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Online Resources: Watch the Training Videos

Video: How to Search and Apply for Jobs
Video: How to Edit a Document
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Video: How to Upload a Document
How do I register with Handshake?

Here are five quick steps you can take to jump-start your Handshake experience:

1. **Login to Handshake.** Go to the Mizzou Handshake login page: [https://hiremizzoutigers.com](https://hiremizzoutigers.com). Under **Find a Job**, Click the **Students** button and enter your PawPrint and University password.

2. **Upload a document.** You’ll likely want to have a public resume available in Handshake for employers (and your school’s career services staff) to see. To learn more about how to upload a document, read [How do I add (upload) a new document?](#)

3. **Fill out your profile.**
   - Some of your information will already be in your Handshake profile (provided by the Office of the Registrar). **Check to be sure all pre-loaded information is correct** and **determine if you want to make your GPA public**. If you find an error in your profile data, contact your school’s Career Services office. You will likely need to make official updates (such as address, etc.) in myZou.
   - You’ll need to decide whether to **make your profile public** or **private**.
     - **Recommended:** A public profile, and most information in the profile, can be seen by any employer on Handshake and by your Career Services office. (Note: Some Handshake profile components, like GPA, have their own privacy settings so your profile may be public, but your GPA is private, for example). Your profile cannot be seen by other students or by staff at other schools.
     - If you make your profile private, it can only be seen by you and your Career Services office.
     - You can switch your privacy status at any time, from private to public or from public to private.
   - The more information you add to your profile, the easier it will be for employers to find you and to make good decisions about whether or not you might be a good fit for their job postings.

4. **Take Handshake for a spin.** Use the landing page, top search bar and filters to look for companies and jobs you’re interested in exploring or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy.

5. **Follow some jobs and employers** you are interested in. When you follow an employer or a job, you can begin filtering based on companies you follow.

Note: Once you’ve taken these five steps, you’ll be on your way to using Handshake to help you efficiently and effectively launch your career!
How do I change my profile to private/public?

As a user with a student account you can choose whether or not you want your profile to be public to employers.

- Click *For You* in the Navigation bar.
- On your welcome screen, under Your Tasks for Today *Select Make Profile Public.*
- Selecting this option allows employers that are connected to your school to find you and view your profile.

**Note:** Your profile will **not** be public to employers that have not been approved by your school.

Additionally, as a user with a student account you can choose whether or not you want your profile to be public to other students at Mizzou.

- Click your name in the Navigation bar.
- *Select Settings & Privacy.*
- In the Privacy section you’ll see a checkbox for *"Allow other students to be able to find and view my profile,"* as well as *"Allow for other students to message me."*
- Selecting these options will provide you the opportunity to connect and network with fellow Mizzou students.
Default Notification Preferences for a Student

You may receive Handshake notifications regarding career and recruiting activities. To change your settings:

- **Click** your name in the Navigation bar.
- **Select Settings & Privacy** and **click Notification Preferences** on the far left side of the screen.
- Checkmark what information (Jobs, Interviews, Career Fairs, Documents, etc.) you wanted to be alerted about and how updates should be shared on your Handshake dashboard, email and/or push (mobile).
- We recommend that you **enable notifications to receive reminders for events that you have joined**.

How do I add (upload) a new document?

Need to upload documents for job applications? Follow the steps below and you’ll be good to go. Note that some positions in Handshake require you to include documents as part of the application.

To upload a new document:

- **Click** your name in the Navigation bar.
- **Select Documents**.
- **Click** the **Add New Document** button.
How do I edit or delete a document?

Need to edit, or delete documents you’ve uploaded? Please follow the instructions below.

- **Click** your name in the Navigation bar.
- **Select Documents.**
- Find the document you want to edit or delete and **click** on it. You’ll be directed to the Review Document page for that specific document. **Click** on **Edit** in the upper right corner.

- **For deleting your document:** Once you click Delete, the document will be deleted immediately. **You will not be prompted to confirm the deletion nor can you reverse the action once it’s done.**

- On the Editing page, you have the option to edit information about your document or delete the document.

- **To edit/replace a document:** Documents stored in Handshake are in .PDF format, so you cannot make a change to the document directly within Handshake. You’ll need to first make the change in **original document** (on your computer), save it as a .PDF, and upload it as a **replacement**.

**Note:** Handshake does not store old versions of your documents, so if you edit or delete a document you might want to reference in the future, please keep a copy of that file on your own device.
How do I search for jobs and internships?

Start by clicking on **Jobs** in the top Navigation bar. You will be taken to the Job Postings page. From here, there are various options to view available jobs and narrow your search. See below for more information.

- To search for jobs using keywords, use the search box at top of the page. **Enter** a few keywords and select your desired filters.

- Another great way to search for jobs and internships is to use the filters and create a saved search. If you are looking for a summer internships in a specific city, you can set these as filters in your search! In this example, I have set Job Type = Internship and Location = Nashville, Tennessee.
To sort the job listings, use the drop down arrow next to **Sort By: Relevance** button on top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided.

As mentioned above, Handshake offers a variety of criteria to filter your search and create customizable search lists by **Selecting** on **Filters**.

You can create a filter for "Favorited Jobs" by **selecting** the star next to each job. If you favorite a group of jobs, you can return to the list at any time by clicking "My Favorite Jobs."

**How do I save a search?**

As a student, you’ll likely end up performing searches in many areas of Handshake. To save you time, you can save your searches so you can easily run them again in the future. For example, you may do a search for a job with specific criteria that are important to you. If you save that search, you can come back days, weeks, or months later and quickly run the same search on the current list of jobs.

**Note.** When saving a search, please be aware that you are not saving your search results. **You are saving your search criteria.**

While your search criteria will vary depending on the area of the site you’re searching, the steps you will follow to create and save a search will be similar. We’ll use the **Jobs** tab for this example.

First, **create your search**:

1. **Click Jobs** on the top navigation bar.
2. **Click Filters**.
3. You will see a list of filters to enter the criteria for your search (such as location, major, job type, etc.).
4. **Select** the criteria for your search and **click on See Jobs** at the bottom of the page. You may select as many options as you want. Some criteria options, e.g. Major, are specific to your school and career services center.
5. If you think this is a search you’d like to perform again in the future, you’ll want to save it. Remember, by saving your search you are saving the criteria for the search, not the results the search yielded. The jobs meeting the criteria of your saved search change daily. To save specific jobs, see My Favorite Jobs mentioned above.

To save your search:

- To save a custom search, simply select your filter options and See Jobs. Click the Create Search Alert on the right hand side. Enter the name and description of your search and click Save.

Now, to view jobs based on one of your saved lists, conduct a saved search:

- Click Saved Searches at the right hand side.
- You will see a list of searches you have saved. Click the saved search you’d like to run.
- Your search results will appear and will be populated with the most current data that meets your saved search criteria.

How do I apply for a job?

If you would like to apply for a job in Handshake follow the steps below:

- Click Jobs on the top navigation bar.
- Search for jobs that you are interested in.
  - Check out this article on searching for jobs: How to search for jobs.
- Select the job that you are interested in applying to by clicking on See More at the bottom of the job description box.
- Review the details and qualifications for the job to make sure it is a good fit.
- If you are ready to apply click Apply located on the right side of the screen.
Please be aware that campus employers may have additional application instructions (see below).

- **Select** the documents you would like to upload from your document library or upload documents directly from your computer.

- **Click** the green **Submit Application** button when you are ready to submit your application.

Note: If this job has additional instructions you will see a message with directions that you will need to follow to complete this application (usually including links to an online form or company web page).
Once you have successfully applied, you will see *Application Submitted.*

**How do I withdraw my job or interview application?**

If you have accepted a position with a company and would like to withdraw your other active applications you can review these steps.

1. Click **Jobs** in the navigation bar.
2. Click on **Applications.**
3. Click on the job or jobs from which you would like to withdraw your application.

- **If your application status has been changed to primary, alternate, hired or declined you will not be able to withdraw your application and you will see this message.**
- Reach out to your career services office by visiting your university home page on Handshake and request that your application is withdrawn.
• If your application status is still pending then you can withdraw your application by clicking **withdraw your application on Handshake**.

• This will bring up a confirmation message that lists the job you are withdrawing your application from as well as any interview schedules that are associated with that job. Click **Withdraw** to confirm that you would like to withdraw your application from the job and all interview schedules.

• If you would like to apply to this position again you can click **Apply** on the job overview page.

### How do I sign up for an interview slot?

You can search for interviews in Handshake a few different ways.

• If you have applied to a job that is hosting an interview on campus and you would like to see if you have been selected for an interview you can select **On-Campus Interviews** on the top navigation bar. Here you can search for interviews that you have applied to.

• Next, you will need to review the timeline of the interview. If the interview is open for taking slots you can **click Take Slot**.
If you need to choose a different time in the schedule you can choose:

- **Leave Slot:** Remove your selection from the schedule. Until you pick a new time you will not be included in the interview schedule.

- **Switch to Slot:** Moves you to a new slot in the schedule, this option will only be available if there are open slots to switch to.

- **Request Swap:** Request to swap time slots with another student. There is no guarantee that the student will accept this request to swap slots so make sure you keep an eye on your interview slot.

### September 26th 2018

<table>
<thead>
<tr>
<th>Time</th>
<th>Jobs</th>
<th>Student</th>
<th>Interviewer</th>
<th>Room</th>
<th>Action</th>
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<tbody>
<tr>
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<td>Switch to Slot</td>
</tr>
<tr>
<td>9:00 am - 10:00 am</td>
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<td>Not Assigned</td>
<td>Unassigned Room Number 1</td>
<td>Switch to Slot</td>
</tr>
<tr>
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<td>Not Assigned</td>
<td>Not Assigned</td>
<td>Unassigned Room Number 1</td>
<td>Switch to Slot</td>
</tr>
<tr>
<td>11:00 am - 12:00 pm</td>
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<td>Your Slot</td>
<td>Not Assigned</td>
<td>Unassigned Room Number 1</td>
<td>Leave Slot</td>
</tr>
<tr>
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<td>Not Assigned</td>
<td>Unassigned Room Number 1</td>
<td>Switch to Slot</td>
</tr>
<tr>
<td>2:00 pm - 3:00 pm</td>
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<td>Not Assigned</td>
<td>Unassigned Room Number 1</td>
<td>Switch to Slot</td>
</tr>
<tr>
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<td>Switch to Slot</td>
</tr>
<tr>
<td>4:00 pm - 5:00 pm</td>
<td>Any</td>
<td>Not Assigned</td>
<td>Not Assigned</td>
<td>Unassigned Room Number 1</td>
<td>Switch to Slot</td>
</tr>
</tbody>
</table>

**Note:** If the schedule shows that the signup period has ended, the schedule will be locked and you will not be able to leave or make any other changes. Please reach out to your Career Service office for help.

### How do I view employers attending a career fair?

If you would like to view the employers who will be at an upcoming career fair:

- **Click Events** in the top navigation bar.

- **Click** on the **Find Career Fairs** above the listed events.
• Select the Career Fair you are interested in attending in order to view more information.
• **Click** on the *Join Event* button to register for the event or the *Favorite* button to save the event.

- **Click** on the **All Employers** button to see a full list of participating employers.

- **Note:** Prior to attending a career fair, be sure to search for employers and career fields by entering in keywords in the search bar and selecting filters from the left hand of the page. Doing your research beforehand will help you familiarize yourself with the available employers, as well as formulate a strategic game plan for the event.