

Job Search: Handshake Utilization

Handshake allows you to easily search and apply for internships, on-campus jobs, and full-time positions, as well as register for upcoming recruitment events like career fairs and networking sessions!

First Time Users: Visit <https://kent.joinhandshake.com> and use your Kent State Flashline username & password to access Handshake.

Students with complete and public profiles are viewed by employers more frequently! Below are some guidelines and tips to make your Handshake profile stand out!

MY PROFILE section (click “my profile” from upper right icon)

PERSONAL INFORMATION & PHOTO

- Some information, such as your name, will be completed for you. Check to make sure information is correct.
- Profile photo is current, professional, and simple (no busy backgrounds, filters, or others in the photo).
- Complete the “My Journey” section with a short bio, your skills & strengths, and career goals

EDUCATION

- List the name of your College (e.g., College of Business Administration)
- List your anticipated graduation date, using the Time Period (end date) field.
- List your Major(s) and applicable Minor(s)
- List Cumulative GPA and Department GPA. We recommend making any GPA at 3.0 or above visible to employers.
- Add any study abroad experience with location and dates (if applicable), using the Add School option.

WORK & VOLUNTEER EXPERIENCE

- Experience includes position title/role, organization name, location (city, state) and dates employed/involved
- Dates of prior experiences are accurate and in reverse chronological order (most recent to least recent)
- Bullet points start with action verbs (not “responsible for” or “duties included”) Include specific examples to emphasize transferrable skills and knowledge and describe key accomplishments and contributions. *Example: Initiated and facilitated weekly after-school group for 8 behaviorally challenged youth in grades 9-12*
- Verb tenses are consistent – present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions

ORGANIZATIONS & EXTRACURRICULARS

- Experience includes position title/role, organization name, location (city, state) and dates employed/involved
- Dates of involvement are accurate and in reverse chronological order (most recent to least recent)
- Bullet points start with action verbs (not “responsible for” or “duties included”); depicting the role you held, committee you lead, etc. Be sure to include experiences and activities to help demonstrate critical skills like leadership, communication, collaboration, etc.
- Verb tenses are consistent – present tense is used to describe current roles/positions and past tense is used to describe previous roles/positions

Handshake profile completion interface showing a progress bar at 50% completion. Below the bar are four buttons: 'Add Skills', 'Add Documents', 'Add Courses', and 'Add Profile Picture'.

Your Handshake profile includes a “profile completion” bar to help assess the completion of your profile. Get your profile as close to 100% as you can.

COURSES

- List relevant coursework to help employers see how you are qualified for the position(s) you applied for

SKILLS

- List skills you possess that would be valuable in your preferred job. For example, communication, event planning, etc.

PROJECTS

- Consider uploading a class or work project you're working on that is relevant to the career you are working toward

MY DOCUMENTS section (click “my documents” from upper right icon)

- Add the latest version of your resume to your profile
- Upload a cover letter to help employers get to know you and your qualifications
- Consider uploading additional documents employers may be interested in, such as a research project, link to your own website or podcast or video resume you created, etc.

MY CAREER INTERESTS section (click “my career interests” from upper right icon)

- Identify the job interests (full time, part time, on-campus, internship)
- Select your post-graduation options
- Add job roles you are interested in (i.e.: accounting intern, marketing analyst)
- List cities you'd like to work in
- Select the career communit(ies) you are most interested in (i.e.: Business & Entrepreneurship, Hospitality & Tourism, etc.)
- Identify industries you are interested in working (i.e.: financial services, sales & marketing, advertising & PR, etc.)
- Select the type of job(s) you are interested in (i.e.: accounting, human resources, etc.)
- Specify your intended graduation date

CAREER FAIRS & EVENTS

Handshake also allows students to connect with employers through Career Fairs and networking events as well as participating in various career related workshops and info sessions. To participate in a career fair or career event, locate the “events” link on the Handshake dashboard and navigate to the appropriate button (i.e.: career fair, virtual, etc.). Use the search and/or filter feature to locate the fair or event of your choice or simply look through the list. Career Fairs and events are wonderful ways to connect with employers, learn of opportunities they have to offer, participate in career development workshops, join employer hosted info sessions, etc.

JOB SEARCH

Handshake also allows you to search for internships, part-time, full-time, and student employment opportunities. To explore employment opportunities, locate the “jobs” link on the Handshake dashboard and navigate to the appropriate button (i.e.: full-time, internship, part-time) to begin researching opportunities. Use the search box or filter feature to refine your search. Click on the opportunity you are interested in to learn more and apply.

EMPLOYERS

Handshake provides students an opportunity to research employers gather information pertinent to the job search. To search for a specific employer, locate the “employers” link in the Handshake dashboard and use the search box and/or filter feature to locate an employer. Click on the employers’ name to learn more and if you like, you can click the “follow” button to keep up to date with that employer.