

## What is Handshake?

- Welcome to Handshake! This premiere career & recruiting platform is used to connect students to employers & resources to help create a foundation for career success.
- Handshake specializes in supporting students through:
  - Cultivating a network of employers to connect you to job, internship, & volunteer postings
  - Posting expert career resources to inform you of market trends, interview strategies, & more
  - Hosting TC3's Career Connections & other events with employers, alumni, & other professionals
  - Posting interview sign-up opportunities with regional, national, & international employers

## Why would I want to use it?

- **EASY APPLY:** After completing your profile & uploading your documents, you can apply to internships & jobs with the click of a button!
  - Customize your searches based on interests, career fields, locations, & other filter options
- **INTERNSHIP REQUIREMENTS:** Some faculty members use Handshake to manage their internship processes (agreements, evaluations, etc.).
- **CAREER PREP:** You can learn more about specific career fields, network with alumni & employers, & interview for positions through Handshake events.
- **NETWORK:** Find honest student feedback on employers & network with other students & alumni.
- **RESOURCES:** Get access to expert career resources & articles on professionalism, interviewing, resume techniques, & much more.
- **BRANDING:** You can use your Handshake profile as a passive marketing tool for employers (similar to LinkedIn) who search for candidates on Handshake by keywords (found in your profile). This feature is optional.

## How does this help me now if I'm not looking for a job yet?

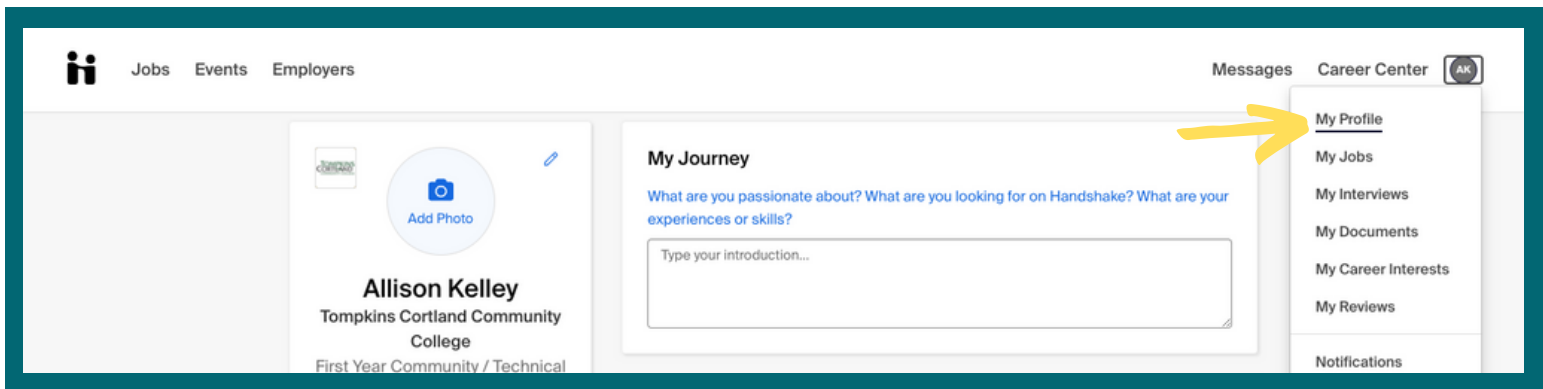
- **GET CONNECTED:** Students & alumni from all majors & experience levels can find career events that get you connected with professionals, learn more about career options, & strategize about your career planning.
- **BE INFORMED:** Researching job openings in your intended field & reading the career articles can help you prepare for when it is time to start applying.
- **PREPARE:** Continuously learning & prepping by utilizing resources on Handshake can help take some of the stress off the job search process.
- **GET DISCOVERED:** You have the option to make your profile viewable by employers, which could lead to them reaching out to you for internship, volunteer, or employment opportunities. Then you get to decide if you want to pursue them.

## Why is it important to complete my Handshake profile?

- If you are currently enrolled at Tompkins Cortland Community College, you already have a Handshake account, you simply need to activate it and complete your profile. Login using your TC3 login credentials at <https://tccc.joinhandshake.com/login>.
- Your basic information is pre-loaded into Handshake, and we encourage you to update your profile sections to show your comprehensive background.
  - You can include your Work Experience, Organizations/Extracurricular, Courses, Projects, Get to Know Me, Skills, Documents, and Social Links.
  - If you decide to make your profile searchable by employers, the more sections you have completed on your profile, the more searchable terms you'll have that match employer queries.

## How to Use Handshake: Completing your profile

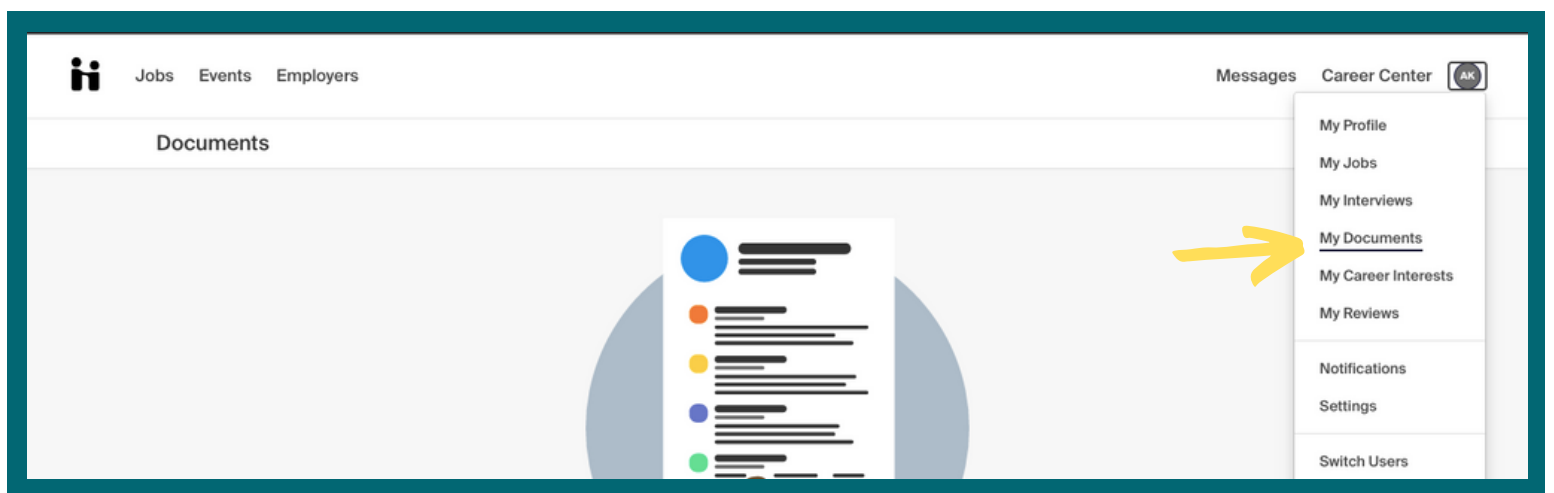
1. On you are logged in, click your initials on the top right corner of the page & select "My Profile."
2. Double-check your name & education information for accuracy.
3. Fill in each of the sections of your profile.
  - a. You also have the option of uploading your resume & Handshake will populate your profile with its contents.
4. To edit a section, click the pencil icon.
5. You have the option to make your profile visible or hidden to employers on the left side of your page. Making your profile hidden means that they will not be able to find you in a search or reach out to you.
  - a. We recommend waiting until your profile is complete, you have a professional resume ready to go & uploaded to your profile, & you are ready to be contacted by employers before you make your profile public.
6. On the left side of your profile, you will see a profile completion progress bar with additional suggestions on how to update your profile to make it the most comprehensive to employers.



## Uploading Your Resume

TC3 recommends uploading documents to your profile, such as your resume, cover letters, & any other important professional documents. This expedites the process to apply for opportunities through Handshake.

1. Use [TC3's Resume Guide](#) and [Cover Letter Guide](#) to create your professional documents.
  - a. Level up: Get your documents reviewed by someone in [Career Services](#).
2. Title your documents with your name (ex. Maria Gonzalez Resume) & save them as PDFs.
3. Log in to Handshake & click your initials on the top right corner of the page.
4. Select "My Documents."
5. Click "Select From Computer."
6. Choose which documents you wish to upload, edit the name if necessary, & select document type (resume, cover letter, etc.).
7. Click "Add Document."
8. You have the option to feature your resume on your profile by clicking the "Feature on Profile" button.
9. From the "My Documents" page, you can also choose to make any of your documents visible to employers.



## Indicate Your Career Interests

Handshake uses machine learning to customize opportunities based on your interests. Help the system learn more about your goals by completing the Career Interests section so things you see in Handshake are customized.

1. Log in to Handshake, click your initials on the top right corner of the page, & select "My Career Interests".
2. You have the option to fill out each of the career interest filters & when you expect to graduate.
3. Handshake will recommend job postings, events, & articles about what your career interests are.

The screenshot shows the 'Your Career Interests' page in Handshake. The page has a header with 'Jobs', 'Events', and 'Employers' links. On the right, there are links for 'Messages' and 'Career Center' with initials 'AK'. The main content area is titled 'Your Career Interests' and contains a message: 'Handshake wants to help you find the career and job that's right for you. Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually interested in.' Below this are two sections: 'What type of job are you looking for?' and 'How can Handshake help you?'. The first section has four radio button options: Full-Time Job, Internship, Part-Time, and On-Campus Job. The second section has four radio button options: I want a job, I want an internship, I'm interested in grad school, and I want to find out about career center events (fairs, info sessions, appointments). On the right side, a dropdown menu is open, showing a list of options. A yellow arrow points to 'My Career Interests' in the dropdown menu.

## Set Notification Preferences

Set up your notification system preferences to receive updates from various parts of Handshake, including events, interview schedules, job postings, etc.

- Log in to Handshake, click your initials on the top right corner of the page, & select "Notifications."
- Click "Edit Notification Preferences" on the left side of the screen.
- From here click or unclick the checkmarks to indicate how you would like to receive notifications.

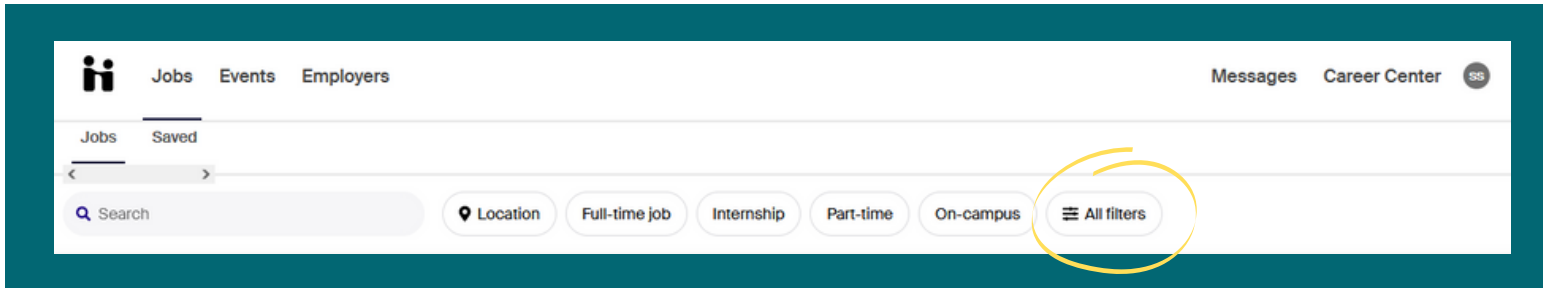
The screenshot shows the 'Notification Preferences' page in Handshake. The page has a header with 'Jobs', 'Events', and 'Employers' links. On the right, there are links for 'Messages' and 'Career Center' with initials 'AK'. The main content area is titled 'Notification Preferences' and contains a sidebar with 'Account Information' and 'Notification Preferences' (highlighted). The main content area is titled 'Notification Preferences' and contains an 'Instructions' section. Below the instructions is a table with columns for 'General', 'Events', 'Email', 'Notification', and 'Push (Mobile)'. The table lists various notification preferences and their status.

	Email	Notification	Push (Mobile)
<b>General</b>			
Information and updates to help me get the most out of Handshake	✓	✗	✗
Marketing messages including promotions and special offers from Handshake	✓	✓	✗
<b>Events</b>			
An event that I joined is updated			✗
I am moved off of the waitlist and registered to attend an event	✓	✗	✓
I am invited to an event		✓	✗
Employer is hosting an info session	✓		✗

## How to Search for Internships, Jobs, & Volunteer Opportunities

TC3 receives hundreds of new opportunities every week, including full and part-time jobs, internships, co-ops, volunteer roles, & experiential learning opportunities.

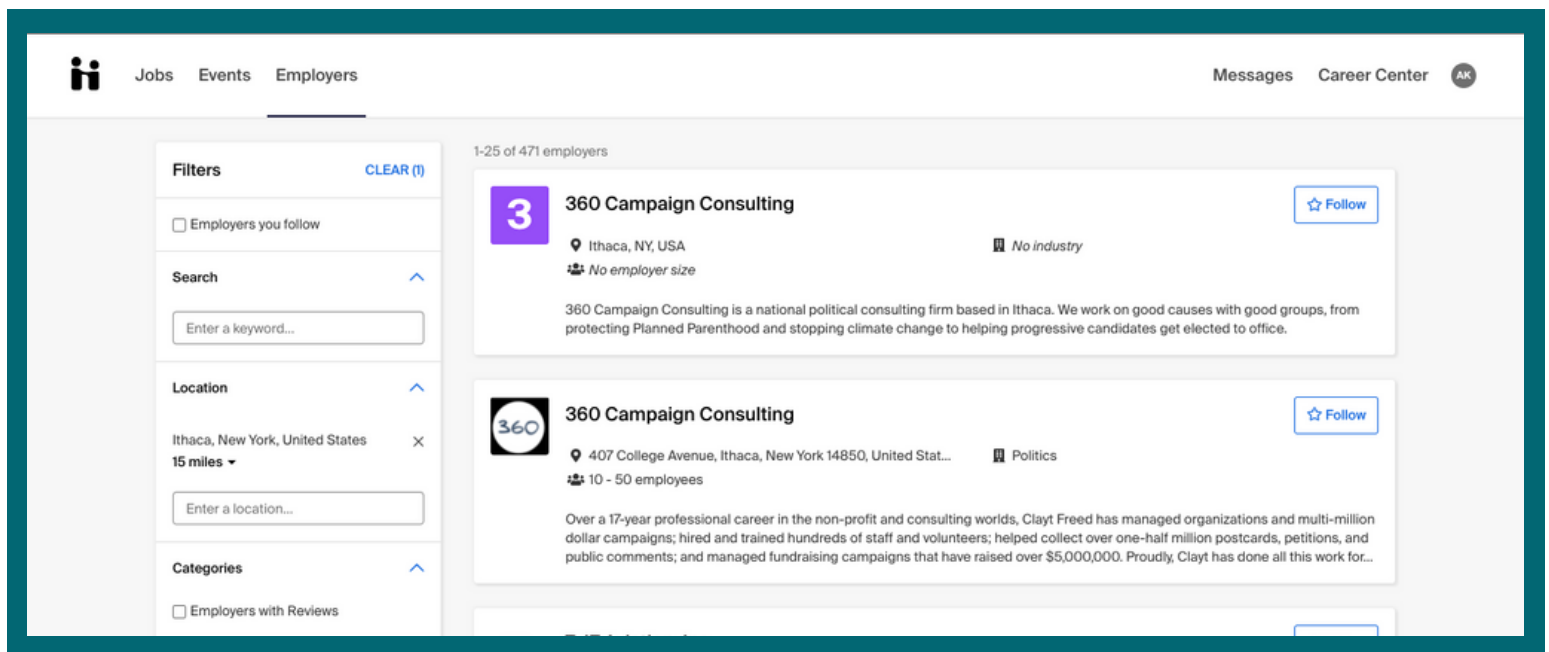
1. From the homepage, click "Jobs" on the top navigation bar.
2. You can search by job title, employer, or other keywords or click items from the "Popular searches for \_\_\_\_\_ major" for job titles popular among your majors.
  - a. We recommend clicking on "All Filters" to select all of your search preferences.
3. To apply for positions, click Apply and follow Handshake's and the employer's instructions exactly.
4. To save jobs for later, click the star. To access these jobs later, click on "Saved" near the top of the page.



## How to Find Employers

TC3 has over 3,000 employers in our Handshake network. You may be interested in researching companies prior to: submitting an application, attending a career fair or Career Connections event, or attending an interview.

- From the homepage, click "Employers" on the top navigation bar.
- You may narrow the results, using various filters on the left side of the screen.



## Finding & Registering for Career Events

The College offers various career-related events such as alumni and employer panels, workshops, & more. Handshake has the ability to host virtual career events as well as the registration process for events.

1. From the homepage, click "Events" on the top navigation bar.
2. From here, you have the option to view & click on upcoming events for more details.
3. You can bookmark events (especially helpful if you may attend) by clicking the ribbon icon to the right of the event title.
4. If you plan on attending an event, please register for the event on Handshake so you can receive event updates and hosts can anticipate attendance numbers.

The screenshot shows the Handshake interface for finding events. At the top, there are navigation tabs for 'Jobs', 'Events', and 'Employers'. Below this is a search bar and filter buttons for 'This week', 'This month', 'Career fair', 'Virtual', 'Saved', and 'All filters'. The main content area is titled 'Find events' and includes a 'Sort: Relevance' dropdown. On the right, there is a 'Your schedule' section with the message 'You have no upcoming events.' Three event listings are shown, each with a bookmark icon to its right. Yellow arrows point to these icons with the text 'Bookmark events'. Another yellow arrow points to the title of the first event, 'Career Connections: Business, Hospitality, and Creative Careers', with the text 'Click the event title for more details and to register'.

**Find events** Sort: Relevance **Your schedule**  
You have no upcoming events.

**Career Connections: Business, Hospitality, and Creative Careers**  
Wed October 20, 2021  
No location

**Career Connections: STEM (Science Technology Engineering and Math) Careers**  
Wed November 17, 2021  
No location

**Career Connections: Human Development and Professional Services Careers**

## Need Help?

We encourage all Handshake users to utilize the help resources on Handshake's support page, [support.joinhandshake.com](https://support.joinhandshake.com). You may also email [support@joinhandshake.com](mailto:support@joinhandshake.com) for technical problems. If you have other questions about Handshake or recruiting policies, please contact: Carrie Whitmore, Director of Continuing Education & Workforce Development [clw@tompkinscortland.edu](mailto:clw@tompkinscortland.edu) <https://www.tompkinscortland.edu/academics/biz>