

HANDSHAKE: HOW TO GET STARTED GUIDE

1. Activate your account: To activate your Handshake account, go to 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

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

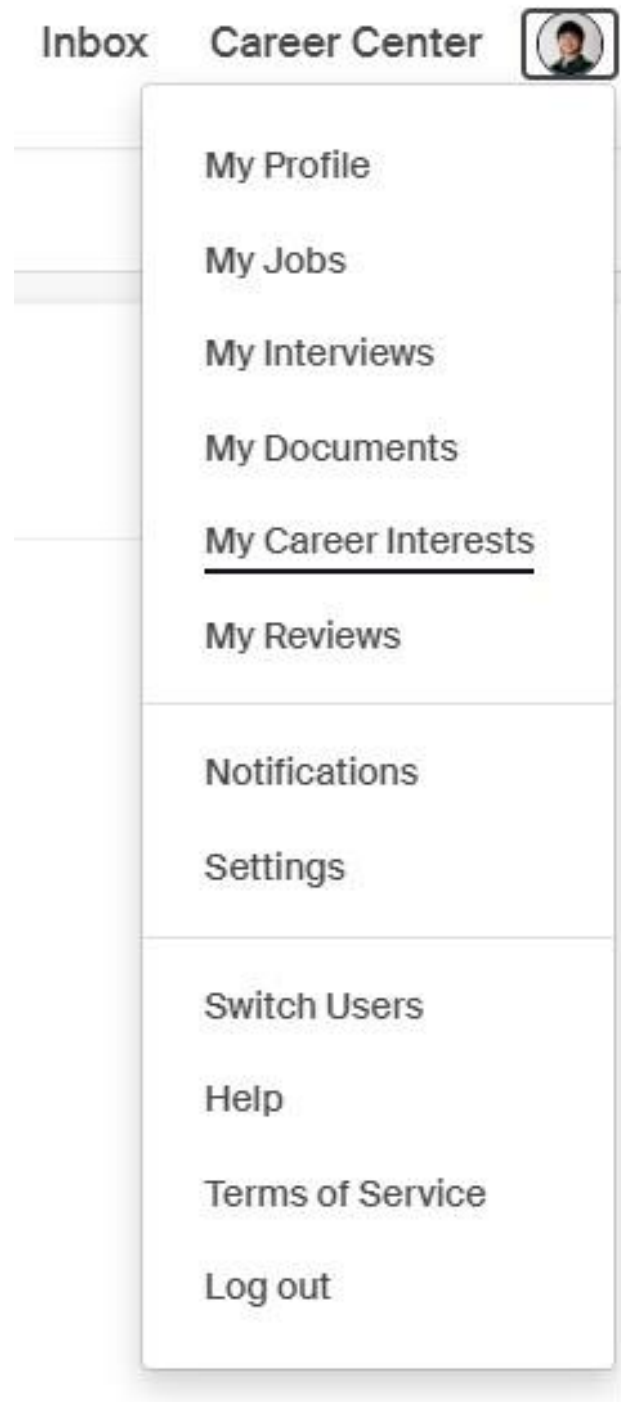
Add Roles

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!

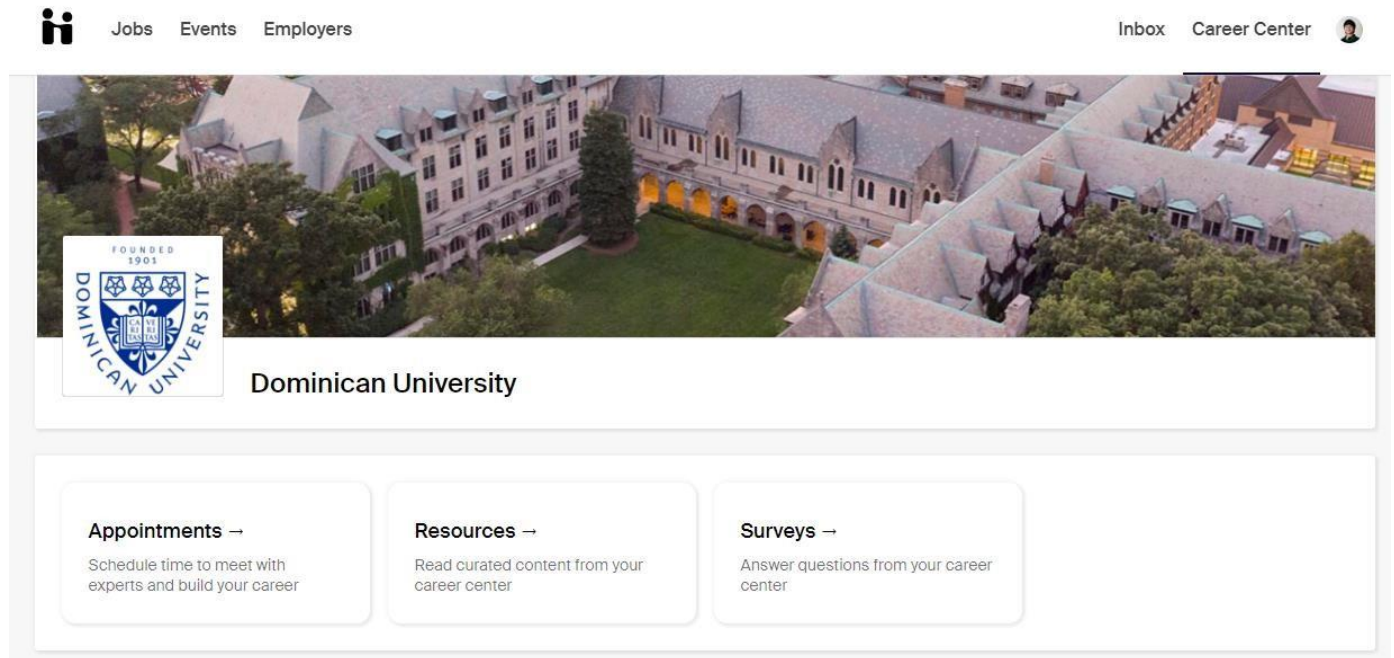
Just a note: When you're looking at the tabs, you'll see "Jobs", "Events", and "Employers" on the top left. In each respective tab you can find jobs in your career of choice, stay up to date with school and company events, and read employer profiles and browse their opportunities.

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”.



Jobs Events Employers Inbox Career Center

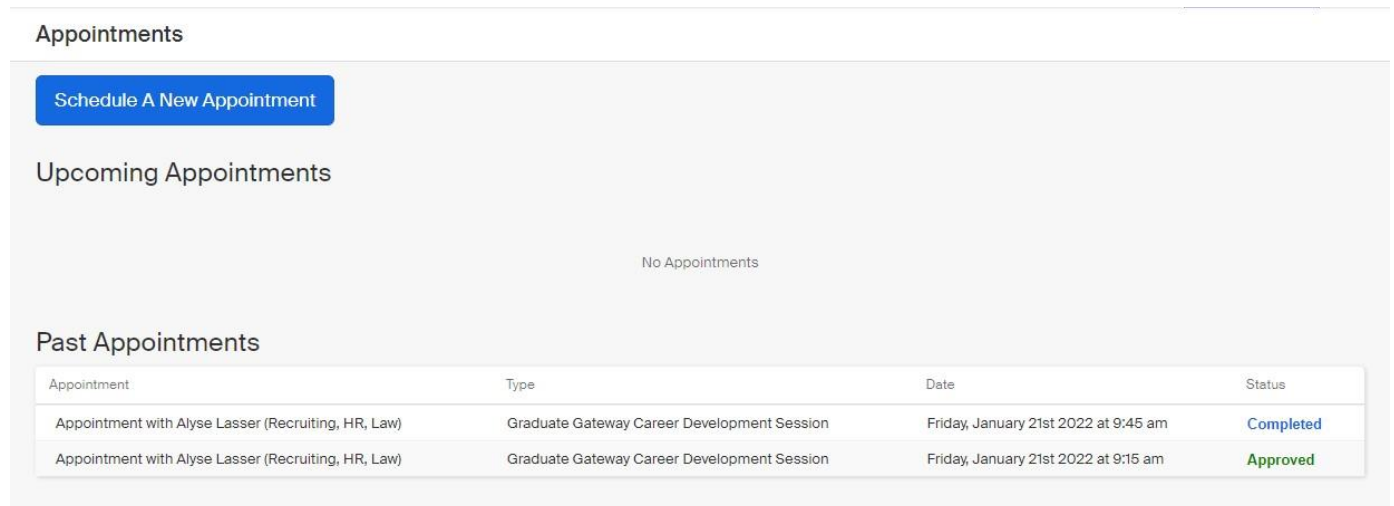
DOMINICAN UNIVERSITY Dominican University

Appointments →
Schedule time to meet with experts and build your career

Resources →
Read curated content from your career center

Surveys →
Answer questions from your career center

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



Appointments

[Schedule A New Appointment](#)

Upcoming Appointments

No Appointments

Past Appointments

Appointment	Type	Date	Status
Appointment with Alyse Lasser (Recruiting, HR, Law)	Graduate Gateway Career Development Session	Friday, January 21st 2022 at 9:45 am	Completed
Appointment with Alyse Lasser (Recruiting, HR, Law)	Graduate Gateway Career Development Session	Friday, January 21st 2022 at 9:15 am	Approved

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 and Executives in Residence. In the staff member dropdown, you not only see their names but their specialties.

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

Sunday July 31st 2022 No Appointments Available	Monday August 1st 2022 Appointments Available	Tuesday August 2nd 2022 Appointments Available	Wednesday August 3rd 2022 No Appointments Available	Thursday August 4th 2022 Appointments Available	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) ▾

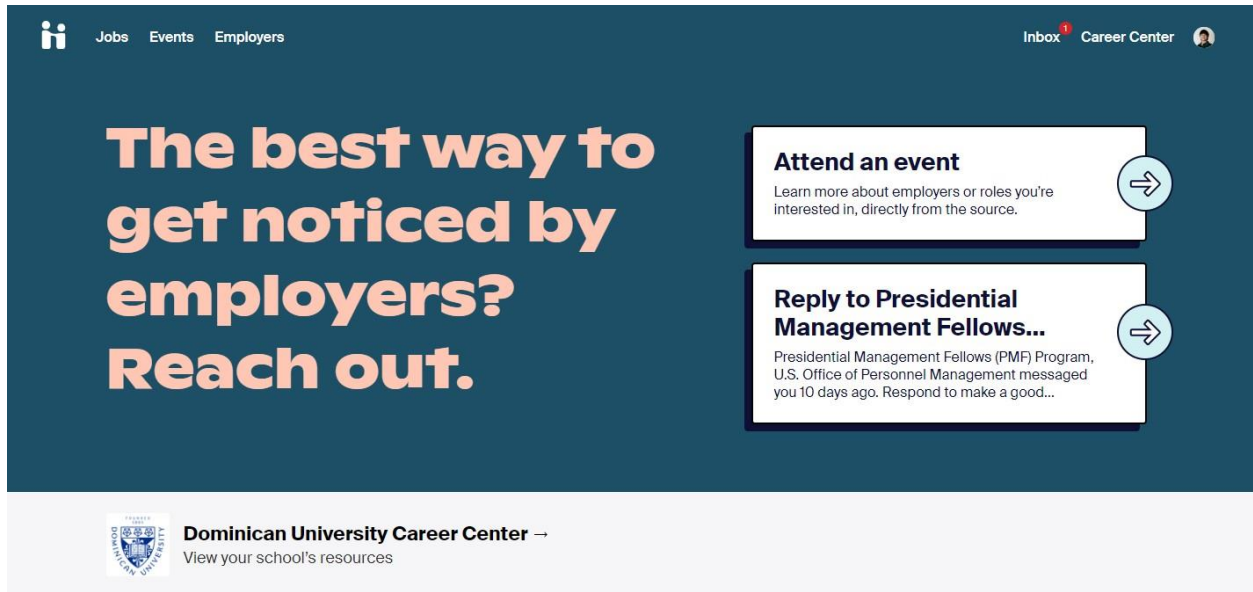
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	9:30 am CDT - 10:00 am CDT
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover Letter Review	10:00 am CDT - 10:30 am CDT
Patricia Lau (Healthcare, Medical Studies) - Aug 01 - Resume and/or Cover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

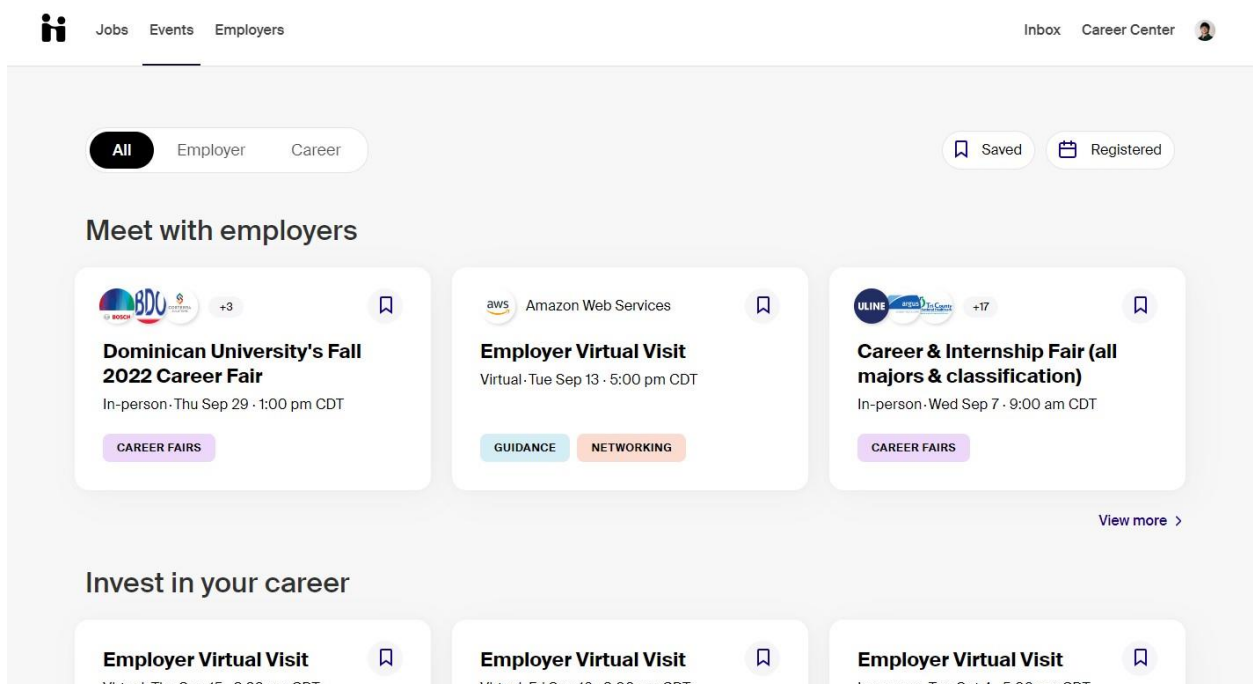


The screenshot shows the LinkedIn homepage with a dark blue header. On the left, there are navigation tabs for 'Jobs', 'Events', and 'Employers'. On the right, there are 'Inbox' and 'Career Center' links. The main content area features a large orange text overlay: 'The best way to get noticed by employers? Reach out.' To the right of this text 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...'

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 'Inbox' and 'Career Center' links. Below the navigation, there are filters for 'All', 'Employer', and 'Career'. To the right of these filters are 'Saved' and 'Registered' buttons. The main content area is titled 'Meet with employers' and features three event cards. The first card is for 'Dominican University's Fall 2022 Career Fair', which is in-person on Thursday, September 29, from 1:00 pm to 5:00 pm CDT. The second card is for 'Employer Virtual Visit' by Amazon Web Services, which is virtual on Tuesday, September 13, from 5:00 pm to 8:00 pm CDT. The third card is for 'Career & Internship Fair (all majors & classification)', which is in-person on Wednesday, September 7, from 9:00 am to 12:00 pm CDT. Below these cards is a 'View more >' link. At the bottom, there is a section titled 'Invest in your career' with three more event cards, all titled 'Employer Virtual Visit'.

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.