

# Handshake Guide

## What is Handshake and why should I use it?




Handshake is an online job board and FPU's career platform where **employer partners post their best opportunities** for students and alumni just like you. It gives you access to jobs and internships from employers who are targeting FPU in their recruitment of new talent. It features opportunities across the US, and it is the #1 way college students find jobs, and internships, including on-campus employment. **Handshake connects you, your school & employers in one platform.**

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## Getting Started with Handshake in 3 Steps

### Step 1 | Sign Up

All FPU students have a Handshake account—**activate yours now!**

- Go to [joinhandshake.com](https://joinhandshake.com) or download the app  available on  or 
- Enter **Fresno Pacific University** and select **Single Sign On (SSO)**
- Use your **FPU login credentials** (FPU email address and password)

You will be prompted to verify your account via code/email (and may have to repeat the same steps twice). [This article](#) may be helpful for troubleshooting your first login.

### Step 2 | Profile Privacy/Visibility Level

You can change your profile **privacy/visibility settings** to one of following options for the best experience:

- **Community (recommended):** Your profile will be visible to **employers, students, and alumni** across **all Handshake colleges and universities**.
- **Employers:** Your profile will be visible to **employers only**.
- **Private:** Your profile will be visible to **you and employers you apply with**.
- **Need more help?** Visit [How to Change Your Student Profile Privacy Setting](#) or [Profile Privacy Options](#).

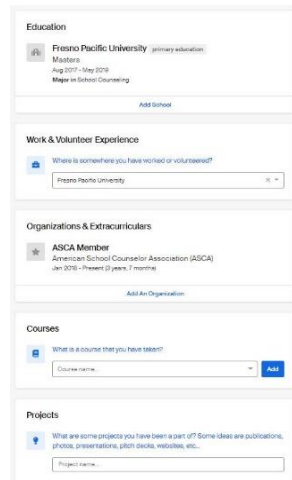
### Step 3 | Personalize Your Account

Fill out **you interests and profile sections** for a better experience with Handshake functionalities.

- Fill out the **interests section** to receive better job recommendations.
  - **Job Type:** Indicate the type of job you are looking for (you can choose more than one).
  - **Location:** Select the cities you'd like to live/work in to see jobs in your preferred geographical area.
  - **Job Role:** Pick 3+ roles/industries you'd like to explore (Handshake suggests major-related roles).

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- Fill out the **skills section** to inform employers about the skills you will bring to the company.
- Fill out the **profile section** to receive job recommendations that fit you.
  - **Education:** The school's name is set to "Fresno Pacific University." Add your education level, time frame, major, minor and GPA. You may add other education information such as, high school or certificates such as Certified Nursing Assisting (CNA), Phlebotomy Technician, etc.
  - **Work & Volunteer Experience:** Add your experiences by including the job title, employer's name, employment period (start & end dates), location (city, state, country) and description of your job responsibilities.
  - **Organizations and Extracurriculars:** Add info about organizations, clubs & sports you have been involved in. Include the position title, organization name, engagement period (start & end dates), location (city, state, country), and description of your engagement.
- Fill out the **courses section** by adding the course name and number.
- Fill out the **projects section** by including presentations, research & group or individual projects.
- Upload your resume to auto populate your profile sections! Review and approve each section.




The screenshot shows a user's profile in the Handshake system. It includes sections for Education (Fresno Pacific University, Masters, Aug 2017 - May 2019), Work & Volunteer Experience (Fresno Pacific University), Organizations & Extracurriculars (ASCA Member), Courses, and Projects. Each section has an 'Add' button to expand the list.

80% of students who fill out their profile receive a message from a recruiter.

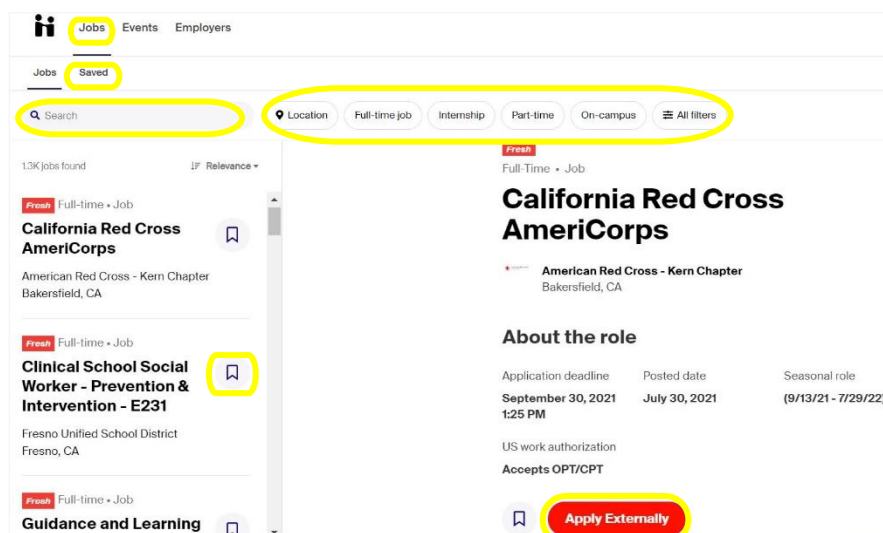
## How to Search/Apply for Jobs

Use your homepage to **discover personalized jobs & internships** based on your interests & profile info.

- **Search for jobs:** There are various options/filters to view current/approved jobs for FPU. Click on **jobs**.
  - Use the **search bar** to enter keywords, job titles, employers' names, **or filter** your search by:
    - **Location:** city, state, or zip code (defaults to 50 miles radius)
    - **On-site/remotely:** work in-person/work from home
    - **Job type:** part-time, full-time, internship, popular in your major
    - **All filters:** add other filters such as on-campus, job types, paid roles, work study, on-campus interviews, job role, industry & employers, employers' preferences, or work authorization.
- **Job description:** It's essential to read in detail the job description and learn about the qualifications, requirements, duties, and responsibilities of the position. This can help you tailor your application documents (e.g., [FPU Student Employment Application](#), Resume/CV, Cover Letter, etc.).
- **Save your job search results:** If you are not ready to apply, you can save your search results by simply clicking the  icon. View your saved jobs by clicking on the "saved" button.
- **Apply to jobs:** When you are ready to apply to an approved job for FPU, look for a red button.
  - **Apply:** indicates that at least 1 document is required to apply.
  - **Quick Apply:** there are no documents required or only the resume is required to apply.

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- **Apply Externally:** employers have 1 requirement on Handshake (such as the resume); attach the required document and proceed to **step 2-apply externally**. If the employer is using a different application platform, you'll be directed to a new browser tab to complete the application (be sure to complete all steps on that page). Applications completed outside of Handshake will not be tracked.



## How to Search/Apply for On-Campus Jobs

To view available FPU on-campus jobs, **filter your search** to **On-campus**. Review the job description to learn about the position qualifications/requirements/duties/responsibilities. On-campus jobs are available at all FPU campuses (Main/North Fresno/Merced/Visalia/Bakersfield). Ready to apply? Click **Apply Externally**.

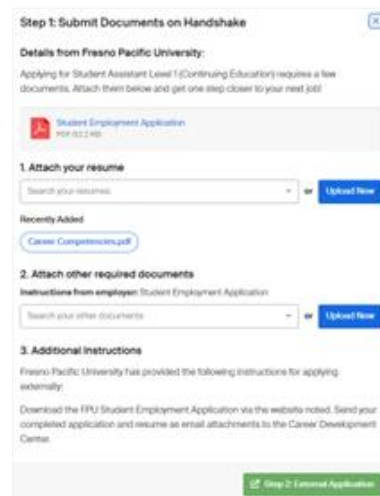
- **Apply on Handshake:** upload your **resume** and completed [Student Employment Application](#) OR
- **Apply by email:** send your **resume** & [Student Employment Application](#) to [career.services@fresno.edu](mailto:career.services@fresno.edu).
- Some FPU departments require your [Hours of Availability](#). Complete/attach it to your application packet.

### Getting an error message?

Hover over your profile image (top right), then select **My Jobs**. Refresh **My Jobs** and all your submitted applications will display (proof that your application submitted despite the error).

### Can't open the [Student Employment Application](#)?

Confirm you are signed into [my.fpu.edu](https://my.fpu.edu) before opening.



The screenshot shows the 'Step 1: Submit Documents on Handshake' form. It includes a section for 'Details from Fresno Pacific University' with instructions for applying for a Student Assistant Level 1 position. Below this, there are two main sections for document uploads. The first section, '1. Attach your resume', has a search bar for resumes and an 'Upload New' button. The second section, '2. Attach other required documents', has a search bar for other documents and an 'Upload New' button. There is also a 'Recently Added' section showing a file named 'Career Competencies.pdf'. At the bottom, there are 'Additional Instructions' and a green button labeled 'Step 2: External Application'.

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## What happens after you apply?

- **The Career Development Center:**
  - Receives your application.
  - Processes it to the departmental hiring manager.
- **The Hiring Manager:**
  - Completes the screening, interviewing & hiring.
  - Contacts students selected for an interview.
  - Communicates a job offer & next steps.

## Applying to multiple on-campus jobs?

- Complete 1 application per position.

### Need to improve your interviewing skills?

Try [StandOut](#), our video mock interviewing platform. Login with your FPU credentials. You can customize your interests to practice when it's convenient + send your responses to others for feedback. And it's completely free, Sunbirds!

### Developing a resume/cv or cover letter?

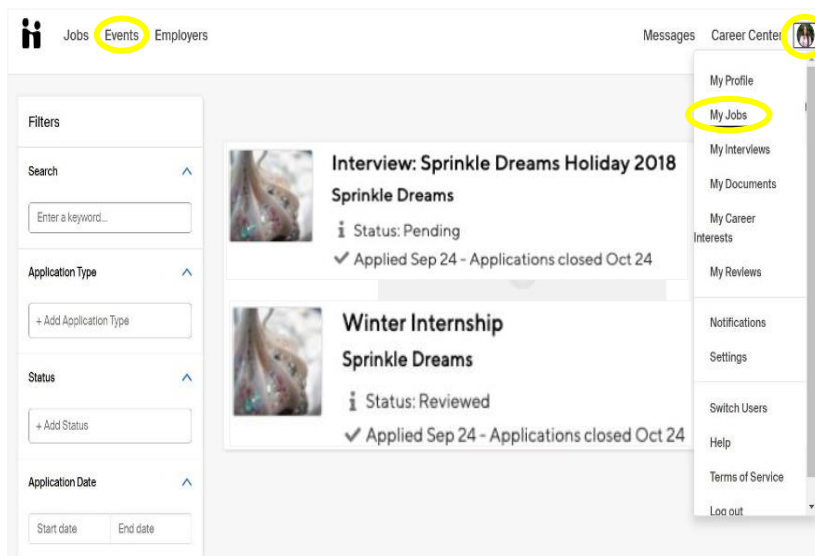
Check out [our website resources](#).

## How to Track Your Job Application

When you apply for a job through Handshake, you can track your application status (this feature is up to the employer to update throughout the hiring process; some may not utilize it). To view your status, click on your profile image (top right). From the dropdown menu, select **My Jobs**.


### Possible application statuses:

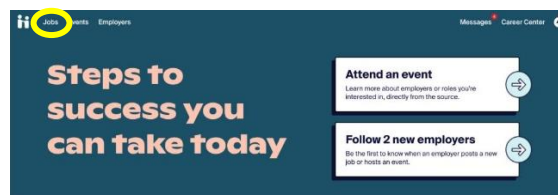
- **Submitted:** The application is still pending for the interview schedule.
- **Pending:** The employer has not yet changed the status of the application.
- **Reviewed:** The employer has reviewed the application but has not yet decided. We recommend reaching out to the employer if you have questions about your application status (click the employer's name to see their profile page/contact info).
- **Primary:** Chosen as the primary candidate on a Handshake interview schedule.
- **Alternate:** Chosen as an alternate on an interview schedule in Handshake.
- **Hired:** Marked by the employer or career services as hired for a job posting in Handshake.
- **Declined:** Marked by the employer or career services as declined for a job posting in Handshake.



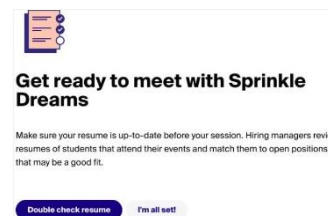
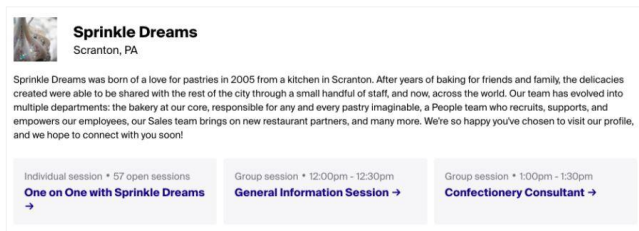
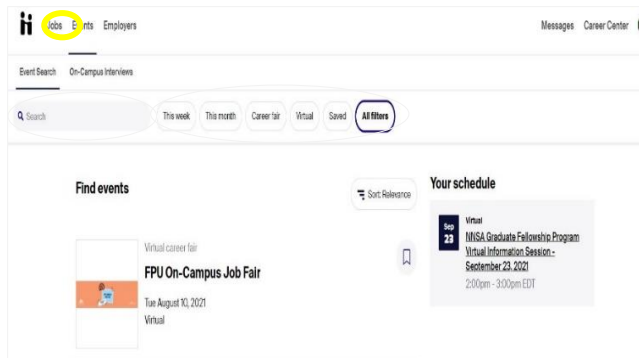
## How to Search/Register for Events

Use your homepage to search, register & attend **events** (all FPU events will load by default).

- To view all current events, click **events** on the top-left corner of your homepage or click **attend an event**.
  - Use the **search bar** to enter keywords/event names OR
  - Use **filters** to narrow the displayed list. Search by:
    - Events** or **career fairs** happening **this week**, **this month**, **virtual**, **saved** OR
    - Click **all filters** to search for event type, date, format.
- Save your search:** Not ready to register? Save your search by clicking . View later by clicking **saved**.
- Register for an event:** Click on event title to view the details & complete the registration process:



- Register:** The employer has chosen Handshake for the registration process. Click the blue **register** icon to register (a confirmation email will be sent to you, indicating successful registration and details of the event).
  - External Registration:** The employer has chosen a platform outside of Handshake for the registration process. A new browser will appear to register (you'll receive an email confirmation with the event details).
- Sign up for a session:** Once you register for an event you'll be prompted to sign up for sessions. The session types will be noted below the employer's name.
  - Group Sessions:** Group sessions are 30 minutes. The name of the host will be included.
  - 1:1 Sessions:** Individual sessions are 10 minutes. You can sign up for only 1 session per recruiter. If you see a red dot near the session start time, you are currently signed up for another session.
- Resume Prompt:** Once you register for a session, you'll be asked to have your resume ready:
  - Check your resume:** Review your current uploaded resumes and confirm which one you want public. Click on this option, to upload your resume.
  - I'm all set:** Select this option if you know the current uploaded resume is the correct resume to use for this event.



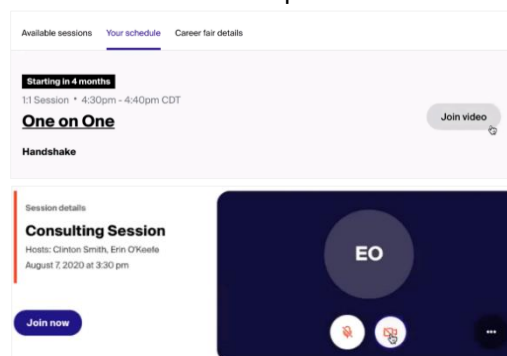


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## How to Access/Attend Events

To view/attend events you've registered for, click **Events** then **Your Schedule**. Events can be hosted on Handshake video, in-person or through the employer's preferred external platform (read all event details).

- **Join/Attend Sessions in Handshake:** You can join your registered sessions 5 minutes prior to the session start time and throughout the session duration. To join session, click the blue **Join Video**.
- **Join/Attend Session Outside of Handshake:** Review the email confirmation/event details to identify the event mode. Some employers host events on their preferred virtual platform or in-person.
- **Test Video & Audio:** You'll be prompted to check your video/audio. To join the session, click **Join now**.



## How to Search/Follow Employers

With Handshake you can follow employers and receive notifications about their key activities.

- **Searching for employers:** Handshake has various options to view and filter approved employers for FPU to help you narrow down your search:
  - To view all current approved employers, click **employers**.
  - Use the **search bar** to enter keywords, and employers' names or **filter** your search by:
    - **Location:** City and state.
    - **Categories:** Employer with reviews.
    - **Employer's company size:** Select 1 of the options for the employer size.
    - **Industry:** Select the industry of your interest.
- **Learn about employers of interest:** Click the employer's name to find info about who they are, their services, contact info, current job openings, events & info about students who have worked for them.
  - **Contact your peers:** If your profile is set to "community" you'll be able to message your peers to get advice from them or ask about their experience working for the employer.
- **Follow employers:** If you are interested in a particular employer, follow them by clicking **follow**.
  - **Receive email notifications** about new job postings, events, or approaching job/event deadlines.
  - Some **employer partners** may be able to view followers and can use this info for specific outreach.

