP** button and follow the instructions to register using your MyGS email.
2. Click **EMPLOYERS** on Handshake’s homepage to research various companies. Be sure to follow companies you like!
3. Click **COMMUNITY** on Handshake’s homepage to connect to other students and alumni.
4. Click **CAREER PATHS** on Handshake’s homepage to learn more about various career fields.
5. You can always click the Handshake logo on the top left to return to the Handshake homepage.

For questions or assistance navigating Handshake, please contact the Office of Career and Professional Development.
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