# Student Handshake Guide

This mobile career management platform intuitively connects you to relevant opportunities based on your profile, career interests and search activity. Through Handshake you can apply for positions, explore companies and connections, and sign up for career fairs, register for career events, and request appointments with Career Educators, and sign-up for on-campus inters all in one place.
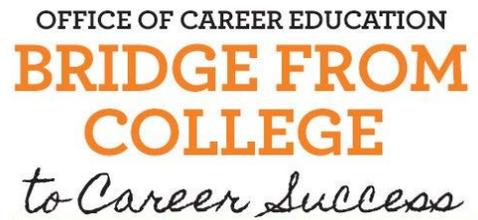
ACCOUNT LOG IN & HANDSHAKE BASICS

☐ Visit https://arcadia.joinhandshake.com for login instructions.

☐ **Navigation of Site:** The words across the top of the screen is a broad search for ALL Handshake areas. These include For You, Jobs, Events, Career Center. Click on **your name in the top right corner of the page** to access various additional settings.

☐ **Dashboard:** Your dashboard (Home) includes opportunities and events that are relevant & specific to *you* based on your profile and activity. It features upcoming appointments and events in one easy-to-find location. Return to your dashboard by clicking the Handshake logo in the top-left corner of the screen.

CREATE YOUR PROFILE

☐ Access your **Profile** by clicking on your name on the top right corner of the login page to add/edit profile information or documents. Your Education field automatically populates into the system (current students only). If your major is not accurate, please update your major with the Registrar's office which will automatically make the change in Handshake. You can hide your GPA here if you do not wish to disclose it. Make your profile public to employers who may be seeking candidates.

☐ Create a robust **Profile** by detailing your Work Experience, Extracurriculars, Projects, Skills, and Courses sections. If you choose to make your public to employers this will be important in helping them find you.

☐ Upload your resume and cover letters in the **Documents** tab by clicking on your name in the top right corner of the page and then clicking on **Documents**.   (You can populate data into your profile from a resume. Always check your profile after.) Make a resume public for employers to search or keep private if you don't want employers to see it.

☐ Set **Notification Preferences** by clicking on your name in the top right corner of the page and then clicking on Notifications> Notification Preferences to control how important Handshake messages to come to you.

☐ **REMEMBER:** The more you include in your profile and career interests, the better Handshake can populate your dashboard with opportunities that matter to you! Keep it relevant and keep it updated!

SEARCH FOR JOBS & INTERNSHIPS

☐ Click on **Jobs** at the top of the page. You can filter positions based on your preferences. Additionally, you will see a Job Search, Applications, Employers and On-campus Interviews tab on the blue bar across this page.

☐ **Saved Searches** allow you to create searches based on your interests & revisit them quickly. Create & review your saved searches at the top of the Jobs or Internships posting page. You can save multiple searches at a time.

- [ ] In each job/internship posting, you can apply, follow the company, and take notes on the position (visible only to you). Recruiter contact information is sometimes provided; capitalize on this by following up!

- [ ] Click **Applications** on the blue bar at the top of the Jobs page to track the status of any positions you have applied for or interviews you have scheduled. Click on **Employers** to search and learn about all employers in Handshake. Click on **On-Campus Interviews** to research and apply to on-campus interview days.

SEARCH FOR EVENTS, FAIRS & INTERVIEWS

- [ ] Click on **Events** at the top of the page. You can also review events that you've already followed or for which you have pre-registered. Click on **Event Search** and then filter under Labels to find on and off campus career and recruiting events. Most OCE events require an RSVP in Handshake, so it's smart to follow/RSVP to an event so that you receive updates on your dashboard! To RSVP for an event, click on the blue **+Join Event** on the event page.

- [ ] Click on **Find Career Fairs** at the top of the events page to find upcoming Networking Events and Internship & Career Fairs. Search registered employers by major, job type, and more. **Remember, employers are often registering for fairs and networking events until a few days before the event, so be sure to check for the final employer list a few days prior to the fair or networking event.**

SEARCH FOR EMPLOYERS

- [ ] Click on the Jobs tab at the top of the page and then click on **Employers** in the bar at the top of the Jobs page.

- [ ] You can filter by employer type, company size, industry, location, and keyword.

- [ ] If it has been provided, you can find any contact information for the company and its employees. This allows you to follow up on specific opportunities or inquire about future positions.

- [ ] Click on Favorite on the company page to get dashboard updates about any relevant activity on campus.

SCHEDULE A MEETING WITH A CAREER EDUCATOR

- [ ] At the top of the page click on **Career Center>Appointments** then Schedule a New Appointment. You can schedule by type of appointment, time, and even specific Career Educator. All appointments must be made 48 hours in advance and all materials for review must be emailed to careerhelp@arcadia.edu within 1 business day of your scheduled appointment.

ON-CAMPUS INTERVIEWS WITH EMPLOYERS (OCI)

- [ ] Click on **Jobs** at the top of the page and then click on **On-campus Interviews** on the top bar to see which employers have scheduled an on-campus interview (OCI) day. Only interviews that you qualify for will appear.

- [ ] If the application period is open, you will be able to apply for the associated position that is linked to the interview day. Students must upload a resume to their **Documents** tab, which you can find by clicking on your name at the top right corner of the homepage. If you have multiple resumes in the system, please remember to choose the correct resume that you would like to submit for the interview day.

- [ ] Once you apply to the associated job of the pre-select schedule, the interviewee will review your application and decide to accept or decline your application. If accepted, you will be notified by email and will then be able to select an on-campus interview slot for the interview schedule. If declined, you will receive a notification in the system. Please note: Students can check the status of their OCI application by clicking on "**Applications**" under the

Jobs tab at the top of the homepage.

☐ You are highly encouraged to schedule a practice interview and a resume review before signing up for OCI days.

☐ Email Yolanda Carcana at carcanay@arcadia.edu or call the Office of Career Education and give 5 days' notice if you need to cancel your interview with an organization. No shows and late cancellations will be held to our Interview Policies with the only exception being an emergency situation.

INTERVIEW POLICIES

Cancellation Policy

Students can cancel an interview up to 5 days before their scheduled interview day. If an emergency arises and a student needs to cancel their interview after the 5 day point, please contact Yolanda Carcana, Associate Director for Employer Relations (267-620-4819) as soon as possible. If you cannot reach the Associate Director, please contact the main line at 215-572-2939. Students that cancel their interviews will need to write a letter of explanation/apology to the employer or mock interviewer. This can be sent via email directly to the interviewer and Yolanda Carcana should be BCC'd on this email exchange (carcanay@arcadia.edu). The email must be sent within three days of the scheduled interview day/time.

No-Show Policy

It is prohibited to not show up for your scheduled interview slot. Students who do not show up for their scheduled interview day/mock interview time slot may be restricted from participating in future interview days, OCE events and Handshake. Additionally, students that do not show up for their scheduled interview time will be required to write a letter of explanation/apology to the employer or mock interviewer. This can be sent via email directly to the interviewer and Yolanda Carcana should be BCC'd on this email exchange (carcanay@arcadia.edu). The email must be sent within three days of the scheduled interview day/time.

Business Etiquette

Students should plan to arrive 5-10 minutes early for their scheduled interview day. Business attire is required for on-campus interview days. If you are unsure what qualifies as business attire, please email careerhelp@arcadia.edu to receive more information.

ADDITIONAL FEATURES

☐ Acquire a Job or Internship? Let the OCE know! You can report a job or internship offer by clicking on **Experiences** under Career Center. Once you are in Experiences, click on the **Request an Experience** tab and fill out the necessary information to share your offer with our office.

☐ Easily access recommended resources by clicking on **Career Center>Resources** at the top of the homepage**.**

☐ **NEED ADDITIONAL ASSISTANCE?** Handshake representatives are responsive and eager to troubleshoot for you! You can reach out by clicking on your name at the top right corner of the page and selecting **Help.** You can also contact the OCE at 215-572-2939. Utilize Express Advising Hours to get a Handshake tutorial from one of our Career Peer Advisors.