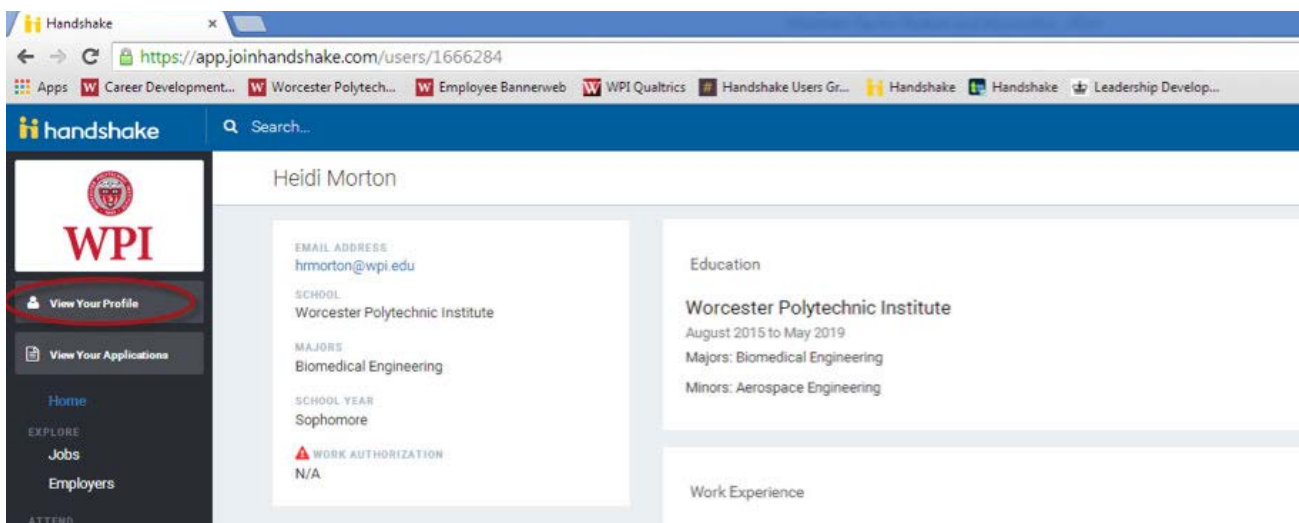


HOW TO USE HANDSHAKE

As of July 1, 2016, the WPI Career Development Center switched to **Handshake** as our main career services management tool. Handshake is a powerful, modern platform that enables employers to search for and manage relationships with top talent at universities across the country. Through your WPI Handshake account, you will be able to post jobs, schedule interviews, collect resumes, and register for events.

Filling Out Your Profile



Go to “View Your Profile” to begin filling out your profile. You are encouraged to fill out all sections of your Handshake profile, to the best of your ability. Some things to consider are the following:

- Use it like LinkedIn—there is no limit on number of projects, experiences, etc. that you can describe in detail.
- You can use this as a master database of experiences to pull from for different resumes.
- You can include external links to your own website, project reports, etc.
- You should periodically add in new experiences, projects, etc., at least once or twice a year.

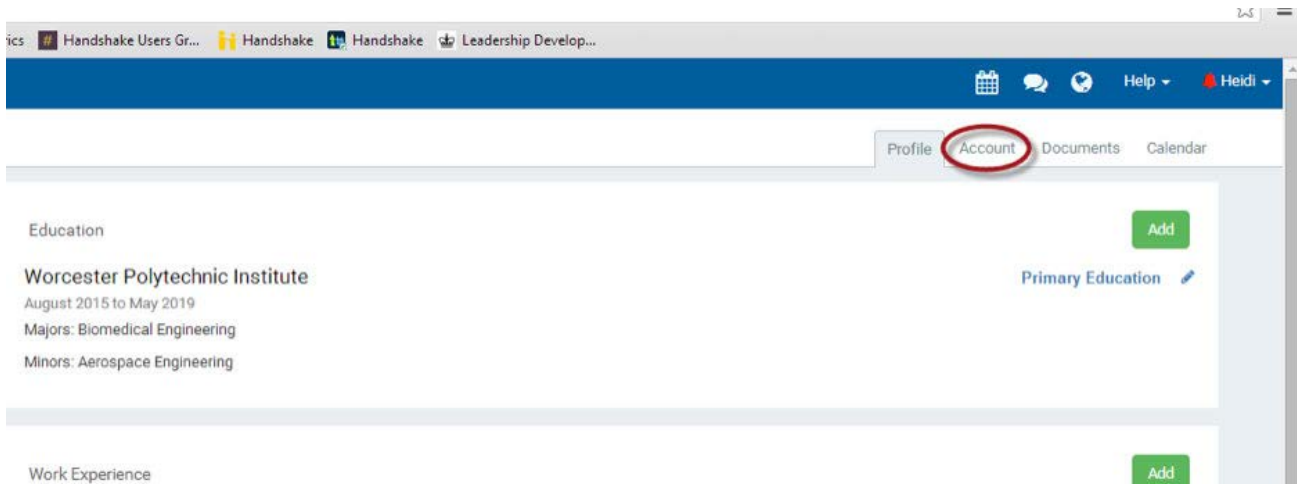


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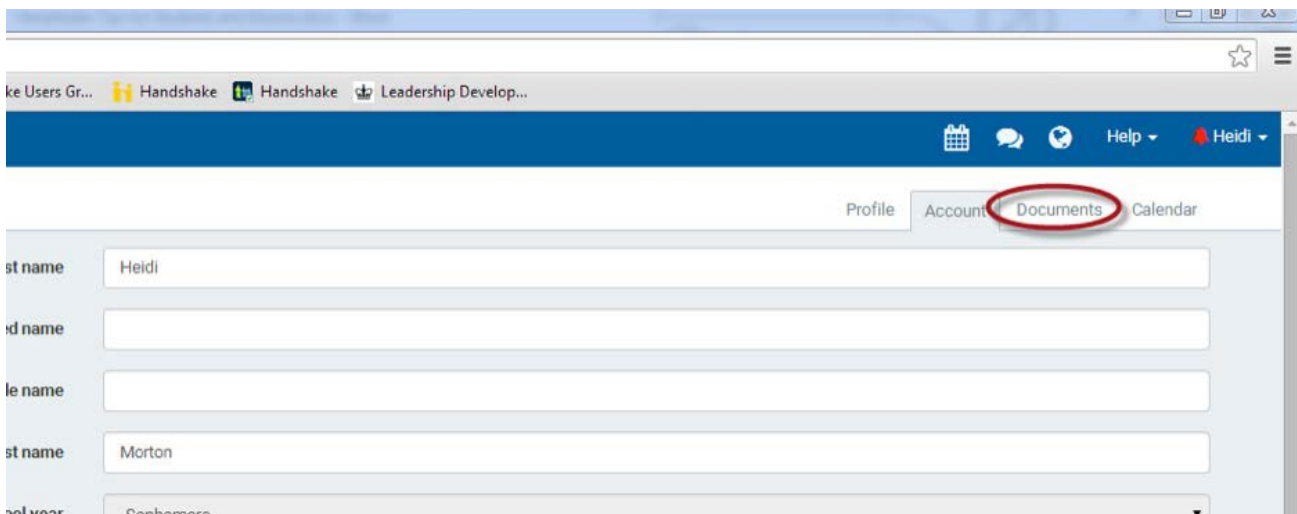
HOW TO USE HANDSHAKE

Account (upper right-hand corner)



- Include your mobile phone number for phone appointments and access.
- Select: Allow employers to be able to find and view my profile.
- Select: Require US Sponsorship if you would need sponsorship.

Documents (upper right-hand corner)

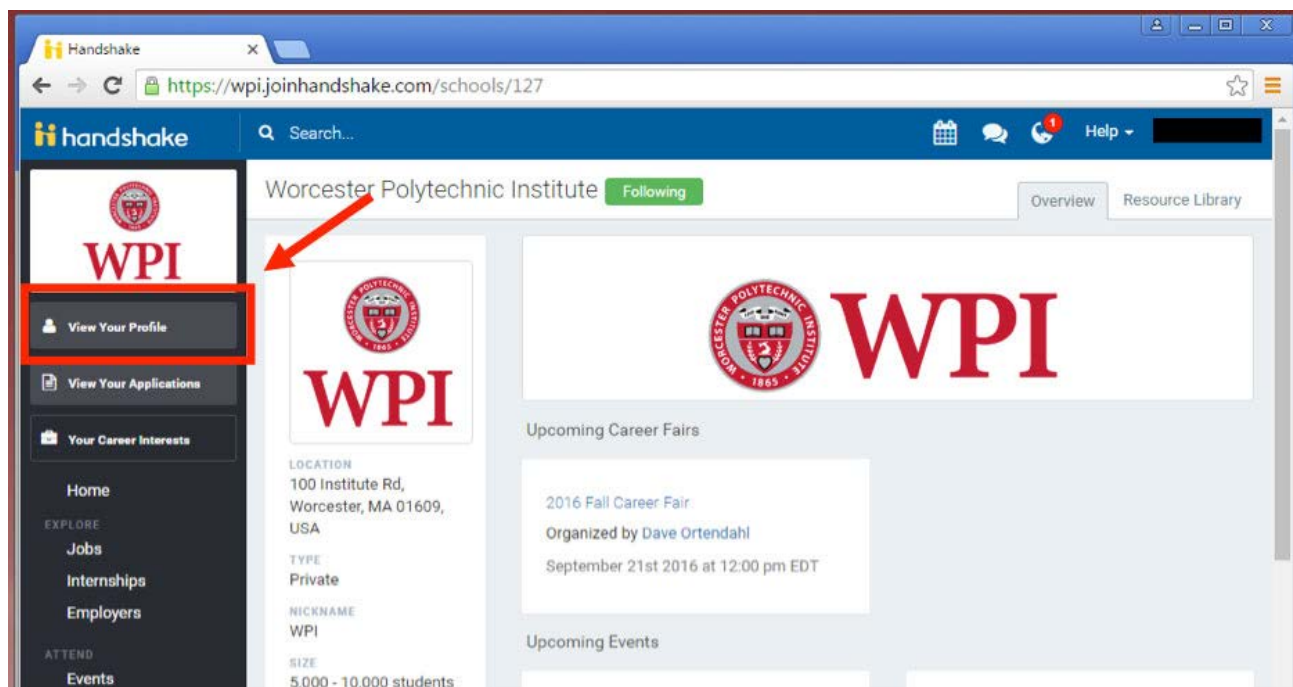


This is where you can upload your resume in Handshake. There is no limit on the number of documents you can upload.

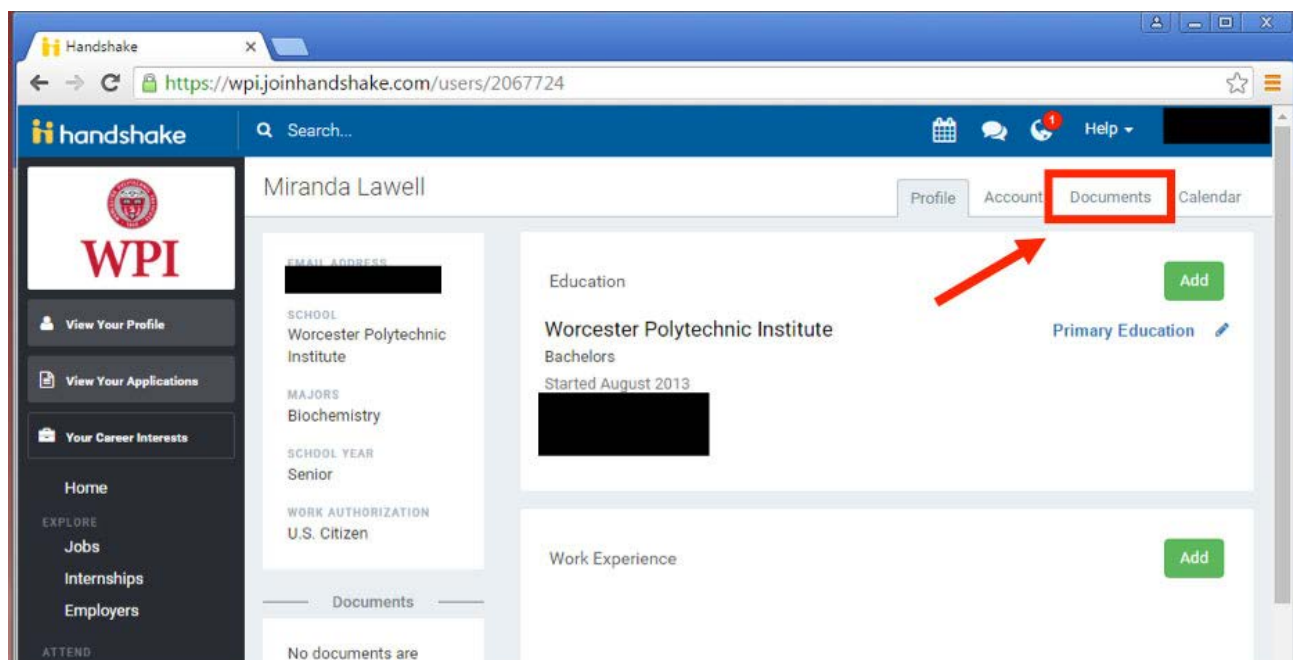
If you would like to delete a document that you uploaded to Handshake, follow these five easy steps:

HOW TO USE HANDSHAKE

1. Login to your Handshake account, and from any page you may navigate to your personal profile by clicking on the "View Your Profile" button in the upper left-hand corner of the screen.

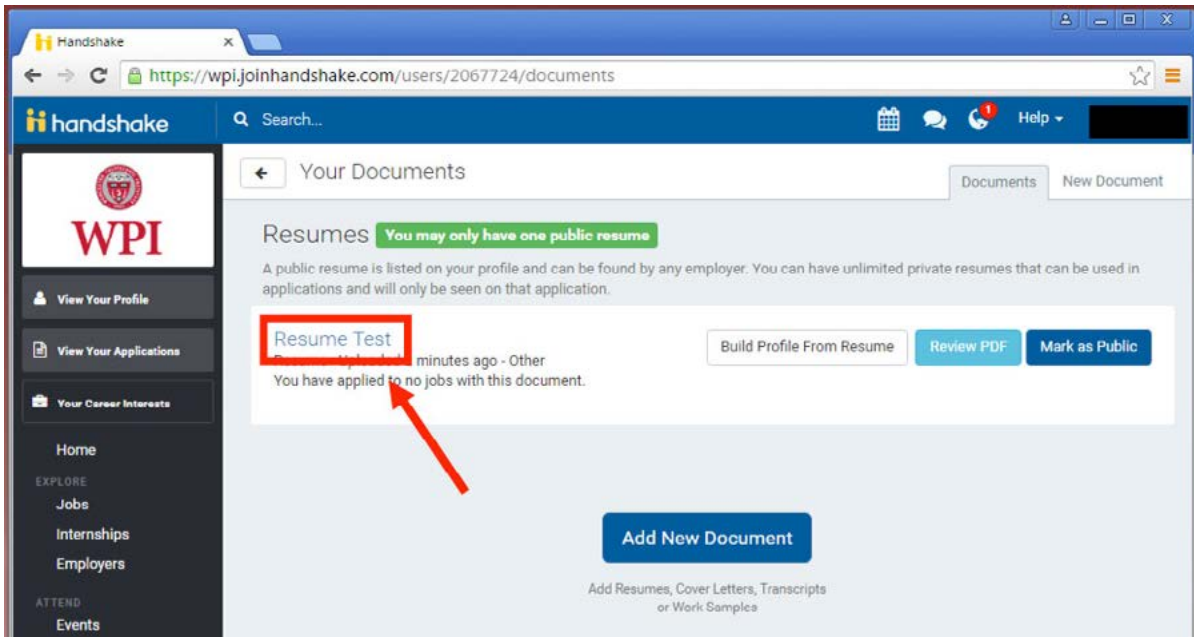


2. Once you are on your profile, select the "Documents" tab in the upper right-hand corner of the page.

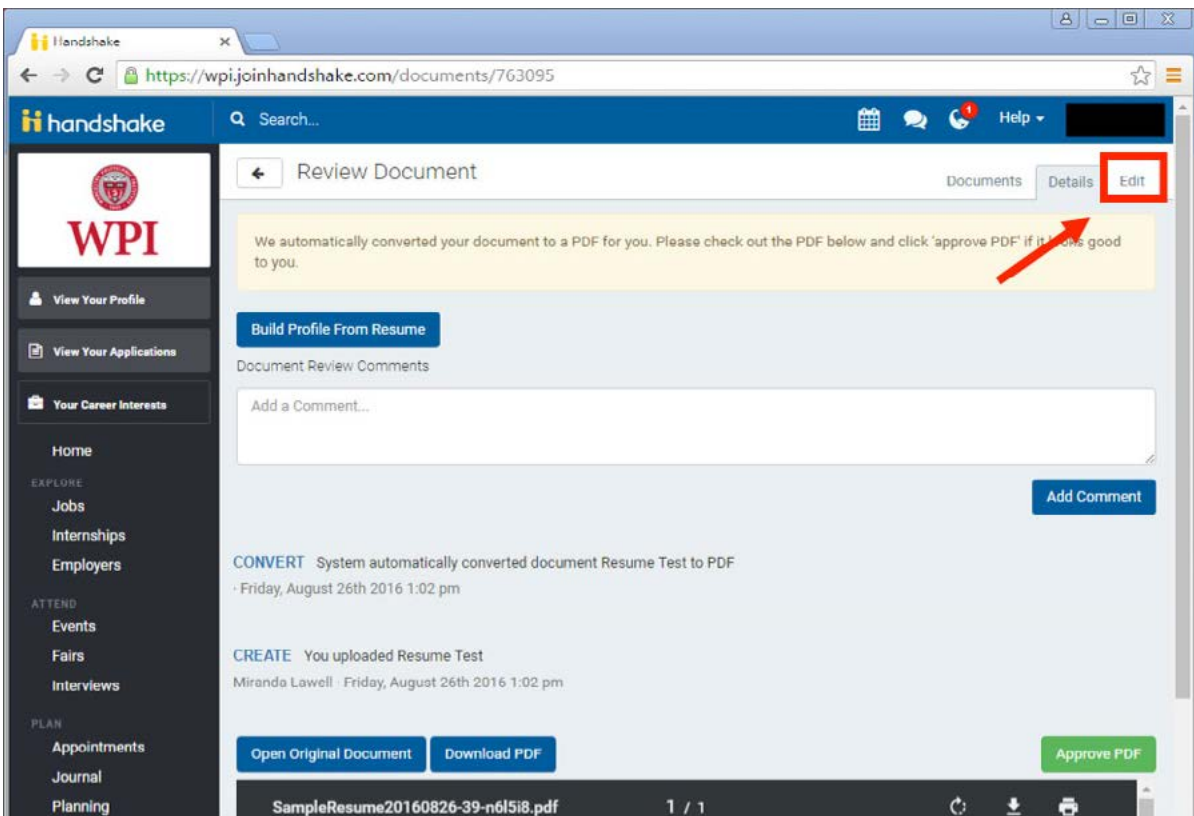


HOW TO USE HANDSHAKE

3. Select on the document that you would like to delete.

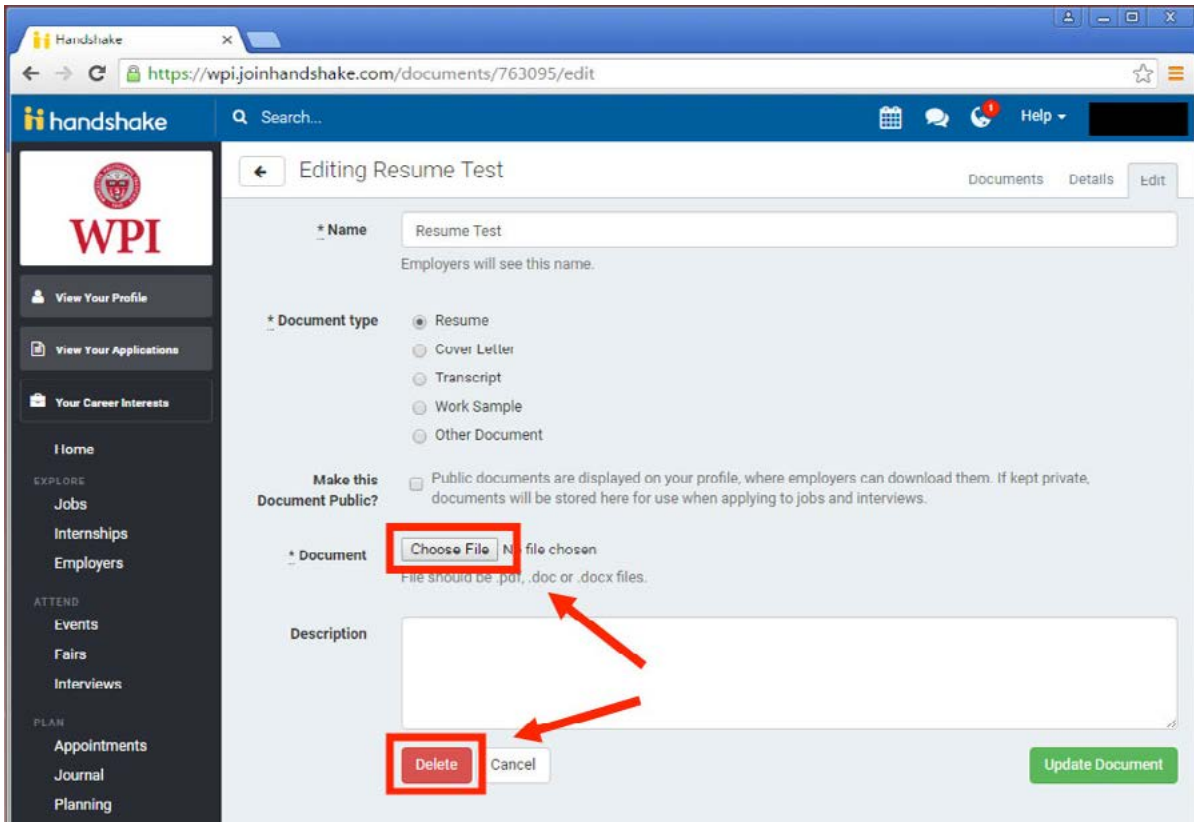


4. Click on the "Edit" tab in the upper right-hand corner of the page.

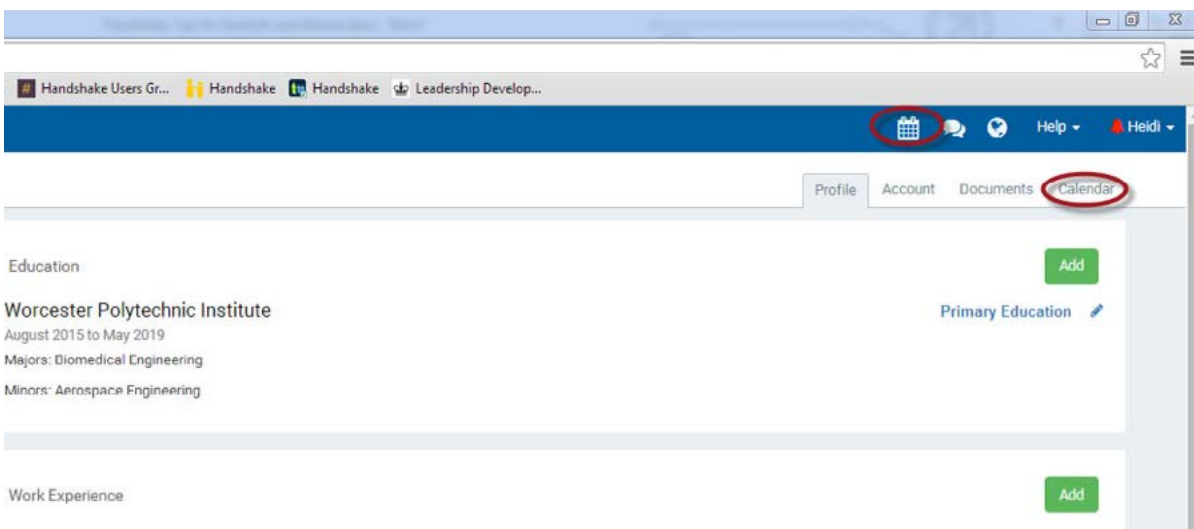


HOW TO USE HANDSHAKE

- Click on the red "Delete" button to delete the entire upload, or select "Choose File" to replace the current attachment.



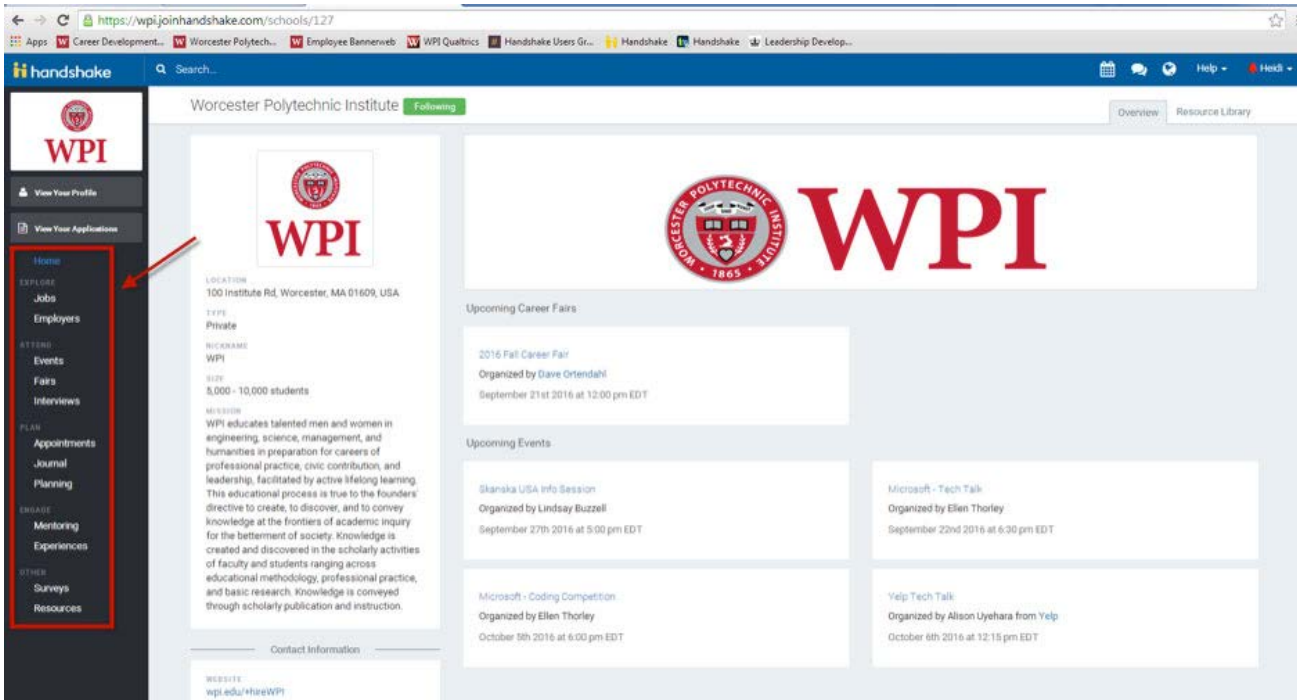
Calendar (upper right-hand corner)



All events and appointment will show on calendar.

HOW TO USE HANDSHAKE

Main Menu



Jobs

Searchable fields include the following:

- Keyword
- Show qualified only: the CDC recommends selecting "No" because you can still apply even if you don't match all qualifications
- Show followed only: the CDC recommends selecting "No"
- Location
 - Full- or part-time jobs
 - Internship: summer
- Cooperative Education: 4+ months. If you are thinking about pursuing a co-op, search by both internship and cooperative education
- Fellowship: N/A
- Graduate School: N/A
- On Campus Student Employment: N/A. If you interested in on-campus employment, view the WPI Student Employment web page at wpi.edu/admissions/tuition-aid/types-of-aid/student-employment.
- Experiential Learning: N/A
- Volunteer: N/A. If you interested in community service opportunities, view the WPI Student Activities Office web page at wpi.edu/offices/student-activities.



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HOW TO USE HANDSHAKE

- Employment type
 - Full time: 30+ hours/week
 - Part time: less than 30 hours/week
 - Seasonal
 - Label: N/A
 - Major
- Select your major, and other similarly related majors
- You may also choose to not select major, but instead enter a keyword or function area to see varying results
 - Employer
- N/A – only use if you want to search for job postings by a specific company
 - Employer Industry
- Employers can only be listed as one industry, so a company may be listed under a different industry than you associate it with.
- Unless you get an overwhelming number of results, it is recommended to leave this blank to maximize results
 - Employer Division – N/A
 - Job Function
- Search by functional role. This has to do with the work you will be doing and not the industry that you would be working. An example is an IT job that is in Education or Banking.
 - Government Only: job is with a government agency
 - Remote Allowed Only: job is remote, not in-person
 - Work Study: N/A
 - US Authorization Optional: companies can select this field to make it explicitly clear that candidates do not require US Citizenship/ Permanent Residence to apply. However, if a company does not select this, it does not mean that they only accept applicants who have US Authorization, as they may have missed or neglected to select this box
 - Number of Applicants: Search by how many people have applied for the job. The lower number of applicants, the better your chances are of getting noticed
 - Expiration Date: when the posting expires

Employers

This pulls from all employers in Handshake, not just ones that have expressed interest in WPI.

Searchable fields include the following:

- Key Word search
- Location
- Employer Type: private, public, government
- Employer Size. You should note the breakdown of companies by size and diversify your list of companies by having some large, medium, and small
- Labels: N/A
- Not Labels: N/A
- Industry

HOW TO USE HANDSHAKE

When you click on a company name, you will see the following information:

- Description, location, size, and job postings in Handshake. If company has jobs posted, you will see them listed under the "About" section.
- Contact Information:
 - Contact to address cover letter
 - Social media accounts
 - Website – use to search for open jobs on website
- You can also add your own personal notes (only visible by you), and can follow the company to get notifications when new jobs are posted

If company has been harassing you, please report them through the "Report Harassment" field

Events

In this section you can learn more about events taking place on campus.

Fairs

This section provides information on WPI career fairs. Simply follow the steps below:

- Select the fair you want to learn more about
- View employers
 - Use the Search box to find specific employers you are interested in
- RSVP option: N/A

Interviews

In this section you can check out which companies have set up on campus interviews. If you are interested in interviewing with one of the companies coming to campus, you must first apply for a posted position.

Appointments

In this section you can schedule appointments with CDC staff.

Planning

Use this tab to find resources to help plan out your time at WPI and figure out what steps you need to take to prepare for your career.

Experiences

If you plan on doing an undergraduate co-op experience, once you have accepted an offer you can begin the reporting process in this tab.

Resources

In this section you can find links to helpful resources including CareerShift, Goinglobal, and MyPlan. You can also find contact lists from previous career fairs.

Note: if the sidebar ever goes away just hit refresh

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Project Center
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