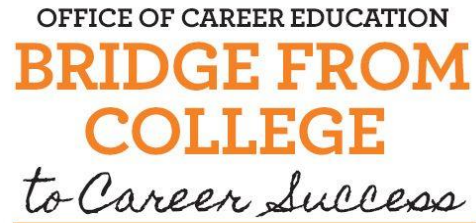


# Student Handshake Guide

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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 Career Peer Advisors- all in one place.



## ACCOUNT LOG IN & HANDSHAKE BASICS

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- Visit <https://arcadia.joinhandshake.com> and login with your Arcadia credentials by selecting "Arcadia University Student Login".
- 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

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- 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

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- Click on **Jobs** at the top of the page. You can filter positions based on your preferences.
- 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!

## SEARCH FOR EVENTS & FAIRS

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- 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. 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

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- 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 OR CAREER PEER ADVISOR

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- 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](mailto:careerhelp@arcadia.edu) within 1 business day of your scheduled appointment.

## ADDITIONAL FEATURES

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- 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](#).