




What is Handshake and why should I use it?

Handshake is an online job board utilized by Fresno Pacific University 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.**

- I. [Getting Started with Handshake](#)
 - a. [Step 1 | Sign Up](#)
 - b. [Step 2 | Profile Privacy/Visibility Level](#)
 - c. [Step 3 | Personalize Your Account](#)
- II. [How to Search & Apply for Jobs](#)
- III. [How to Search & Apply for On-Campus Jobs](#)
- IV. [How to Track your Job Application Status](#)
- V. [How to Search & Register for Events](#)
- VI. [How to Access & Attend Events](#)
- VII. [How to Search & Follow Employers](#)

Getting Started with Handshake in 3 Steps

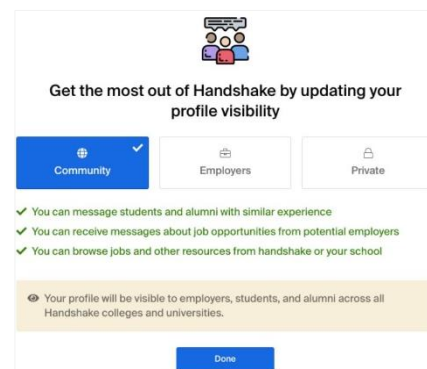
Step 1 | Sign Up

- All FPU students have a Handshake account—**activate yours now!**
- Go to joinhandshake.com **or** download the app  available on  
- Enter **Fresno Pacific University** and select **Single Sign On (SSO)**
- Use your **FPU login credentials** (FPU email address and password)

Step 2 | Profile Privacy/Visibility Level

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

- **Community:** Your profile will be **visible to employers, students, and alumni** across **all Handshake colleges and universities.**
 - Your recommended profile settings.
 - You can message students and alumni with similar experience.
 - You can receive messages from employers about job opportunities.
 - You can search and apply for jobs.
 - You can search and register for events.
 - You can access resources from Handshake and FPU.
- **Employers:** Your profile will be **visible to employers only.**
 - You can receive messages from employers about job opportunities.
 - You can search and apply for jobs.
 - You can search and register for events.
 - You can access resources from Handshake and FPU.
 - You cannot message students or alumni.



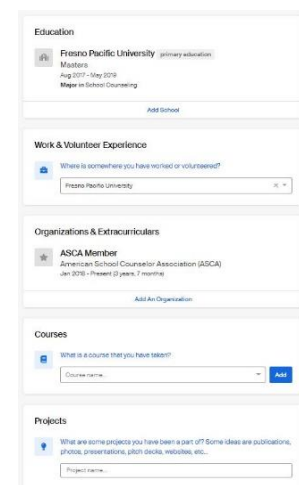
- **Private:** Your profile will be **visible to you and employers you apply to.**
 - You can search and apply for jobs.
 - You can access resources from Handshake and FPU.
 - You can only message employers you follow.
 - You cannot message students or alumni.
 - You cannot receive messages from employers about job opportunities.
 - You cannot register for events.
 - You'll be asked to update your profile privacy/visibility settings.

Community or Employers Privacy Level: Review the privacy settings & change your privacy level for the best experience.

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, internship, on-campus job, part-time job, or full-time job. You can choose more than one.
 - **Location:** Select the cities you would like to live and work in. Handshake will show you jobs within your preferred geographical area.
 - **Job Role:** Select the types of jobs or roles and industries you would like to work in. Select at least 3 roles you'd like to explore. Handshake will suggest roles for your major.
- 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 and 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 portion of the Handshake profile form. It includes the following sections:

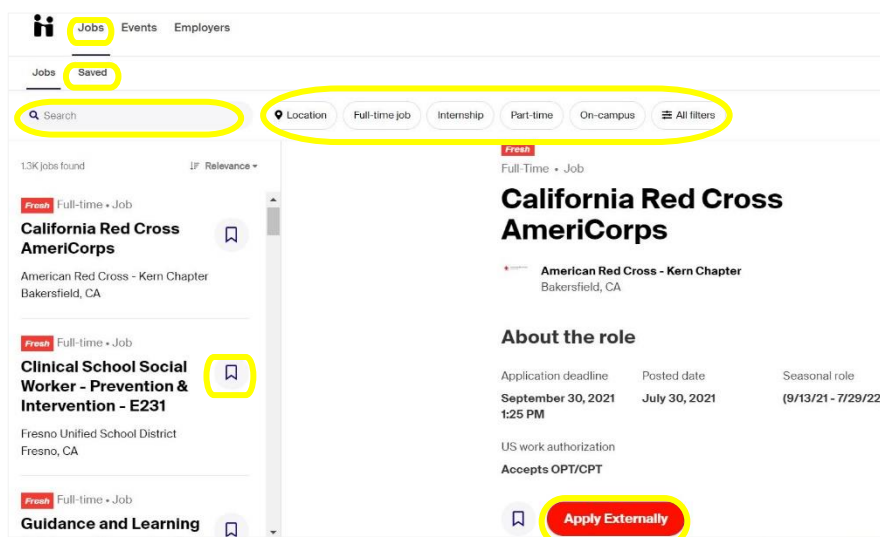
- Education:** A form field for Fresno Pacific University, with a dropdown for 'primary education', a date range from Aug 2017 to May 2019, and a dropdown for 'Major or School Coursework'. An 'Add School' button is below.
- Work & Volunteer Experience:** A question 'Where is someone you have worked or volunteered?' with a dropdown menu showing 'Fresno Pacific University'.
- Organizations & Extracurriculars:** A form field for 'ASCA Member' with a subtext 'American School Counselor Association (ASCA) Jan 2018 - Present (2 years, 7 months)'. An 'Add An Organization' button is below.
- Courses:** A question 'What is a course that you have taken?' with a dropdown menu for 'Course name' and an 'Add' button.
- Projects:** A question 'What are some projects you have been a part of? Some ideas are publications, photos, presentations, grant ideas, websites, etc.' with a dropdown menu for 'Project name'.

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

How to Search & Apply for Jobs

Use Handshake's **homepage to discover personalized job & internship** recommendations based on your interests & profile info.

- **Search for jobs:** Handshake has various options and filters to view available approved jobs for FPU. To view all 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)
 - **Job type:** part-time, full-time, internship, on-campus
 - **All filters:** add other filters such as 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 on the  bookmark 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.
 - **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 tab on your browser to complete the application. If you apply through a different platform, be sure to complete all steps on that page. Any applications completed outside of Handshake will not be tracked.

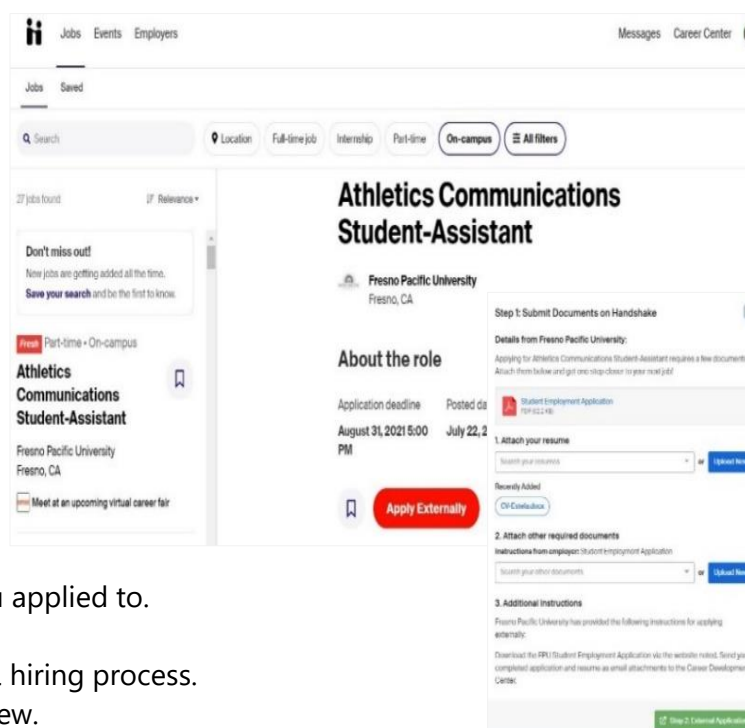


How to Search & Apply for On-Campus Jobs

To view all available FPU on-campus jobs, **filter your search to On-campus**. Review the job description in detail to learn about the qualifications, requirements, duties, and responsibilities of the position. On-campus jobs are available at all FPU campuses, Fresno Main, Fresno North, Merced, Visalia, and Bakersfield. When you are ready to apply to an on-campus job, look for

Apply Externally

- **Apply on Handshake:** upload your **resume** and completed **Student Employment Application** OR
- **Apply by email:** send your **resume** & completed **Student Employment Application** to career.services@fresno.edu.
- Some FPU hiring departments require your **available work schedule**. Be sure to complete and attach it to your application packet.



What happens after you apply?

- **The Career Development Center:**
 - Receives your application.
 - Processes your application for the hiring manager for each department you applied to.
- **The Hiring Manager:**
 - Completes the screening, interviewing & hiring process.
 - 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 practice & improve your interviewing skills?

Try [StandOut](#) our mock video interviewing platform to help improve your interviewing skills. Log in with your FPU credentials, then follow the steps to create your account.

Do you need to develop a resume/cv or cover letter?

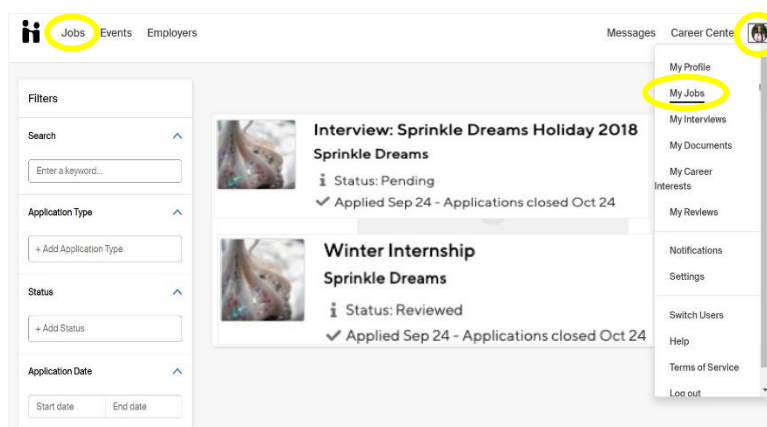
Check out the **Career Services** tab on your Handshake homepage.

How to Track Your Job Application Status on Handshake

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 application & hiring process; some may not utilize it). To view your status, click on the avatar image. From the dropdown menu, select **My Jobs**.


Possible application statuses:

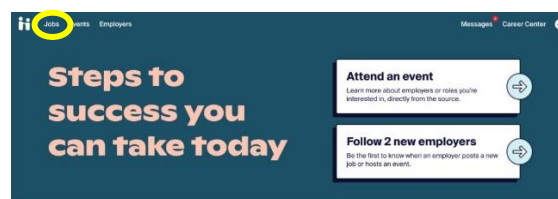
- **Submitted:** The application is still pending for the interview schedule.
- **Pending:** The employer has not yet changed the status of the application.
- **Reviewed:** The employer has reviewed the application but has not yet decided. We recommend reaching out to the employer if you have any questions about your application status (click on the employer's name to be directed to their profile page & obtain their 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

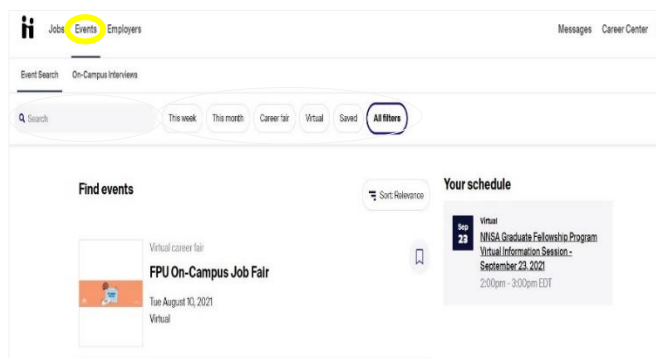
Use Handshake's homepage to search, register & attend **events** (all FPU events will load by default).

- 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 results:** Not ready to register for an event? Save your search results by clicking the  icon. You can view later by clicking **saved**.



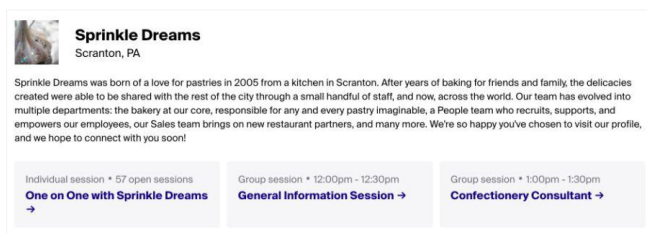
- **Register for an event:** Click on event title to view the details & complete the registration process:

- **Register:** The employer has chosen Handshake for the registration process. Click the blue **register** icon to complete your registration. Upon registering, 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 tab will appear to complete registration. You'll receive an email confirmation from the employer with the event details.



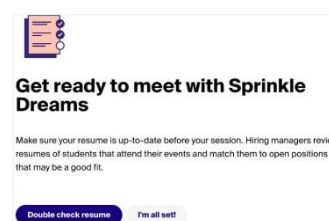
- **Sign up for a session:** Once you register for an event you'll be prompted to sign up for sessions. The session types will be noted below the employer's name.

- **Group Sessions:** Group sessions have a 30-minute allotted time. The name of the host will be included.
- **1:1 Sessions:** Individual sessions have a 10-minute allotted time. You can sign up for only 1 session per recruiter. If you see a red dot to the right of a session start time, it means 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:

- **Double check your resume:** Review your current uploaded resumes and confirm which one you'll like to have 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.

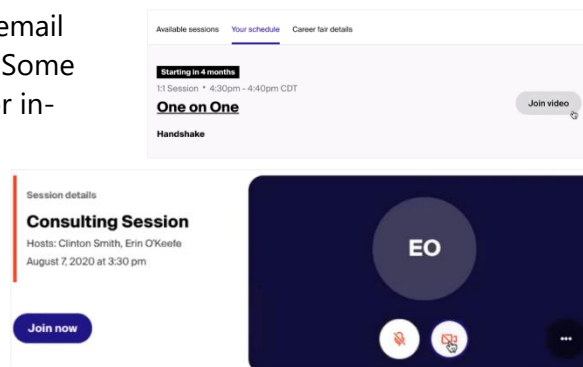


How to Access & Attend Events

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 events 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 icon **Join Video**.

- **Join/Attend Session Outside of Handshake:** Review the email confirmation and 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 and audio. To join the virtual session, click **Join now**.



How to Search & Follow Employers

With Handshake you can follow approved employers for FPU and receive notifications about key activities like job postings and events.

- **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 for FPU, 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:** To learn more about the employers of your interest, click the employer's name to see their profile. You'll 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 activities approved for FPU such as new job posting, events, or approaching deadlines for jobs or events.
 - Some **employer partners** may have the ability to view which students follow their profile and can use this info for specific outreach.

