# TABLE OF CONTENTS

What is Handshake? .................................................................................................................. 3
How Do I Get Started? ............................................................................................................ 4
How Do I Get Started? (V) .................................................................................................... 5
How to Fill Out Your Profile .................................................................................................. 6
How to Make Your Profile Public (V) .................................................................................... 7
Uploading a Resume or Cover Letter ....................................................................................... 8
Uploading a Resume or Cover Letter (V) ................................................................................. 9
Searching for Jobs & Internships ............................................................................................ 10
Searching for Jobs & Internships (V) ..................................................................................... 11
Registering for Events on Handshake .................................................................................... 12
Registering for Events on Handshake (V) ............................................................................. 13
Applying for Jobs Using Handshake ...................................................................................... 14
Applying for Jobs Using Handshake (V) ............................................................................... 15
Creating Alerts! ....................................................................................................................... 16
Creating Alerts! (V) ............................................................................................................... 17
Schedule Appointments with Staff Members ....................................................................... 18
Schedule Appointments with Staff Members (V) .................................................................. 19
Handshake Resources ............................................................................................................ 22
Handshake Resources (V) ..................................................................................................... 23
Connect with Students & Alumni ........................................................................................ 24
Connect with Students & Alumni (V) .................................................................................. 25
Parker Dewey: Micro-Internships ........................................................................................... 26
Parker Dewey: Micro-Internships (V) ................................................................................... 27
Goin Global ............................................................................................................................. 28
Goin Global (V) ...................................................................................................................... 29
Career and Talent Development Contact Information ......................................................... 30

** (V) = Visual Aid
Handshake is a career management platform that intuitively connects you to relevant job opportunities based on your profile, interests, and search activity.

Through Handshake you can:
- Apply for different positions
- Explore companies
- Widen your connections
- Sign up for career fairs and workshops
- Upload your resume for feedback
- And more!
NOW THAT YOU KNOW WHAT HANDSHAKE IS ALL ABOUT, WHAT'S NEXT? LET'S GET STARTED ON HOW TO MAKE A HANDSHAKE PROFILE. FOLLOW THE GUIDELINES BELOW!

1. Head to fiu.joinhandshake.com
2. Login to Handshake
   a. You may have an email from our Career Services Center that contains a link to claim your account.
   b. If you do not have an invitation, continue to the next step.
3. Search for your school name from the dropdown menu to proceed. Schools are listed in alphabetical order.
4. Once you have selected your school, sign in using your school's provided login or entering your .edu email address.
   a. Try logging into Handshake using the same User ID and password for your school's website
   b. If you are unable to login successfully with your school User ID and password, or if you're an alum, try resetting your password on Handshake.
5. If you try to sign in and there isn't an account on file for you, you'll be prompted to set up an account. Select I'm a Student or Alumni to proceed.
6. After creating a new account, you'll need to connect with a school to access Handshake features such as job postings and messages.

NOTE: For assistance with approvals, you can reach out to our Career Services Center or submit a ticket to the Handshake support team.
HOW DO I GET STARTED?

Get the job done

Students
Launch the next step in your career.

Employers
Hire the next generation of talent.

Career Centers
Bring the best jobs to your students.

Sign in

Students & Alumni
Please select your school to sign in.

Employers & Career Centers
Please sign in with your email.

Hmmm...
Looks like there is no account on file for
tawmya@efsu.edu

You can sign up for a new account by selecting one of the following options:

- I'm an Employer
- I'm a Student or Alumni
- I'm with Career Services
HOW TO FILL OUT YOUR PROFILE

Now that you have created a Handshake account, it is time to fill out your profile! Follow the guidelines down below to do so.

1. Once logged in, click my profile from the drop down menu of your account icon in the upper-right corner of Handshake.
2. You will have the option to include a "your journey" section.
   a. Use this section to provide a small summary of your current degree and future career goals.
3. Add your education! If you already are in the school's Handshake system, your major, as well as GPA, should automatically be uploaded.
4. Add any work or volunteer experience.
   a. Be sure to expand on your experience to allow employers to know what skills or knowledge you have acquired.
5. Add your interests. You can select what you would like your profile to show to employers!
   a. For example, if you are actively looking for a job, you can filter that under your interests. You can also include any job interests you may have, as well as roles or industries to make it easier for recruiters!
6. Utilize your organizations & extracurriculars/projects tab to highlight any work done outside of school.
7. You may also include relevant course work to your profile for employers!
   a. This could be essential to highlighting specific skill sets for prospective job or internship opportunities.

NOTE: We encourage you to set your account to community in your settings & privacy tab! This allows for your profile to be visible to employers, students and alumni.
HOW TO MAKE YOUR PROFILE PUBLIC

Steps to success you can take today

Privacy

- **Community** *Recommended*
  Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to reach out to students and alumni who have similar interests or experiences.

- **Employers**
  Your profile will be visible to employers. You may receive messages about potential job opportunities.

- **Private**
  You'll be able to apply for jobs but won't get contacted by any employers.
UPLOADING A RESUME OR COVER LETTER

Next after your profile is complete, utilize the option to upload your Resume or Cover Letter! See the steps below on how!

1. Once logged in, click on your account icon in the upper-right corner of Handshake, then click **Documents**.
2. If you haven’t uploaded a document before, you can drag and drop your file to the screen, or click the blue **Select from Computer** button toward the middle-bottom of the page. Then choose the file from your computer.
3. If you have already uploaded at least one document, you can click on the blue **Add New Document** button, located in both the upper-right corner and lower-right corner of the page.
4. Once you have selected your document, a pop-up will appear with a preview of your document. Take the following step's:
   a. Review the **Document Name**
   b. Select the **Document Type**
   c. Click **Add Document** to complete the upload
   d. When the upload is finished, the PDF of your resume will be available to review and manage on the document overview page.
      i. From this page, you can Feature on Profile, edit or delete the document, and if you uploaded a resume, you can Build a Profile from your Resume.

**NOTE:** There is no limit to how many documents can be uploaded into Handshake. File types that are supported are: 20 MB or less, and files should be in PDF (preferred), .DOC, or .DOCX format.
UPLOADING A RESUME OR COVER LETTER
SEARCHING FOR JOBS & INTERNSHIPS

Now that you have a resume ready to show the world, it’s time to begin your search for jobs and internships!

1. Once logged in, you may click the tab "Jobs," "Events," or "Employers," on the upper-left side of Handshake. Each of these tabs has its own unique filtering systems that you can cater to your own career goals!
   a. By clicking any of these headings, you can personally use the search bar, OR, utilize the imbedded filters.

2. In relevance to the Jobs tab, you can filter through location, full-time, part-time, on-campus, and internships. You can also subject this search to different job roles, industries, and even employer’s themselves.
   a. If you are in need of work authorization, you can also filter the search to show this!

3. In relevance to the Events tab, you can filter through upcoming events in the week, or month. You can also filter between our annual Career Fair’s for the semester, as well as our virtual events.

4. In relevance to the Employers tab, you can filter through a large list of employers that FIU specifically networks with. Use filters such as employer size, industry, and location to learn more information about different companies.
   a. Utilize the "Follow" button to keep your favorite companies on stand-by for job postings, relevant events, and more!

NOTE: At the top of your search bar, there is a tab labeled "save." Next to each event, job, or employer, there is a bookmark tool. You can utilize this tab to save your favorite events or employers to make it easier to search at a later time.
SEARCHING FOR JOBS & INTERNSHIPS
REGISTERING FOR EVENTS

Let's say you are looking to attend Career Fair, Resume Fest, or a LinkedIn workshop. How would you register for that? See the steps down below to assist!

Registering for Events:
1. Once you are logged in, you may click the tab "Events."
   a. By clicking any of these headings, you can personally use the search bar, OR, utilize the imbedded filters.
2. As you filter through upcoming events in the week, or month, select an event that you would like to attend.
3. Once you click the event, you may register for it using the blue "Register" tab in the right-side of Handshake.
   a. Some registrations may be directly through Handshake OR externally. (i.e. Zoom)
4. In relevance to a virtual Career Fair, you can filter through a large list of employers that FIU specifically networks with. Utilize the "Available Sessions" tab after registering to see any companies who are attending. This is where you can also find "Your Schedule" for the event on the day of!

NOTE: A great aspect of registering for events is having a convenient list that shows your entire schedule for the semester for pre-registered events. You can find this list by clicking the "Events" tab, and seeing on the right-side of your screen a chronological ordered list of your semester event schedule.
REGISTERING FOR EVENTS

FIU Career Expo: ALL MAJORS Virtual Fair

FIU Career Expo: ALL MAJORS Virtual Fair

Your schedule
Available sessions
Career fair details

FIU CAREER AND TALENT DEVELOPMENT
APPLYING FOR JOBS USING HANDSHAKE

Let's say you are looking to apply for jobs & internships. How exactly would you do so? View the steps below!

1. Once you are logged in to Handshake, you may click the tab "Jobs."
2. By clicking any of these headings, you can personally use the search bar, OR, utilize the imbedded filters.
   a. Some filters include:
      - Full-time
      - Part-time
      - On-campus
      - and Internship tabs!
3. On this page, you can view any part-time, full-time, or internship opportunities that are being offered through Handshake.
4. As you filter through Handshake's system options available to you, click on a job or internship you are interested in applying for.
   a. Some job or internship applications may require a simple upload of your resume that runs through Handshakes system itself. Other job or internship applications may bring you to their specific career page to apply externally.

NOTE: Let's say you are glancing through Handshake and you find a job or internship that you want to apply for, but currently do not have the time. Good news! You can easily save any jobs or internships that you want to apply for and apply at a later time. Make sure to watch for application deadlines!
APPLYING FOR JOBS USING HANDSHAKE

Steps to success you can take today

Cybersecurity Summer 2022 Internship – Undergraduate

About the role
Application deadline: March 31, 2022 11:55 PM
Posted date: February 2, 2022
Remote: Remote workers allowed
US work authorization: Required

Did you finish your application?
Yes

Open-Source Analyst (Intern)

About the role
Application deadline: June 29, 2022 3:00 PM
Posted date: March 14, 2022
Company division: U.S. Customs and Border Protection
Remote: Remote workers allowed
US work authorization: US work authorization
Accepts OPT/CPT

** External Application Example

** Resume Upload Application Example
Interested in learning how to manage your Handshake notifications? Look no further! The steps below will assist you in catering your Handshake notifications to your liking!

1. Once logged in, you may click your profile by navigating toward the upper-right corner of Handshake.
2. Once you have clicked your profile image, you will be prompted with a list of different headings. Click "Notifications."
3. In relevance to the Events tab, you can filter through upcoming events in the week, or month. You can also filter between our annual Career Fair’s for the semester, as well as our virtual events.
4. Next, click the tab "Edit Notification Preferences."
5. Through this tab, you will be able to set email or Handshake notifications for different Handshake platform tools.
   a. Some notification examples include: Events, Interview Schedules, Jobs, Career Fairs, and more!

**NOTE:** You may update this as needed to cater best to your Handshake profile goals. However, we encourage you to keep notifications on for upcoming events, as that is the best way to notify you of our departmental events, fairs, and more!
CREATING HANDSHAKE ALERTS

Steps to success you can take today

FIU CAREER AND TALENT DEVELOPMENT
If you need help with an upcoming interview, assistance with your career goals, or looking for resume reviews, schedule an appointment with one of our Career Specialists!

1. Once logged in to the main Handshake page, you can utilize the "Career Center" tab located next to your profile image.
2. Once you have clicked the "Career Center" tab, click on "Appointments."
3. Next, you will click the blue button labeled, "Schedule a New Appointment."
4. You will be prompted to select a category that caters to an appointment you may be looking for.
   a. This is where you can find appointments like mock interviews, MBTI assessments, and more!
5. Once you click your appointment type, you will be prompted to select a date and time to schedule an appointment.
6. After clicking on your preferred appointment, you can include any appointment details that your counselor may find helpful in assisting you.
   a. For some appointments, you may be prompted with a short questionnaire to assist your counselor in preparing for your session.

NOTE: Career and Talent Development has locations at Modesto Maidique Campus, Biscayne Bay Campus, and the Engineering Center, available to all students and alumni. Our main office at MMC particularly caters to students from CARTA, CASE, SIPA, Stempel, and CEC Computer Science majors. While our Engineering Center office caters to CEC Engineering majors. Students from the College of Business and Chaplin School of Hospitality & Tourism Management have their own respective career centers. Each of these offices have different resources available to students and alumni. Please review your appointment types and categories to see what is available to you.
APPOINTMENTS WITH HANDSHAKE
VISUAL AID - SIPA, CARTA, CASE, & Stempel

Steps to success you can take today

Attend an event
Learn more about employment or roles you're interested in, directly from the source.

Reply to Altria
Altria messaged you 8 days ago and would love to hear back.

Choose an Appointment Type

MMC Career Exploration
Students and Recent Alumni are able to meet with a Career Coach at MMC (SASG 109) to discuss and identify tools and resources to help solidify career plans.

MMC General Career Coaching
Students and Recent Alumni are able to schedule an appointment with a Career Coach at MMC (SASG 109) to discuss general topics related to Career Planning.

MMC Internships
Students and Recent Alumni are able to meet with a Career Coach at MMC (SASG 109) to discuss internship-related topics, identify relevant skills, and apply for internships.

MMC Job Search Help
Students and Recent Alumni are able to meet with a Career Coach at MMC (SASG 109) to discuss Job Search strategies and resources.

MMC Career Assessment
Students and Recent Alumni are able to meet with a Career Coach at MMC (SASG 109) to attend a Career Assessment (MYSTRA) most suited to assist with their specific career needs. Students must pay a $20 fee for the Assessment. Payment must be processed before the Assessment appointment.

MMC Post-Assessment (MMCP)
Students and Recent Alumni are able to meet with a Career Coach at MMC (SASG 109) to discuss results and more detailed results of the MMC Assessment. 

MMC Post-Assessment (MMCP)
Students and Recent Alumni are able to meet with a Career Coach at MMC (SASG 109) to discuss and receive advice on next steps based on the results of the MMC Assessment.
APPOINTMENTS WITH HANDSHAKE
VISUAL AID PT.2 - SIPA, CARTA, CASE & Stempel

[Image of Handshake interface]

[Image of Handshake interface details]

[Image of Handshake interface confirmation]

FIU CAREER AND TALENT DEVELOPMENT
APPOINTMENTS WITH HANDSHAKE
VISUAL AID - College of Engineering & Computing
HANDSHAKE RESOURCES

Looking to see what else Handshake offers? Look no further! Our Handshake Resources tab is there to give you help even beyond the platform!

1. Once logged in to the main Handshake page, you can utilize the "Career Center" tab located next to your profile image.
2. Once you have clicked the "Career Center" tab, click on "Resources."
3. Here, you will see a large list of available resources that you can use! These different platforms are external links outside of Handshake to assist you in your career journey.

Common Resources:
- VMock
- GoinGlobal
- LINKEDIN RESOURCES & LINKEDIN LEARNING
- Micro-Internships
- Interview Sample Questions
- Cover Letter Examples
- Resume Examples
- and more!

NOTE: Career and Talent Development has locations at Modesto Maidique Campus, Biscayne Bay Campus, and the Engineering Center, available to all students and alumni. Our main office at MMC particularly caters to students from CARTA, CASE, SIPA, Stempel, and CEC Computer Science majors. While our Engineering Center office caters to CEC Engineering majors. Students from the College of Business and Chaplin School of Hospitality & Tourism Management have their own respective career centers. Each of these offices have different resources available to students and alumni. Please review your resources tab to see what is available to you.
HANDSHAKE RESOURCES

Steps to success you can take today

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Reply to Altria
Altria recruited you 6 days ago and would love to hear back.

Florida International University

What can we help you find?

Appointments
Schedule time to meet with experts and build your career

Resources
Research and content from your career center

Experiences
Track your internship or co-op experiences

Surveys
Answer questions from your career center

Resource Library

RESUME EXAMPLES
By Sonia G. Hernandez
Attached are various examples of Resumes.

COVER LETTER EXAMPLES
By Anonymous
A list of Cover Letter examples.

INTERVIEW SAMPLE QUESTIONS
By Keneblee Aimee
Sample Interview Questions are attached.

CAREER AGGREGATIONS
By Keneblee Aimee
MSIT and Software Interest Inventory is attached.

Additional Resources
By Sonia G. Hernandez
A variety of resources to help FIU students and alumni with their career development.

INTERNSHIP RESOURCES
By Sonia G. Hernandez
Internship Resources are attached.

Vault
By Sonia G. Hernandez
Vault.com provides in-depth intelligence on what it's really like to work in an industry, company or profession—no one position is the same. Take advantage of your FREE access at http://www.vault.com/membership/firstName.lastName@fiu.edu

Have Concerns About Your Jobseek Interest for Experience?
By Santos M. Hernandez
If Career & Talent Development is unable to assist you, please fill out this form in order to have someone from our staff review.

LinkedIn Resources & LinkedIn Learning
By Annette Ricardo
LinkedIn is the largest professional networking site available today. LinkedIn provides a way to connect with other professionals and help you gain insight into their expertise.

Fall 2018 Graduate School Week Guidebook
By Gary Rojas
Resources from SDS 4900 Course
By Emerumna Barneaux
The following are resources that were shared with students enrolled in SDS 4900 during the Spring 2019 semester. These may be the best if the assignment. These are the materials and notes for developing a Resume and How Do I ...

GainGlobal - Students
By Emerumna Barneaux
GainGlobal offers free micro-internships to students and recent grads.

Introducing Micro-Internships for Students and Recent Grads
By Gary Rojas
GainGlobal offers free micro-internships to students and recent grads.

How To Video: Register for Internship Fair and Graduate School Fair Fall 2020
By Gary Rojas
Learn how to register for Fall 2020 Virtual Internship Fair (October 8th, 11:00am-4:00pm) and Graduate School Fair (October 20th, 11:00am-2:00pm) at https://register.fiu.edu/Handshake
CONNECT WITH STUDENTS & ALUMNI

Handshake, aside from being FIU's main career platform, can also allow you to connect with other current FIU students, Alumni, and even employers!

1. Once logged in, click on your account icon in the upper-right corner of Handshake, then click "My Profile."
2. Once you click My Profile, you will scroll down to the middle of the page until you reach a section labeled, "Discover More Students."
3. Here, you will click on the blue hyperlink. After clicking the link, you will see a list of different students that you can message or connect with on Handshake.
   a. Some different filter options include: school, majors, previous employers, and organizations.
   b. Some filter options can allow you to only show Florida International University students only, as well as filtering Alumni only.
4. With employers, you are able to follow their company to stay up to date on job and internship openings. You can easily do so by utilizing the "Employer" tab on top of the Handshake page.
5. After clicking "Employers," you will be prompted with a list in which you can filter to find your prospective employers to "favorite."

NOTE: If you wish to message a current student, or FIU Alumni, you must wait until the individual accepts your message through their account. Once this approval occurs, you are able to create an on-going conversation, similar to virtual chatting.
CONNECT WITH STUDENTS & ALUMNI

Steps to success you can take today

Discover More Students
Karen Escalona
Business Analytics...
Natural Flowers, Biling

Ashvin Singhal
hyndai, Automotive...

Madeleine Peraza
Business Analytics...
Miami Dade County ...

Explore Students
Filters

Discover students like you across the Handshake network

FIU CAREER AND TALENT DEVELOPMENT
Searching for an internship, but don’t have time? Micro-internship’s are a great resource to provide you with opportunities to gain experience in the short-term!

1. Once logged in to the main Handshake page, you can utilize the "Career Center" tab located next to your profile image.
2. Once you have clicked the "Career Center" tab, click on "Resources."
3. Here, you will see a large list of available resources that you can use!
4. You will scroll down the menu to find a tab called, "Micro-Internships."

Some benefits of using Micro-Internships are:
- A firsthand look at how experienced professionals operate in the workplace and contribute on real projects
- Learn how a seemingly small task adds value
- Experience how the work connects to larger business goals
- Take on assignments to demonstrate your grit and determination as prospective employees.
GOIN GLOBAL

Interested in a job or internship in your dream location? Goin Global is a website that allows you access to more than 16 million worldwide job and internship opportunities. Read how below!

1. Once logged in to the main Handshake page, you can utilize the "Career Center" tab located next to your profile image.
2. Once you have clicked the "Career Center" tab, click on "Resources."
3. Here, you will see a large list of available resources that you can use!
4. You will scroll down the menu to find a tab called, "Goin Global."

Some benefits of using Goin Global are:
- Assist you with international work visas
- Connect with employers and make industry connections with access to thousands of multi-national and local employers based around the globe
- Expedite your job search with extensive location-specific employment resources
- Boost placement rates with access to more than 16 million worldwide job postings, updated daily
CONTACT US

Modesto A. Maidique Campus (MMC), SASC 305
Tel: 305-348-2423

Engineering Center (EC), 2852
Tel: 305-348-1281

Biscayne Bay Campus (WUC), 253
Tel: 305-919-5770

CONNECT WITH US

@FIUCAREERSTREETTEAM
@FIUCAREER
@FIUCareer
@FIUCareer
@FIU Career and Talent Development
@FIU Career and Talent Development