

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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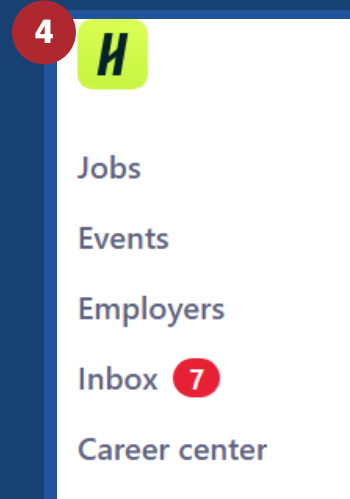
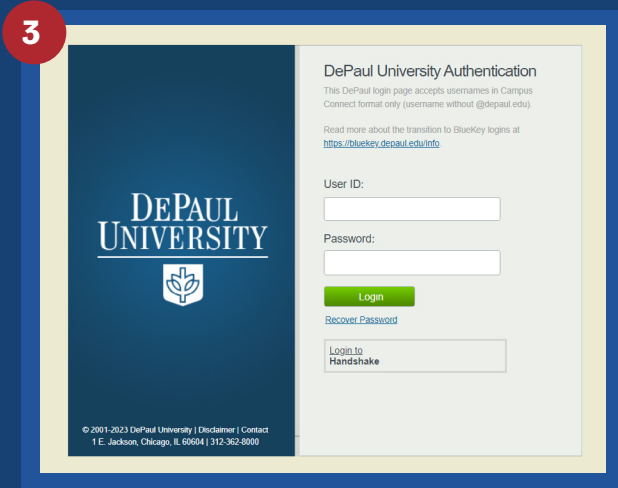
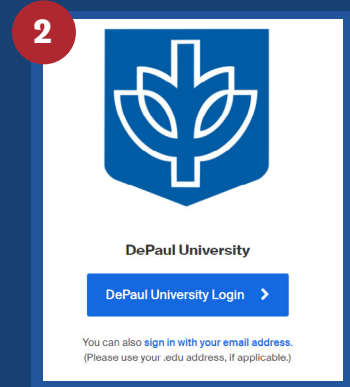
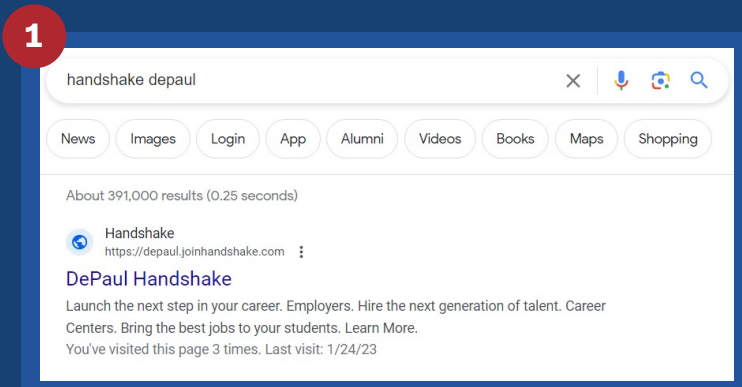
Career Center Tab

Signing Up for Handshake:

- 1 To locate Handshake, simply google "Handshake DePaul" or look up <https://depaul.joinhandshake.com>.

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

- 2 Click the blue button
- 3 Use the same User ID and Password as your DePaul email (without the @depaul.edu at the end) or Campus Connect Username and Password

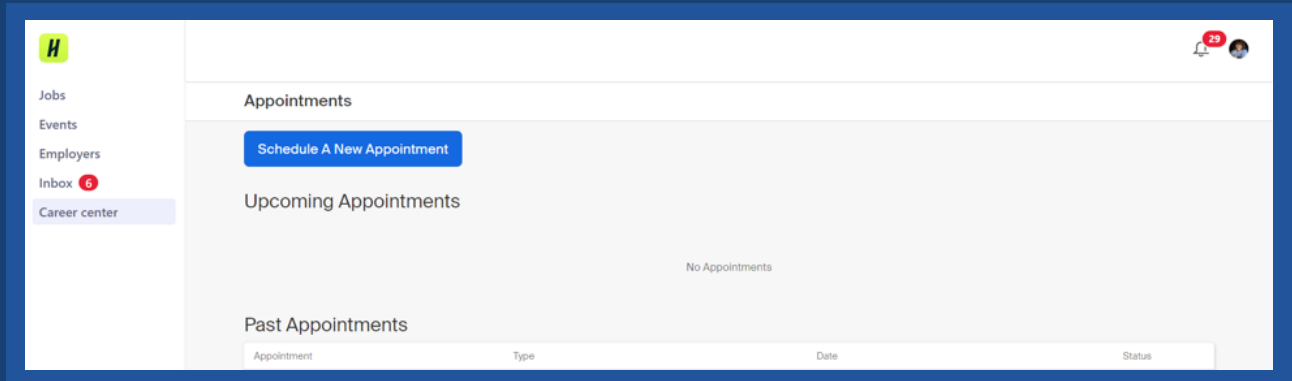


- 4 You're in! On the left side of your screen, you'll see a few different options for:
 - Jobs (+ internships!)
 - Events
 - Employers
 - Inbox
 - Career Center (*career events + career advising appointments*)

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**.

CAREER TOOLKIT

Learn about, begin drafting, and/or receive feedback on your resume, cover letter, LinkedIn profile, or portfolio

CAREER EXPLORATION & POSSIBILITIES

Engage in self and career exploration through assessments, brainstorming, and mapping out ways to learn more about potential paths

BUILDING & USING YOUR NETWORK

Networking newbies and pros alike will benefit from a strategic conversation around ways to build and tap into your professional network

JOB &/OR INTERNSHIP SEARCH

Establish your job search goals and/or discover tools and best practices for finding and landing your dream position

INTERVIEW PREPARATION

Review best practices for interviewing and/or participate in a mock interview

GRADUATE/PROFESSIONAL SCHOOL

Explore and evaluate your options for continuing your education and/or receive guidance on selecting and applying for programs

MAKING A CAREER CHANGE OR PIVOT

Explore the possibility of a career pivot or change and/or receive tailored guidance for your next steps

INTRODUCTION TO THE CAREER CENTER

Learn about what the Career Center can do for you and/or develop a plan for your career readiness journey

FUTURE FORWARD

Check in with the Future Forward team around program requirements

Choose an Appointment Type

EXPLORATORY - 30 Minutes

If you're not sure which of the career interest areas listed below best fit your interests, click here to meet with an exploration focused career counselor

MEDIA, ARTS, & ENTERTAINMENT - 30 Minutes

Career interests in: Visual, Written, & Performing Arts * Media, Entertainment, & Hospitality * Design & UX * Animation & Gaming * Sales, PR & Advertising

TECHNOLOGY & DATA - 30 Minutes

Career interests in: Data & Analytics * Software Development * Networking & Security * Information Management

HEALTH & SCIENCE - 30 Minutes

Career interests in: Clinical Health Professions * Scientific & Lab Research * Environment & Sustainability * Public Health & Health Promotion

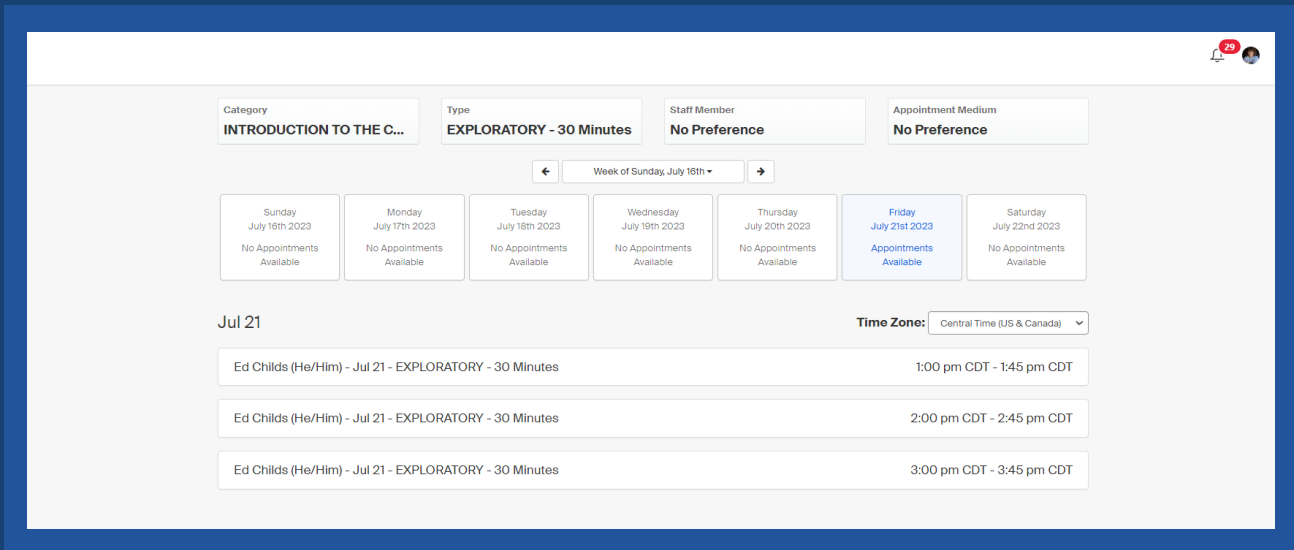
EDUCATION, HUMAN SERVICES, & GOVERNMENT - 30 Minutes

Career interests in: Education & Counseling * Law & Government * Advocacy, Philanthropy, & NGOs * Human Resources & Management

ACCOUNTING & WEALTH MANAGEMENT - 30 Minutes

Career interests in: Accounting * Finance * Real Estate

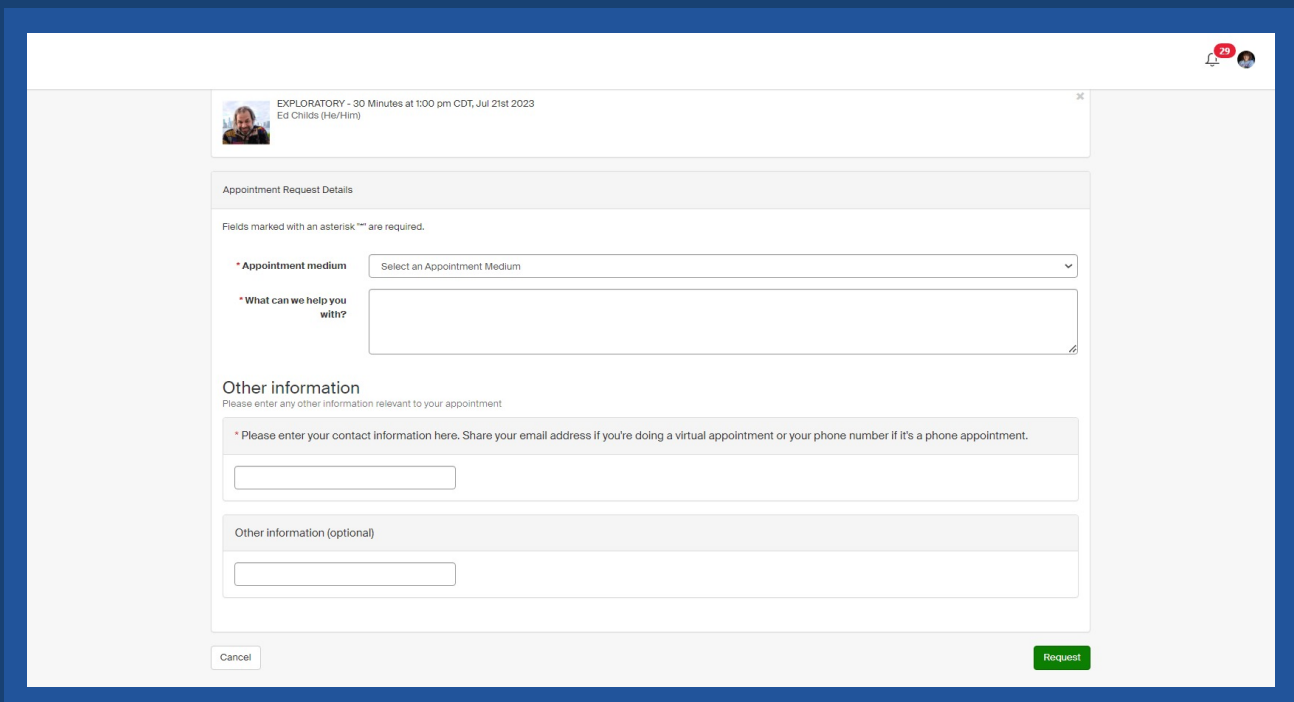
Once you choose the type of appointment you'd like to schedule, you'll be taken to another page where you can **specify the staff member you'd prefer to meet with** (or no preference if you're open to meet with anyone) and the setting of the meeting (in-person in the loop/lincoln park or on zoom!).



The screenshot shows a scheduling interface with the following elements:

- Category:** INTRODUCTION TO THE C...
- Type:** EXPLORATORY - 30 Minutes
- Staff Member:** No Preference
- Appointment Medium:** No Preference
- Calendar:** A weekly view for the week of Sunday, July 16th, 2023. The days are Sunday through Saturday. Friday, July 21st, 2023, is highlighted in blue and labeled "Appointments Available".
- Time Zone:** Central Time (US & Canada)
- Appointment List for Jul 21:**
 - Ed Childs (He/Him) - Jul 21 - EXPLORATORY - 30 Minutes | 1:00 pm CDT - 1:45 pm CDT
 - Ed Childs (He/Him) - Jul 21 - EXPLORATORY - 30 Minutes | 2:00 pm CDT - 2:45 pm CDT
 - Ed Childs (He/Him) - Jul 21 - EXPLORATORY - 30 Minutes | 3:00 pm CDT - 3:45 pm CDT

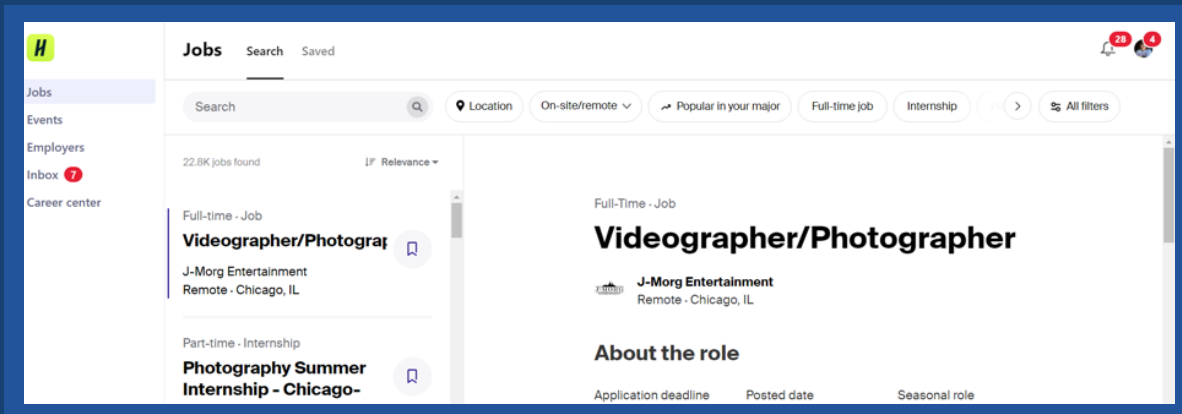
Once you choose your appointment time, you'll be able to **specify any topics/goals you want to focus on during the meeting** and provide your contact information to receive confirmation of the meeting and a reminder the day before!



The screenshot shows the "Appointment Request Details" form with the following sections:

- Appointment Request Details:**
 - Fields marked with an asterisk "*" are required.
 - * Appointment medium: Select an Appointment Medium (dropdown menu)
 - * What can we help you with?: Text input field
- Other information:**
 - Please enter any other information relevant to your appointment.
 - * Please enter your contact information here. Share your email address if you're doing a virtual appointment or your phone number if it's a phone appointment. (Text input field)
 - Other information (optional): Text input field
- Buttons:** Cancel (white), Request (green)

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!

You match all of J-Morg Entertainment's candidate preferences

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ School Year
- ✓ Majors
- ✓ U.S. Work authorization

Employer requires work authorization.

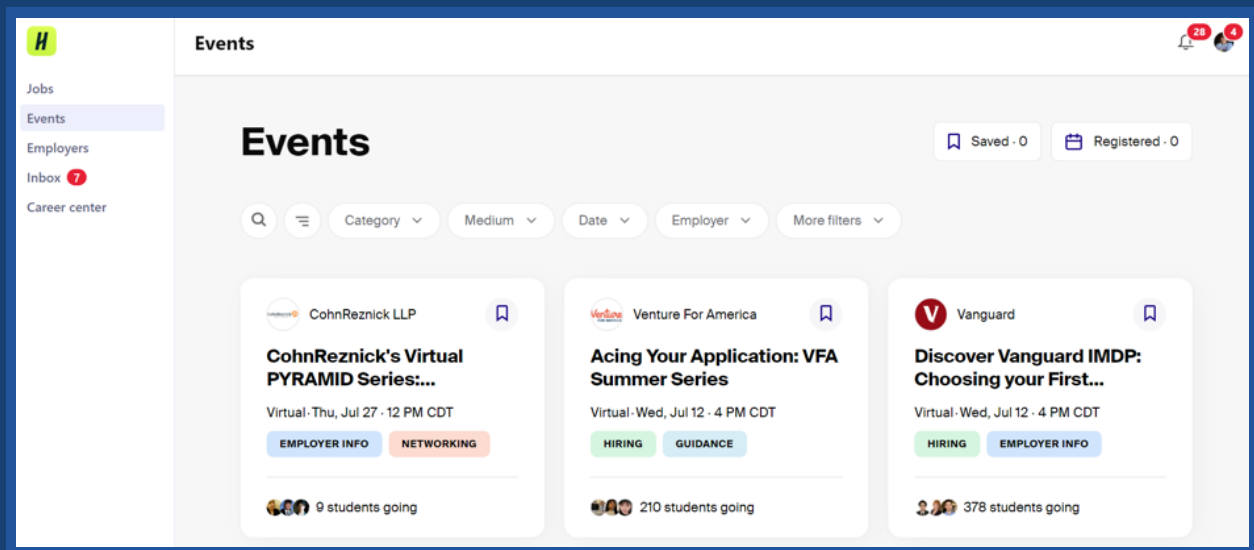
Qualifications

- Match all qualifications ^
- Major: **Communication And Media**
- School Year: **Junior**
- Graduation Date:
- GPA: **4.0**

Can I use Handshake to find jobs as a first year?

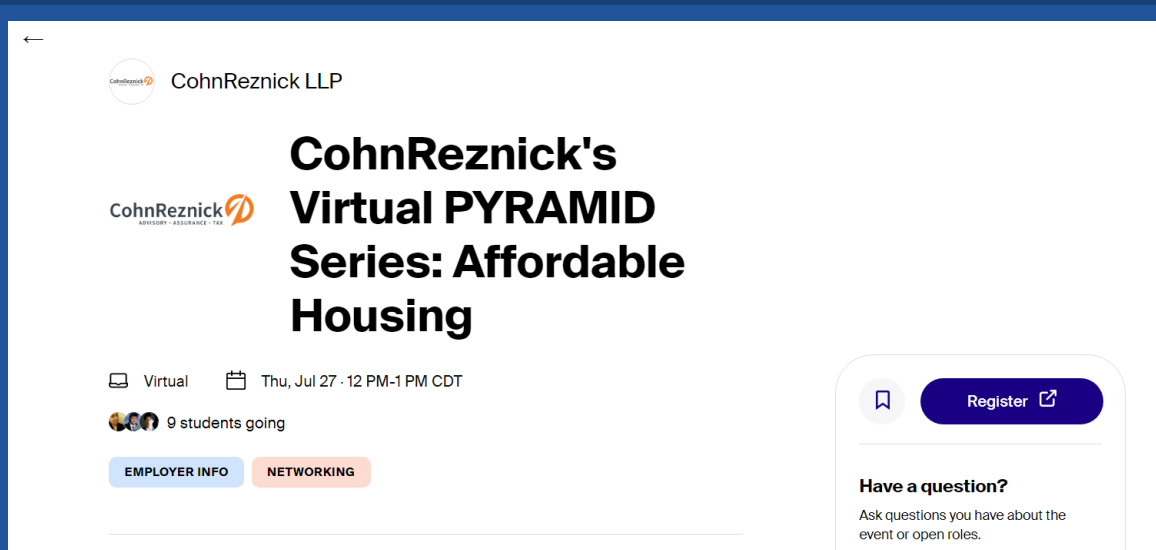
You absolutely can and should utilize Handshake to search for jobs and internships during your first year at DePaul! There are employers who are searching for First Years and getting comfortable with the platform early on will help you become comfortable with Handshake for the rest of your time at DePaul!

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:

Employers

1-25 of 862,817 employers

Filters

- Employers you follow

Search

Enter a keyword...

Location

Enter a location...

Categories

- Employers with Reviews

Employer Size

+ Add Employer Size

- 1 - 10 (331,713)
- 10 - 50 (254,954)
- 50 - 100 (83,762)
- 100 - 250 (70,913)

"A Platform that Shares!"- TripleE 2 Reviews [Follow](#)

17th Floor, Phase 1, Overseas Student Venture Bu... Higher Education
10 - 50 employees

Who We Are TripleE (Lingxun) represents Experience, Education and English (Language), the most vital three things we learnt during our studies in the US, UK and Canada. We are a global sharing platform founded by an experienced group of passionate educators whose vision was to facilitate the exploration and understanding of...

"Boston Pete" at Coastal Chevrolet Cadillac [Follow](#)

8559 Ocean Highway, Pawleys Island, South Car... Sales & Marketing
1 - 10 employees

I am a salesman at Coastal Chevrolet Cadillac. The above linked website is the Dealership's website. I am looking for a personal assistant to manage my social media.

"David S Levin" [Follow](#)

New York City, New York 10003 United States Management Consulting
1 - 10 employees

I offer advisory and leadership services as Chairman, Director and Advisor to a small group of technology/media and medical companies as well as being the University Entrepreneur in Residence at ASU (where I founded the Remote conference)

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.

"A Platform that Shares!"- TripleE [Follow](#)

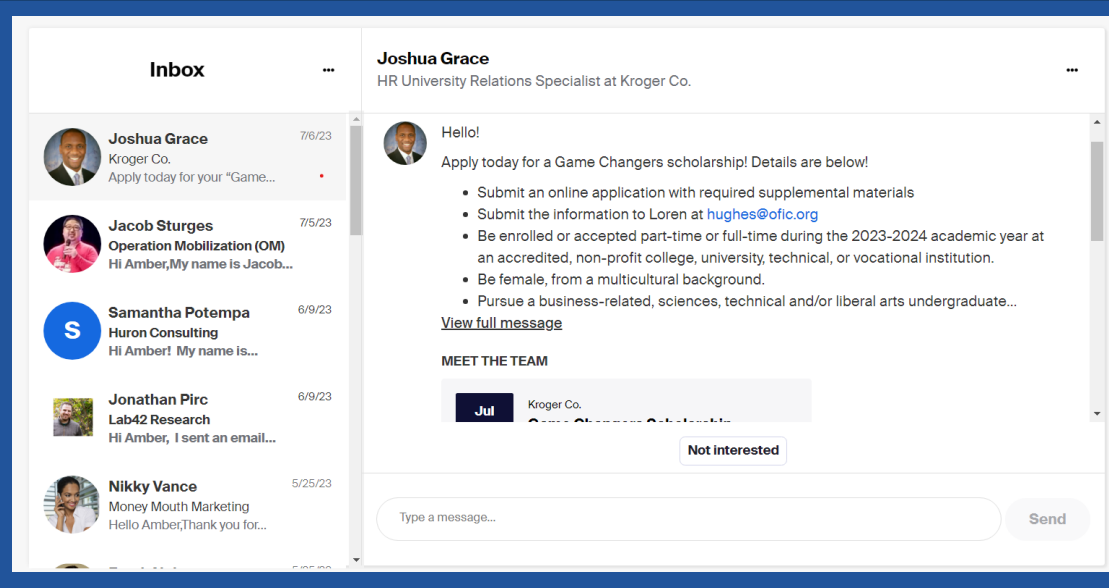
17th Floor, Phase 1, Overseas Student Venture Building, Nanshan District, Shenzhen, Guangdong, People's Republic of China Higher Education
Private 10 - 50 employees

Overview Reviews 2 Interviews 2

Interested in working at "A Platform that Shares!"- TripleE?
Chat with someone on the inside. [Explore jobs >](#)

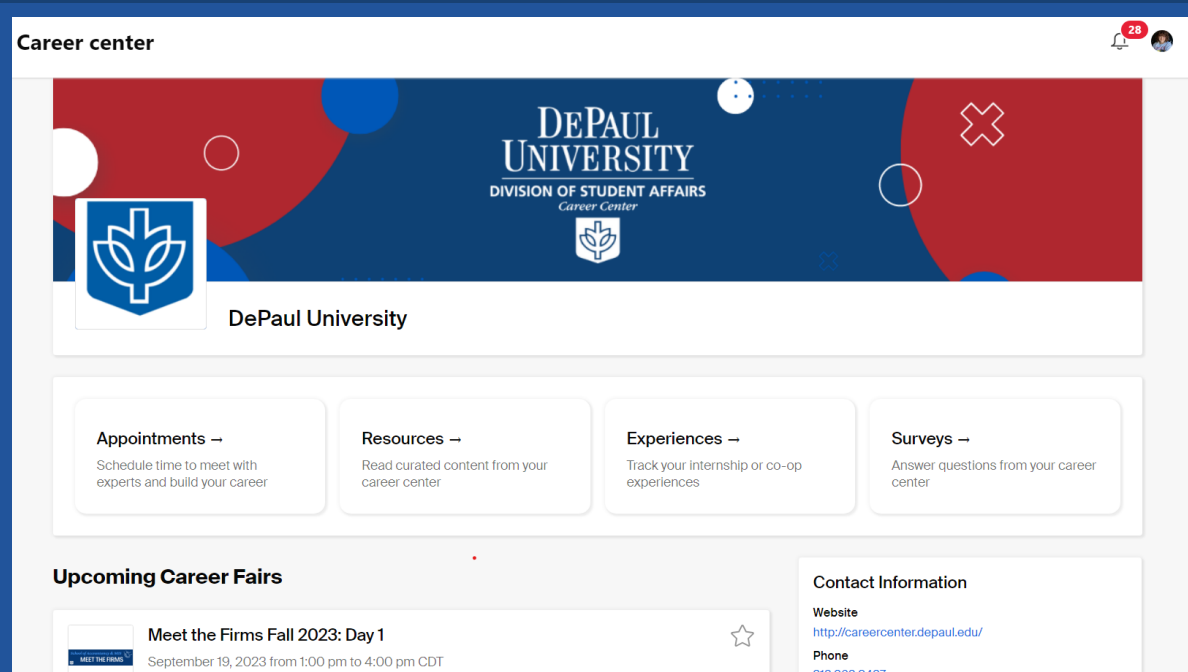
Explore jobs and start the conversation through video chat or messaging.

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.