THE UNIVERSITY OF **TAMPA**™

OFFICE OF CAREER SERVICES

| **Office of Career Services** |
| **ii handshake** |
| Student/Alumni "*HOW TO*" Guide |

LOG IN
To access your **Handshake** account, please follow these instruction

- https://ut.joinhandshake.com/login
- Enter your UT email address. If it is your first time logging in, you will need to reset your password.
- If it is your first time logging into **Handshake**, please complete your profile. If you have trouble logging into your account, please contact Handshake IT Support at https://support.joinhandshake.com/hc/en-us/requests/new.

NAVIGATE

Use the main tool bar on your home page to navigate all **Handshake** functions

Update your Profile
- Click your name on the tool bar, then select the "My Profile" tab
- Edit your primary education section with your major(s), GPA, and expected graduation date
- Use the "Upload Resume" tool to autofill your profile from your resume
- Add Copies of your resume/cover letter/transcript and more to the "Documents" section
- Approve your document by clicking "Review PDF" then "Approve PDF"
- Be sure to include a short bio and any relevant work samples

Employer Search
- Click the "Jobs" tab then select "Employers"
- Search for employers by name, location, size, type (public, private or government), or industry
- On the employer's page, view any current jobs/ internships posted, upcoming employer events, and on-campus interview opportunities
- Click "Favorite" next to the Employer's name on their profile to receive updates when they post a new job, internship or campus event

Job/Internship search
- Click the "Jobs" tab on the tool bar
- Under Jobs select "Full-Time" "Part-Time" or "Internship"
- Narrow down the results using filters such as location, major and job function
- Click "Show Advanced Options" for more filters such as industry and job function
- Select "All employer preferences match" to only see positions for which you are fully qualified based on major, school year, GPA, graduation date & work authorization
- Favorite jobs/internships from the homepage and view those favorites by clicking "My Favorite Jobs"
- Save a job search by selecting "Save these filters"
- Set your default search by clicking "My Saved Filters," then select the four lines by your filter and select "Make Default"

To maximize your job or internship search, be sure to use the following tips when you are logged in to your **Handshake** account:

Career Fairs & Events
- Click "Events"
- See Career fairs, Resume Days, and Workshops hosted by Career Services
- When you have clicked on a career fair, click "View All Employers" to see who will be attending
- Click "View Details" under the employer's name in the list to learn more about the company, job openings and more

On-campus Jobs
- Click the "Jobs" Tab on the tool bar
- Select "On-Campus"
- Follow the instructions in the Job description to submit application materials through Workday
- Do not apply for on-campus jobs through Handshake

Appointments
- Click the "Career Center" tab on the main tool bar
- Click "Appointments" then "Schedule a New Appointment"
- Choose Appointment Category and Type
- If you are unable to meet in person, select your preferred method of contact under "Appointment Medium"
- Select desired Appointment date and time

On-Campus Interview
- Click the "Jobs" tab then click "On-Campus Interviews" from the top tool bar
- Select the company you are interviewing with
- Most companies allow sign up after a pre-selection process
- You must apply for the open position to be considered for the interview, unless it is an Open Interview Schedule
- If you are selected you will be able to sign up for an interview time