

# HANDSHAKE: HOW TO GET STARTED GUIDE

1. Activate your account: To activate your Handshake account, go to [dom.joinhandshake.com](https://dom.joinhandshake.com) and sign in with your Dominican University email and password.



## Let's find your next job

Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

**Dominican University**  
.edu email address

**Next**


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Are you an employer?  
[Sign up here](#)


Already have an account?  
[Sign in here](#)

2. Update your profile: Here is where you enter your education, work experience, and extracurriculars. You'll also want to specify your interests (example below). Your profile will be visible to employers and other students or alumni.



### Your Interests


 Only visible to employers


#### JOB HUNT

Actively looking for a job 

#### JOB INTERESTS

Full-Time Job  Internship 

Part-Time 

On-Campus Job 

#### CITIES

Add Cities

#### ROLES

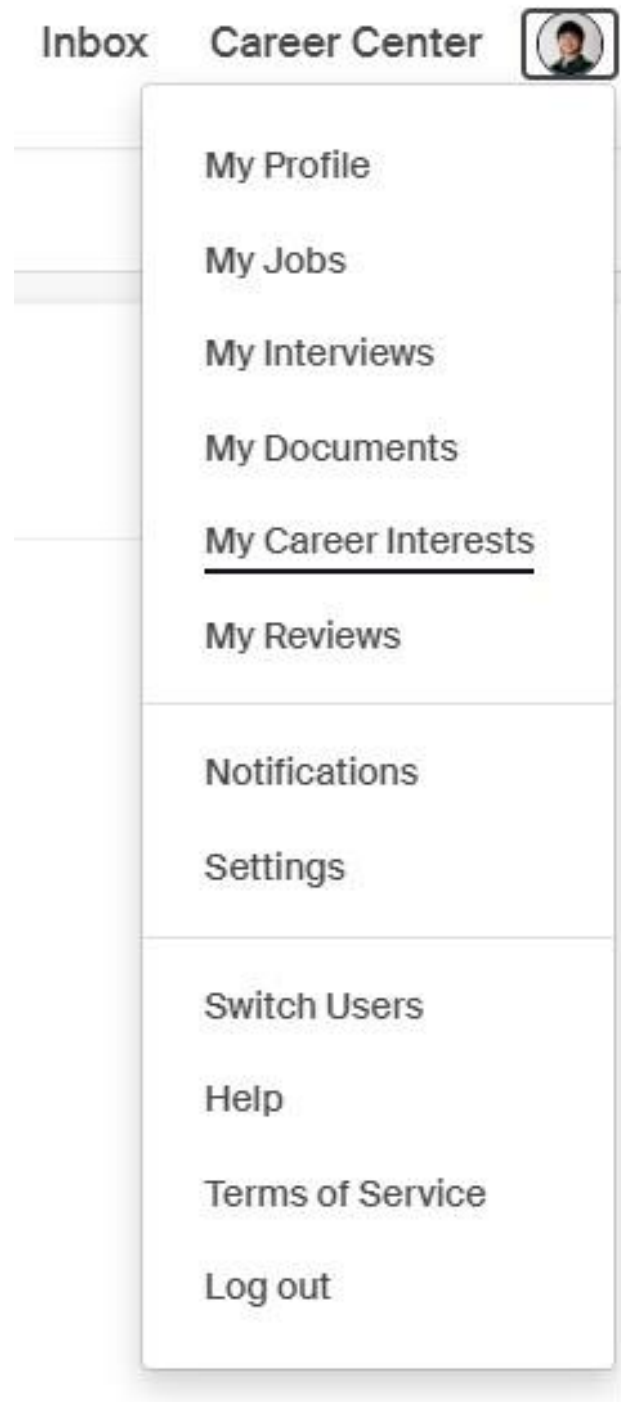
Add Roles

#### INDUSTRIES

Add industries

Cancel Save

3. Define your career interests: If you click on your profile picture in the top right corner of the screen, a dropdown menu will appear. Click "My Career Interests" and fill it out according to what you're looking for. This will help handshake to narrow down your job search.



**...And you're all set!**

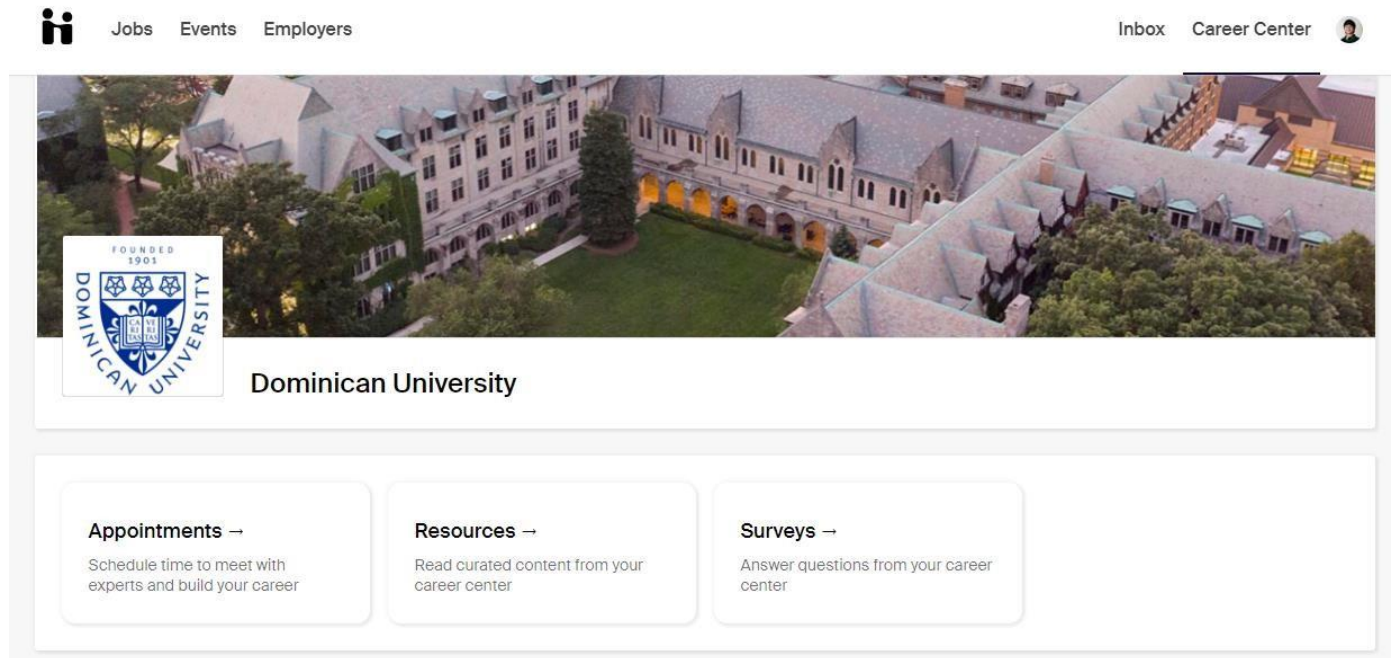
Just a note: When you're looking at the tabs, you'll see "Jobs", "Events", and "Employers" on the top left. In each respective tab you can find jobs in your career of choice, stay up to date with school and company events, and read employer profiles and browse their opportunities.

Opposite of those tabs, next to your profile picture on the top right, you'll read "Inbox" and "Career Center". Your inbox is where you will find messages from employers or students and alum.

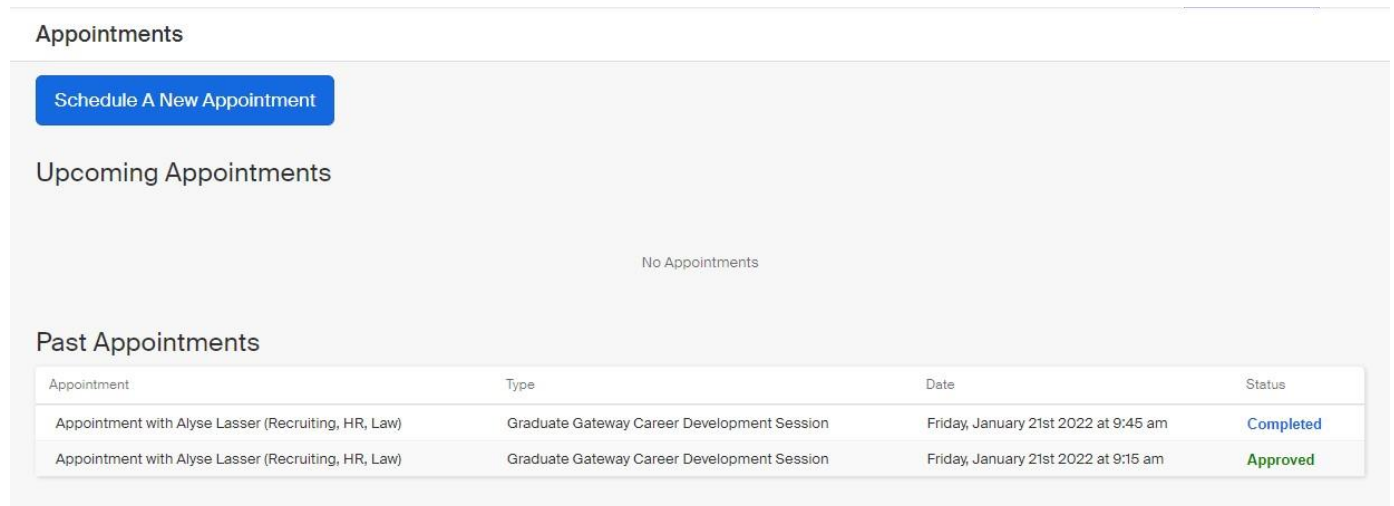
The Career Center tab is where you can go to find document resources as well as schedule an appointment with one of the Experts/Executives in Residence. Read the following section for examples on how to schedule an appointment.

# How to schedule an appointment on Handshake

1. Click on the Career Center tab and click on “Appointments”.



2. Here you will see your past appointment, upcoming appointments, and an option to schedule a new appointment. Click on “Schedule A New Appointment”.



3. There are several appointment types all designed to help you succeed. Select the type of appointment you’re looking for.

## Choose an Appointment Type

### Resume and/or Cover Letter Review

Create a resume and/or get feedback from an Expert/Executive in Residence.

### Internship Search

An Expert/Executive in Residence will introduce you to a variety of strategies that will help you secure an internship.

### Full-Time Job Search

Looking for a full-time job? Get advice from our Experts/Executives in Residence (career advisors) on where to look and how to apply for jobs.

### Career Exploration

If you've chosen a major, but aren't sure the career paths available to you in your chosen field, come talk with our Experts/Executives in Residence to explore your options! We can talk through career paths and have you take an assessment.

### Graduate or Professional School Guidance

Preparing for graduate or professional school? Get support while preparing for graduate or professional school with assistance on your application, asking for letters of recommendation, and picking a program that is right for you.

### Miscellaneous Career Guidance

Need career help, but not sure what to call it? This appointment is good for anyone needing to talk with an Expert/Executive in Residence about anything related to your career development.

### Graduate Gateway Career Development Session

Appointments for graduate students enrolled in MGMT 601

4. Now you can choose a date and time for the appointment with any of our Experts/ Executives in Residence and our Assistant Directors of Internships. In the staff member dropdown, you not only see their names but their specialties.

Category <b>Expert/Executive in Reside...</b>	Type <b>Resume and/or Cover Lett...</b>	Staff Member <b>No Preference</b>	Appointment Medium <b>No Preference</b>
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← Week of Sunday, July 31st →

Sunday July 31st 2022 No Appointments Available	<b>Monday August 1st 2022 Appointments Available</b>	Tuesday August 2nd 2022 Appointments Available	Wednesday August 3rd 2022 No Appointments Available	<b>Thursday August 4th 2022 Appointments Available</b>	Friday August 5th 2022 No Appointments Available	Saturday August 6th 2022 No Appointments Available
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Aug 01 Time Zone: Central Time (US & Canada) ▾

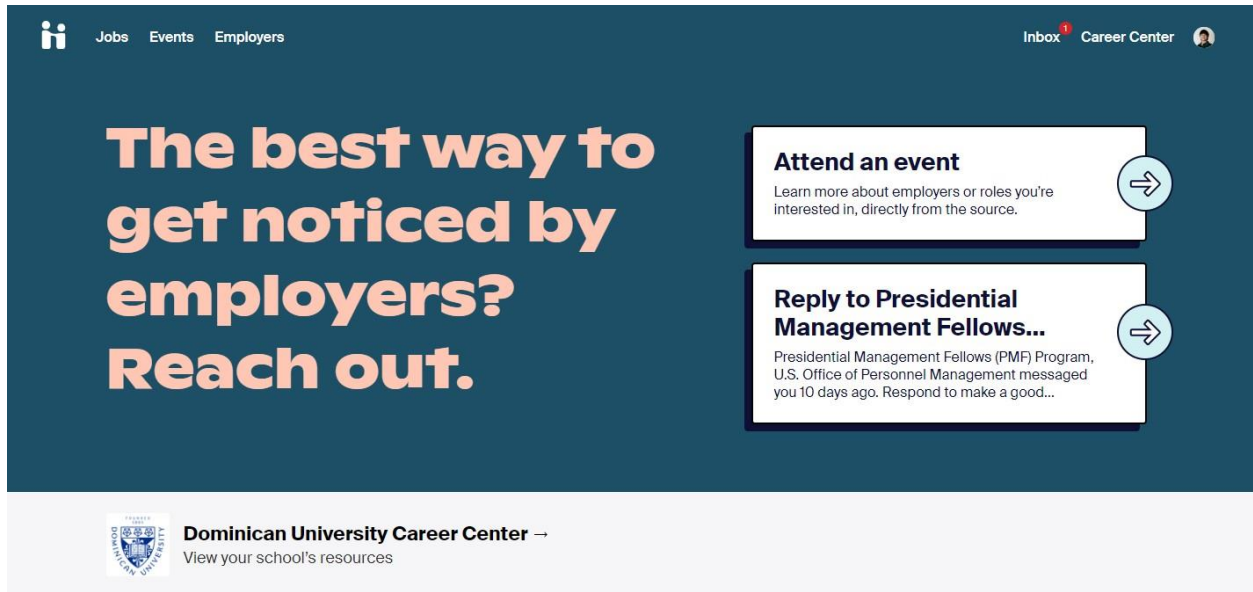
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	9:30 am CDT - 10:00 am CDT
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	10:00 am CDT - 10:30 am CDT
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	10:30 am CDT - 11:00 am CDT
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	11:00 am CDT - 11:30 am CDT
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	11:30 am CDT - 12:00 pm CDT
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	12:00 pm CDT - 12:30 pm CDT

### ...And you're all set!

You have now scheduled an appointment with an Expert/Executive in Residence. You can also use the appointment feature to schedule with one of our Career Development staff members for general career information or questions regarding job shadowing and internships.

# How to Register for Events

1. On the homepage, you can click on “Attend an event” or click on the “Events” tab in the top left corner.

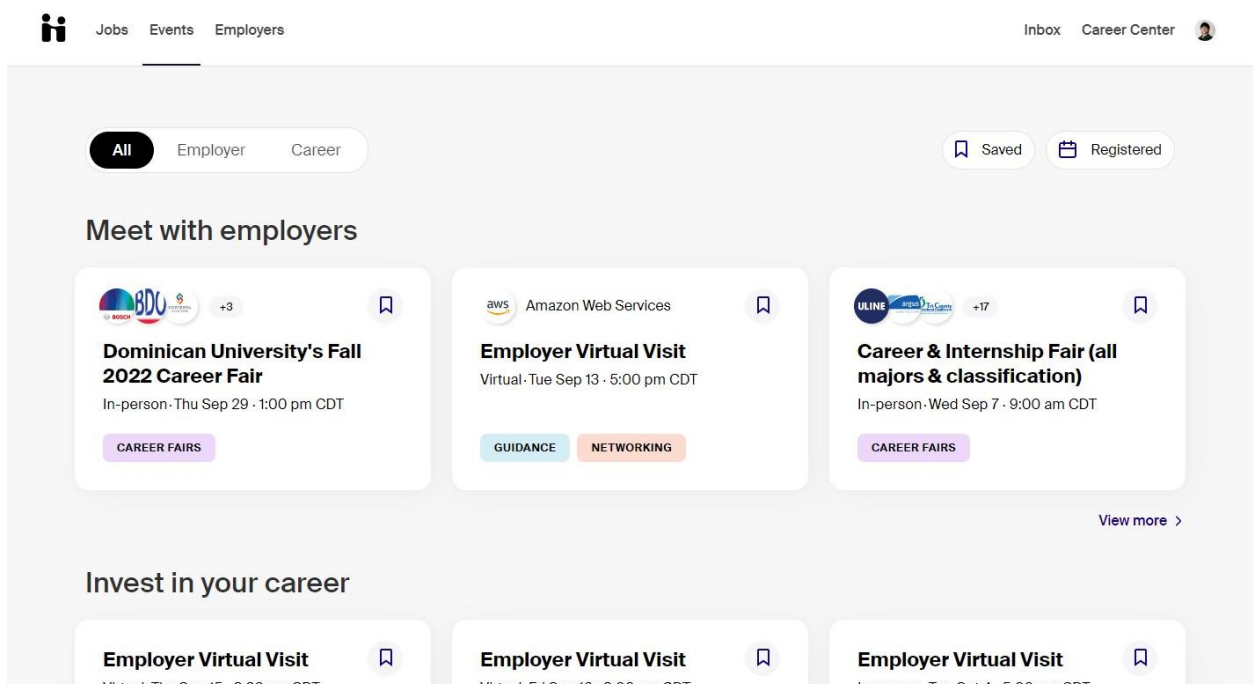


The screenshot shows the LinkedIn homepage. At the top, there are navigation tabs for "Jobs", "Events", and "Employers". On the right, there are links for "Inbox" and "Career Center". The main content area features a large blue banner with the text "The best way to get noticed by employers? Reach out." To the right of the banner are two white boxes with blue arrows pointing right. The first box is titled "Attend an event" and contains the text "Learn more about employers or roles you're interested in, directly from the source." The second box is titled "Reply to Presidential Management Fellows..." and contains the text "Presidential Management Fellows (PMF) Program, U.S. Office of Personnel Management messaged you 10 days ago. Respond to make a good...". Below the banner, there is a section for "Dominican University Career Center" with a logo and the text "View your school's resources".

## What's it *really* like to work there?

Attend group sessions and events to learn things about companies you can't get online

2. This is the events page. You can explore all the events, employer events or career events. To register, just click on one.



The screenshot shows the LinkedIn Events page. At the top, there are navigation tabs for "Jobs", "Events", and "Employers". On the right, there are links for "Inbox" and "Career Center". Below the navigation, there are filters for "All", "Employer", and "Career". There are also buttons for "Saved" and "Registered". The main content area is divided into two sections: "Meet with employers" and "Invest in your career". The "Meet with employers" section features three event cards. The first card is for "Dominican University's Fall 2022 Career Fair" (In-person, Thu Sep 29, 1:00 pm CDT) with a "CAREER FAIRS" tag. The second card is for "Employer Virtual Visit" (Virtual, Tue Sep 13, 5:00 pm CDT) with "GUIDANCE" and "NETWORKING" tags. The third card is for "Career & Internship Fair (all majors & classification)" (In-person, Wed Sep 7, 9:00 am CDT) with a "CAREER FAIRS" tag. The "Invest in your career" section features three event cards, all titled "Employer Virtual Visit" with different dates and times.



3. Once you've selected an event, you'll see a blue tab on the right hand side. One says "Favorite" and the other says "Register".

### **...And you're all set!**

After registering for an event, you will get notifications to your e-mail to remind you and keep you up to date.

On the "Events" main page you can also keep track of the events you have registered for and the ones you have favorited or saved. However, this feature will not show past events, only upcoming.