Handshake How-To!

Handshake is kind of like a LinkedIn specifically for college students!

DePaul utilizes Handshake to connect students to:

1. Internships
2. Jobs
3. Events
4. Employers
5. Career Center Services (career events + career advising appointments)

This document will help you set up your own Handshake account and walk you through the basic functions of the website!
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Signing Up for Handshake:

1. To locate Handshake, simply google “Handshake DePaul” or look up https://depaul.joinhandshake.com.

2. You’ll be taken to a page that will ask you to log in through DePaul University.

3. Click the blue button

4. Use the same User ID and Password as your DePaul email (without the @depaul.edu at the end) or Campus Connect Username and Password

You’re in! On the left side of your screen, you’ll see a few different options for:

- Jobs (+ internships!)
- Events
- Employers
- Inbox
- Career Center (career events + career advising appointments)

These choices will navigate you through the different functions of Handshake.
How to Schedule an Appointment:

You’ll first want to click the Appointments option on the Career Center page. You’ll be brought to this page where you can see upcoming and previous appointments, as well as schedule a new appointment!

There are a few new types of appointments so be sure to read the description of each one to find which one best fits what you’re hoping to get out of these appointments! You can even schedule an appointment to learn more about the career center, then choose what department of the career center you’d like to learn more about.
Once you choose the type of appointment you’d like to schedule, you’ll be taken to another page where you can specify the staff member you’d prefer to meet with (or no preference if you’re open to meet with anyone) and the setting of the meeting (in-person in the loop/lincoln park or on zoom!).

Once you choose your appointment time, you’ll be able to specify any topics/goals you want to focus on during the meeting and provide your contact information to receive confirmation of the meeting and a reminder the day before!
Clicking on the Jobs tab will show you this screen:

Utilizing the filters along the top of the Job menu, you can clarify the desired location; whether you want a full-time job, part-time job, or internship; the type of pay you are searching for; and more! For example, underneath the All Filters tab one can define which industries they want to search for jobs and internships under the Industry drop down menu. This is helpful for a more target search process.

If you see a job you like, you can click the bookmark next to that job to save that job for later reference! These saved jobs can be found in the Saved menu next to the Search menu at the top of the screen next to the word Jobs.

At the bottom of each job posting, there will be a menu showing how you match up for the qualifications specified by the job poster. This includes GPA, School Year, Major, and Work Authorization. It’ll look like this with a check mark or X for whether or not your profile meets those preferences!

If you only want to see jobs where you match the employer’s preferences, check out the All Filters button on the far right side of the filters and scroll down until you see the Qualifications category! There you can filter out jobs which have preferences you don’t meet!
Can I use Handshake to find jobs as a first year?

You absolutely can and should utilize Handshake to search for jobs and internships during your first year at DePaul! There are employers who are searching for First Years and getting comfortable with the platform early on will help you become comfortable with Handshake for the rest of your time at DePaul!

Clicking on the Events tab shows you:

The Events tab is the best place for you to find career related events to learn more about your field! The filters at the top allow you to specify things such as the location, employer, and the type of events that are available to you!

When you choose an event you’d like to learn more about, you’ll be taken to another menu with the meeting information, a description of the event and the employer, and a button to register for the event!
Clicking on the Employers tab shows you:

You can use the Employers tab to get more familiar with the employers who are hosting events and posting job opportunities on handshake! You may want to do this when searching for a job or internship in a certain field but you’re unsure what company aligns with your values. Or maybe you talk to a representative at a career fair and you want to learn a bit more about them!

When you select a company, you’ll be able to explore their bio, students who have worked there, reviews of working experiences, and more! It’s a great way to scope out your potential working environment before submitting that resume.
Clicking on the Inbox tab shows you:

Your inbox is mainly how employers within your field and different searched fields will reach out to you about job opportunities and events they're holding relating to your interests!

Clicking on the Career Center tab shows you:

This page shows you everything about the Career Center! From here, you'll schedule appointments with peer mentors and career advisors, see upcoming career fairs, and find links to career center resources like the career library! You can also see upcoming events being held by the career center such as networking events.