

STUDENT USER GUIDE FOR



University of Missouri

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Online Resources: Watch the Training Videos

[Video: How to Search for Jobs](#)

[Video: How to Edit a Document](#)

[Video: How to Follow a Job](#)

[Video: How to Save a Job Search](#)

[Video: How to Apply for a Job](#)

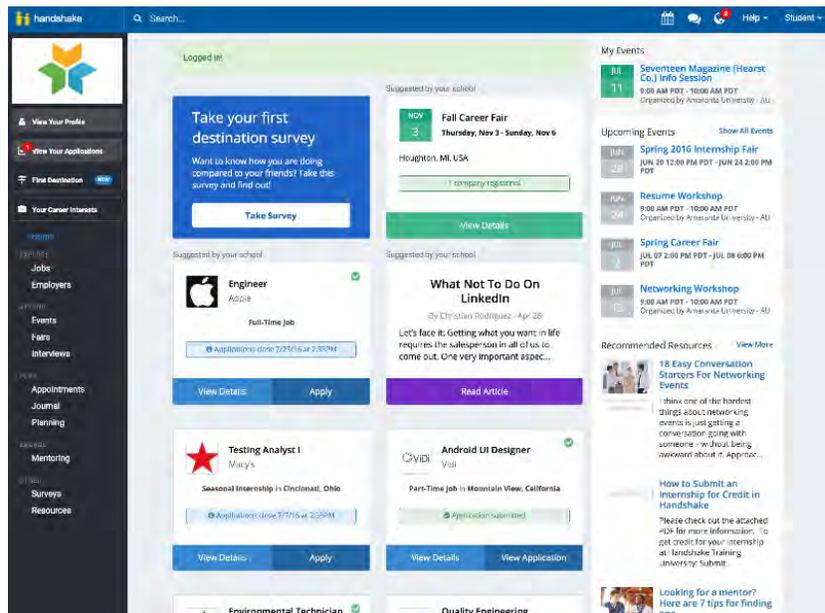
How do register with Handshake?

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://missouri.joinhandshake.com>. Click the University of Missouri Student 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 be sure to add your GPA** as many employers screen on this field. If you find an error in any of your profile data, contact your school 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 employer 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 learning more about 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're interested in. When you follow an employer or a job, you can begin filtering based on companies you follow.

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.

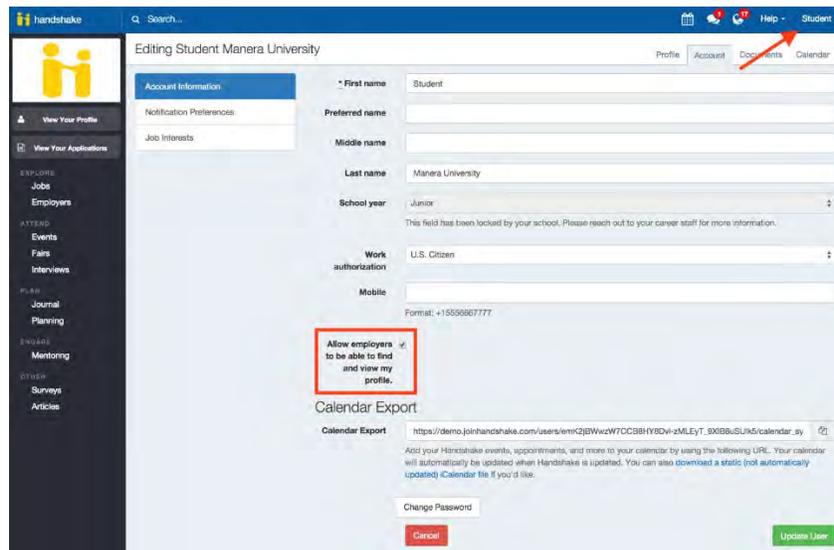


How do I change my profile to private/public?

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

- Click your name in the main drop down menu in the top right corner
- Select *User Settings*
- In the Account Information section along the left side of the page you'll see a checkbox for ***"Allow employers to be able to find and view my profile."*** Selecting this will allow employers that are connected to your school to view your profile.

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



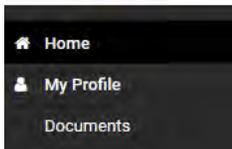
How do I add (upload) a new document?

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.

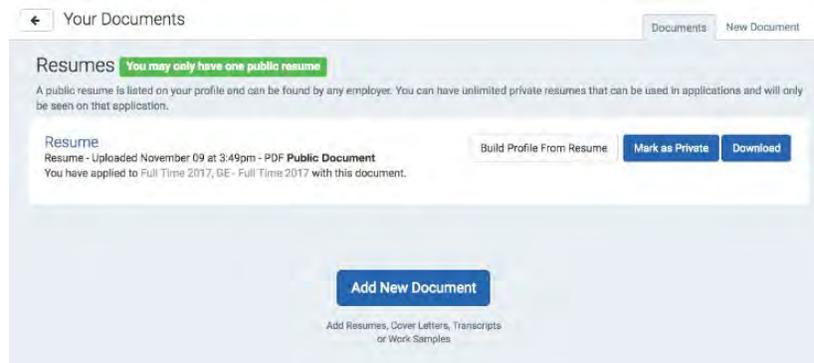


To upload a new document:

- Click *My Profile or Documents* on the Left Hand Navigation Bar.



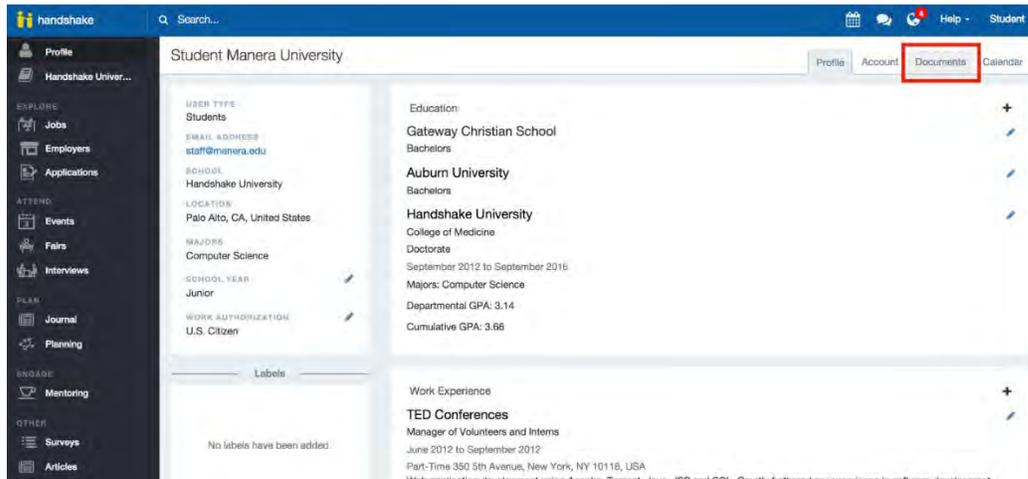
- Click the *Manage Documents* page on the right side of your profile



How do I edit or delete a document?

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

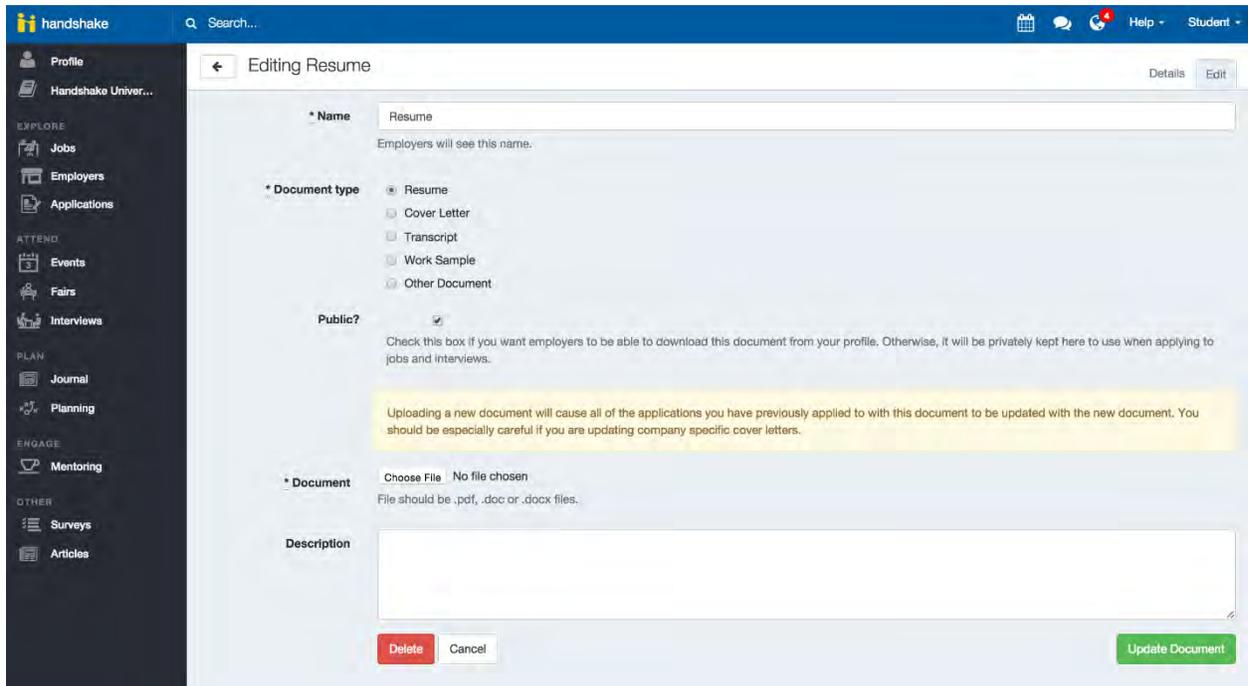
- Click **Profile** on the left hand navigation bar.
- Click on the **Documents** tab in the upper right corner to get to the documents overview page.. (Note: To learn more about how to upload a new document, read



- 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.



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

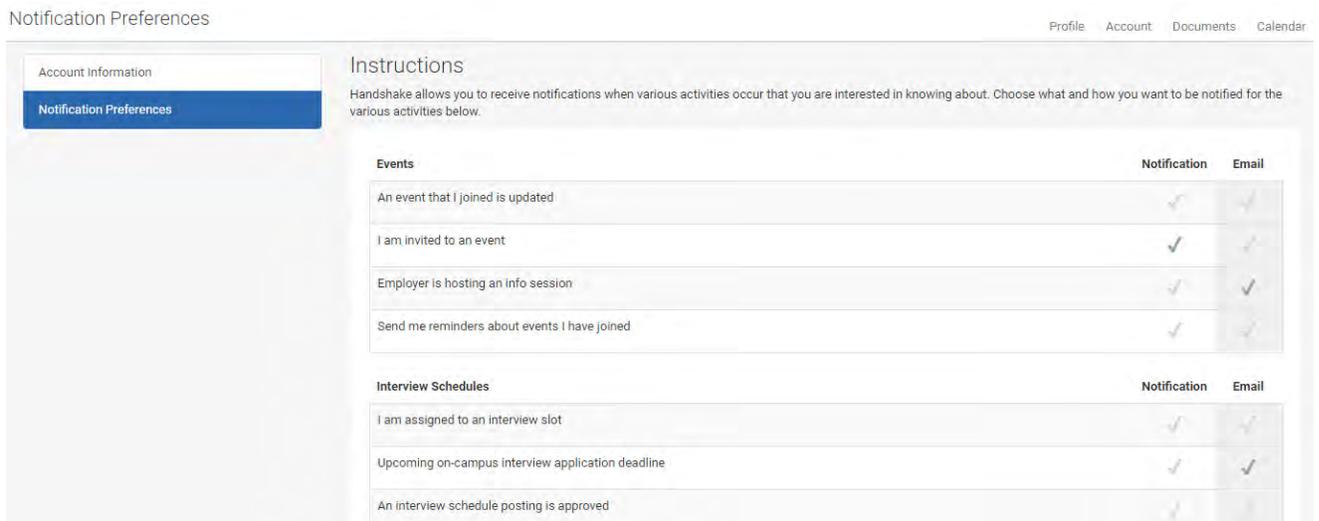


Handshake does not store old versions of your documents, so if you edit or delete a document you might want to reference in the future, please keep a copy of that file on your own device.

Default Notification Preferences for a Student

You may receive Handshake notifications regarding career and recruiting activities. Want to change your notification settings?

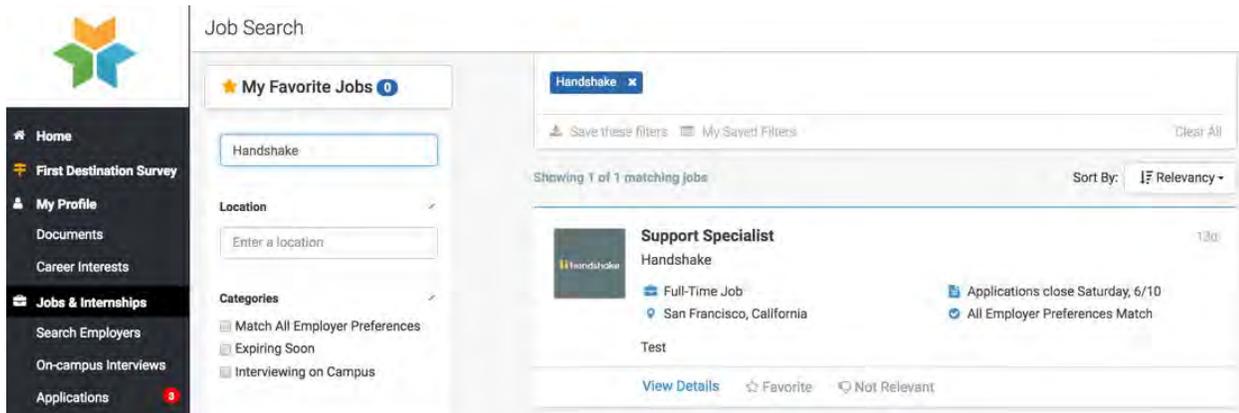
- **Click** your name in the main drop down menu in the top right corner
- **Select *User Settings* and click *Notification Preferences***
- Checkmark what information (Jobs, Interviews, Career Fairs, Documents, etc.) you wanted to be alerted about and how updates should be shared (on your Handshake dashboard and/or by email).



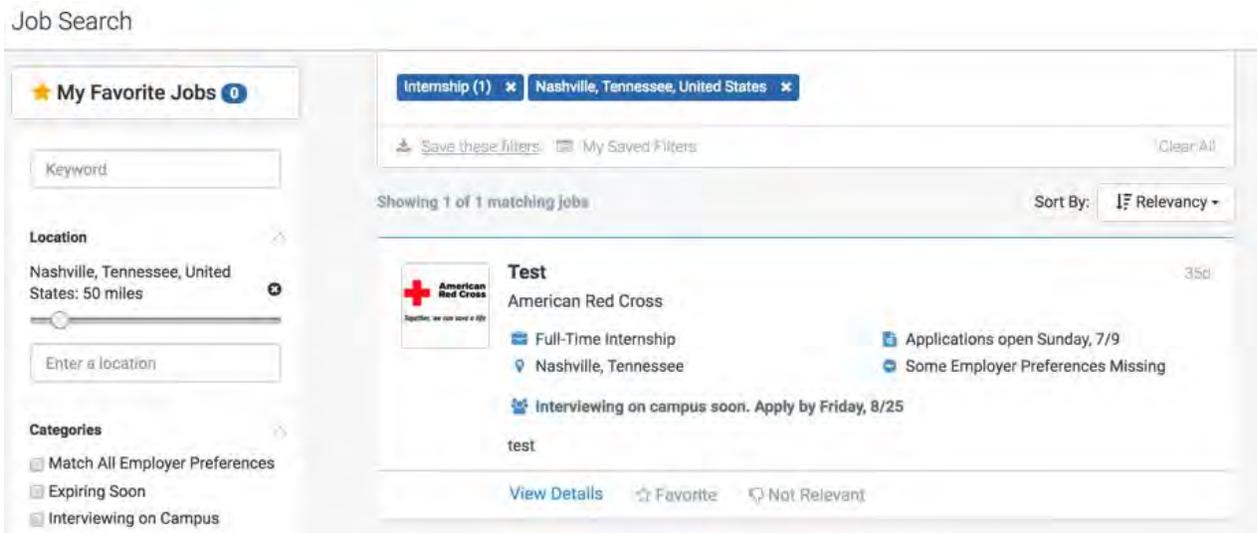
How do I search for jobs and internships?

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

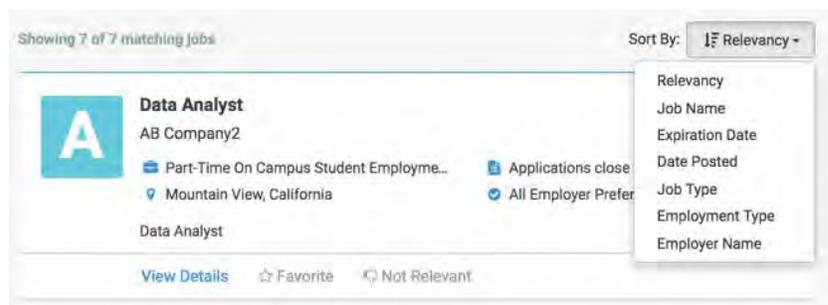
- To search for jobs using keywords, use the search box at the top of the page. **Enter** a few keywords and **click Search**.



- 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.

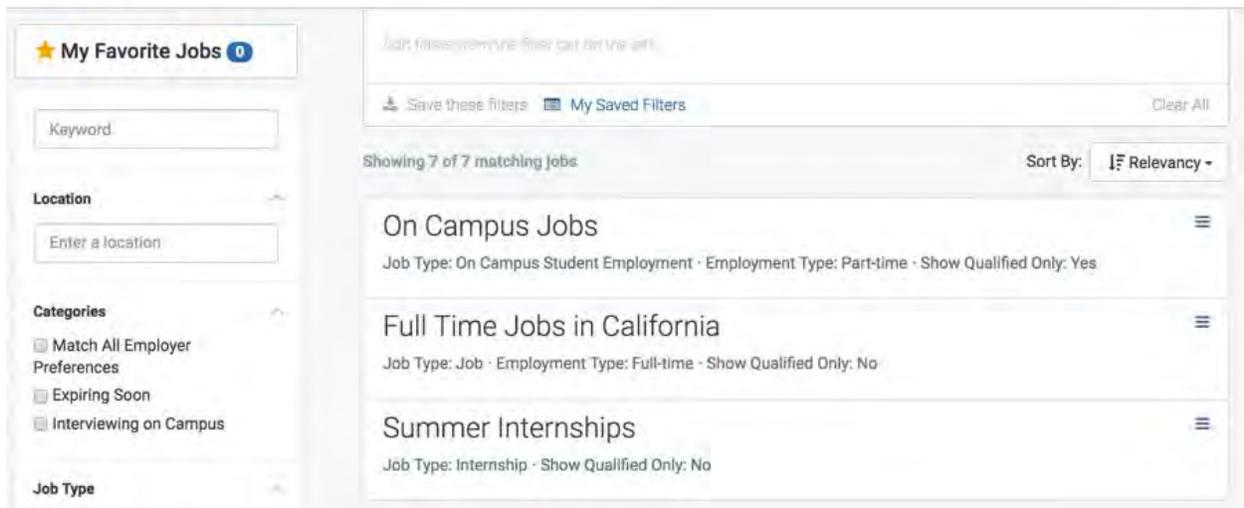


- To sort the job listings, use the drop down arrow next to **Sort By: Relevancy** button on top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided.

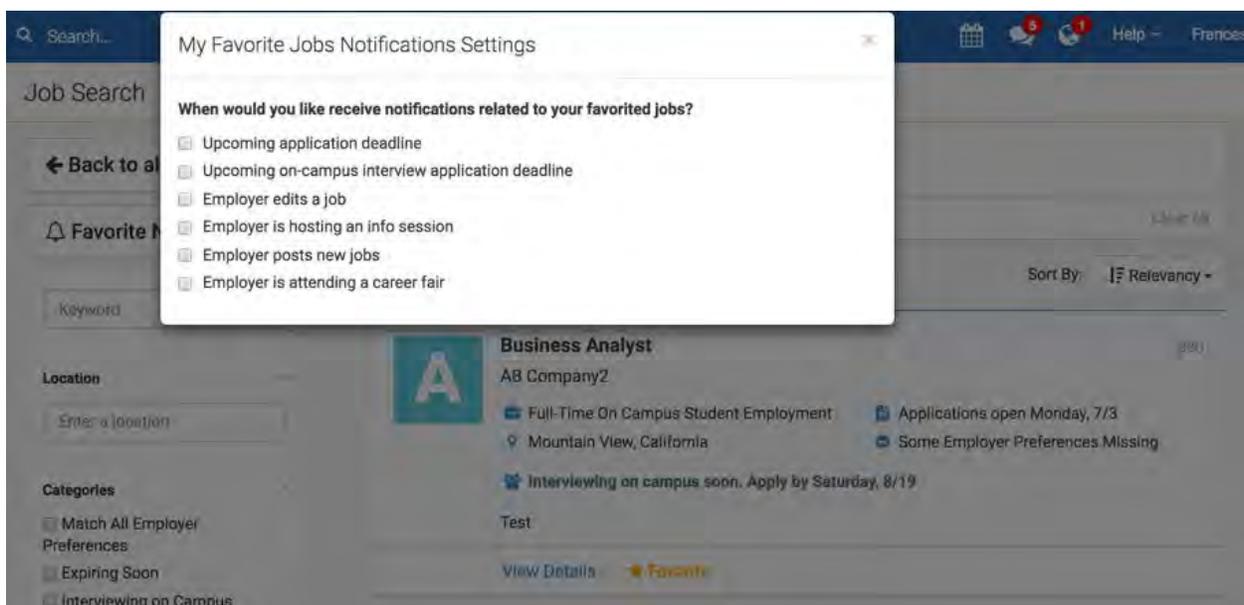


- As mentioned above, Handshake offers a variety of criteria to filter your search and create customizable search lists. **Click** on the drop down arrow just to the right of the criteria you'd like to filter. Options to select will appear. **Select** your options and **click** on **Search** at the top of the page. You may select as many options as you need. Some criteria options, e.g. Label, Major, etc., are specific to your school and input by your career services center.
- To save a custom search, simply **select** your filter options and **perform** your search. **Click** on **Save these filters**. **Enter** the name and description of your search and **click Save**. It will now appear under **My Saved Filters**. To view jobs based on one of your saved lists, **click** on that list from **My Saved Filters**.

Job Search



- You can also create a filter for "Favorited Jobs". If you favorite a group of jobs, you can return to the list at any time by clicking "My Favorite Jobs":
- From here, you can view your favorite jobs notifications:



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.

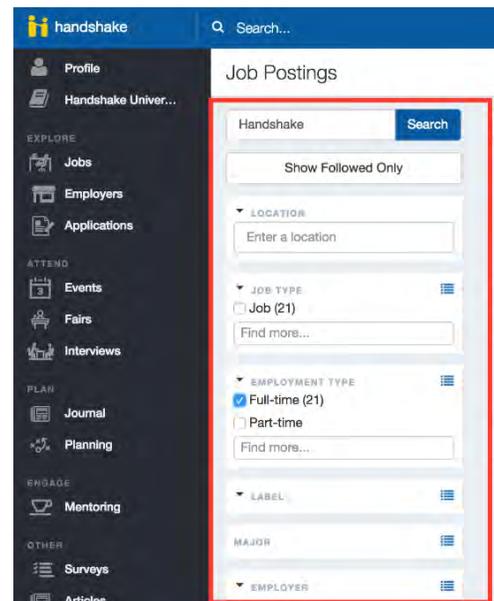
Note: When saving a search, please be aware that you are not saving your search results. **You are saving your search criteria.**

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 left-hand navigation bar.
2. You will see on the left of the screen a list of filters to enter the criteria for your search (such as location, employment type, major, etc.). **Select** the criteria for your search. You will see only relevant job postings and you may narrow your results by adding additional search criteria.

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 could easily change from day to day.



To *save your search*:

1. **Click** the **+** sign next to the Saved Searches box.
2. A Save Current Search window will appear. **Enter** a **Name** and **Description** of your search and **click Save**. Your saved search is private for your use only.

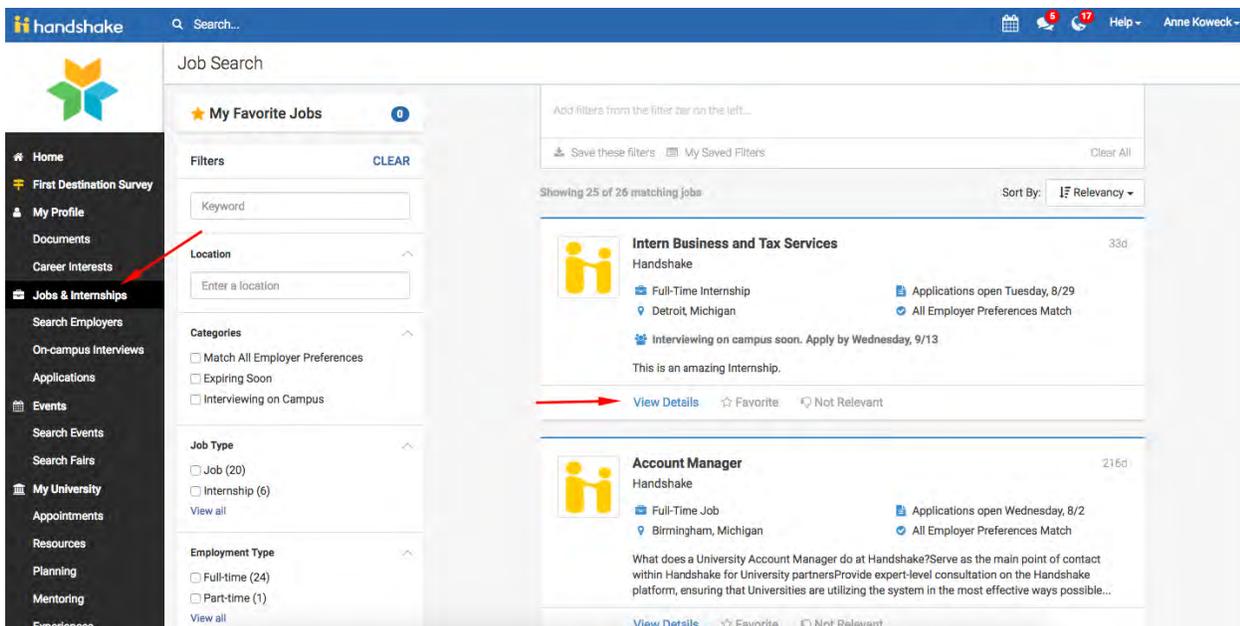
Now, to *conduct a saved search* (one you have previously saved):

- **Click *Saved Searches*** at the top of your screen.
- 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.

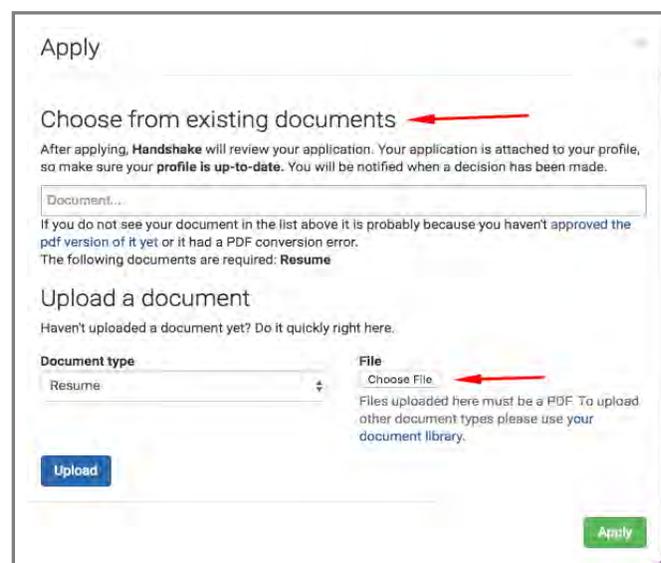
How do I apply for a job?

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

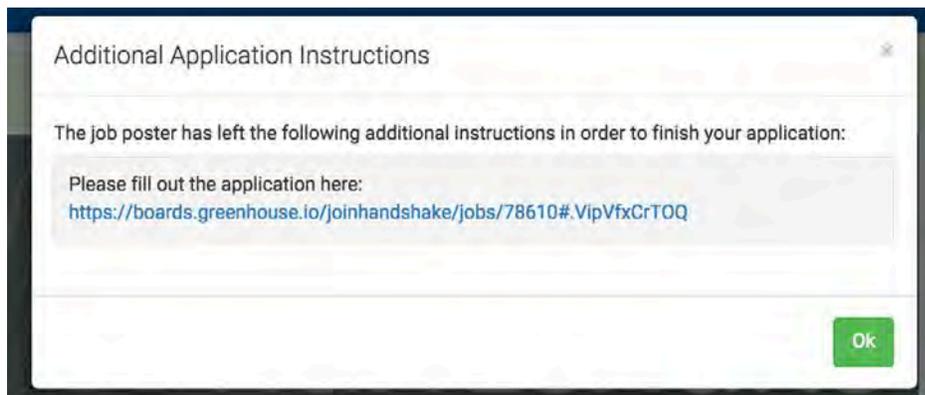
- Click **Jobs and Internships** on the left hand navigation bar
- Search for jobs that you are interested in
 - Check out this article on searching for jobs: [How to search for jobs](#)
- **Select** the job that you are interested in applying to by **clicking** on **View Details**
- Review the details and qualifications for the job to make sure it is a good fit
 - Tip: You can take *notes* at the bottom of the page if you would like to come back to this job at a later date
- If you are ready to apply **click *Apply Now*** located on the right side of the screen
- Please be aware that campus employers may have additional application instructions (see below).



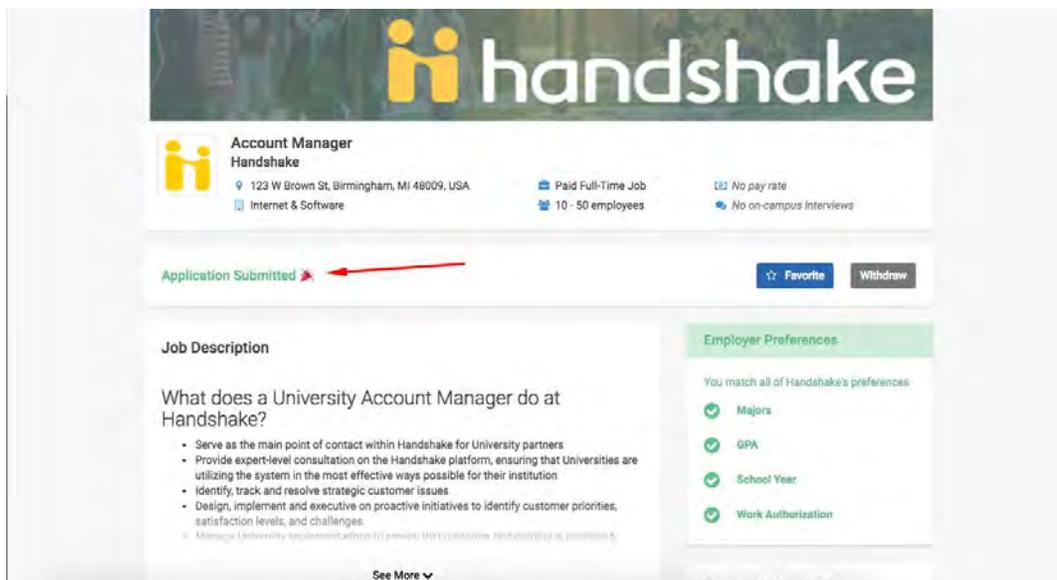
- **Select** the documents you would like to upload from your document library or upload documents directly from your computer
- **Click** the green **Apply** button when you are ready to submit your application



Note: If this job has additional application instructions you will see a message, including links to click, with directions that you will need to follow to complete this application.



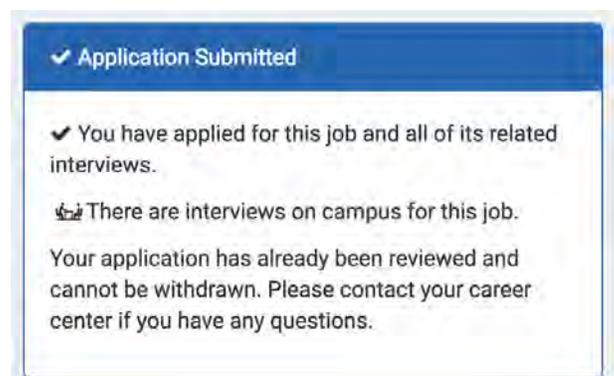
- You will see that your application has been submitted!



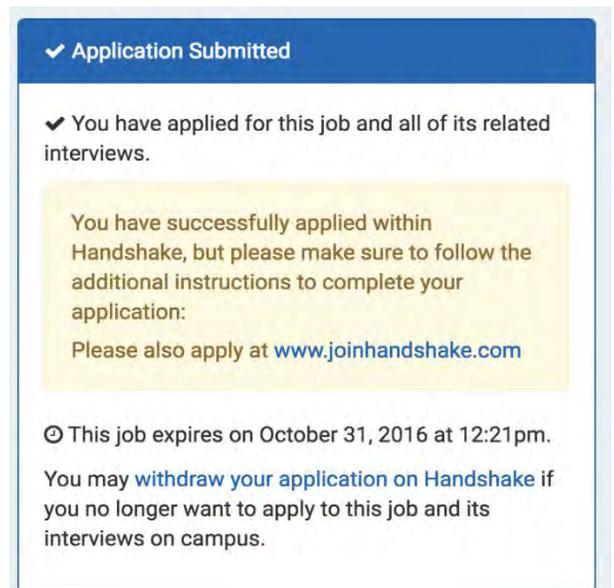
How do I withdraw my job or interview application?

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

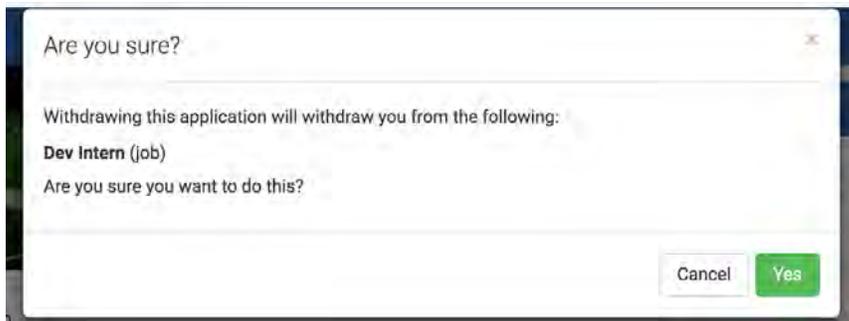
1. Click **Your Applications** on the left navigation bar
2. Click on the job or jobs that you would like to withdraw your application from
 - **If your application status has been changed to primary, alternate, hired or declined you will not be able to withdraw your application and you will see the message below**



- 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 **Yes** to confirm that you would like to withdraw your application from the job and all interview schedules.

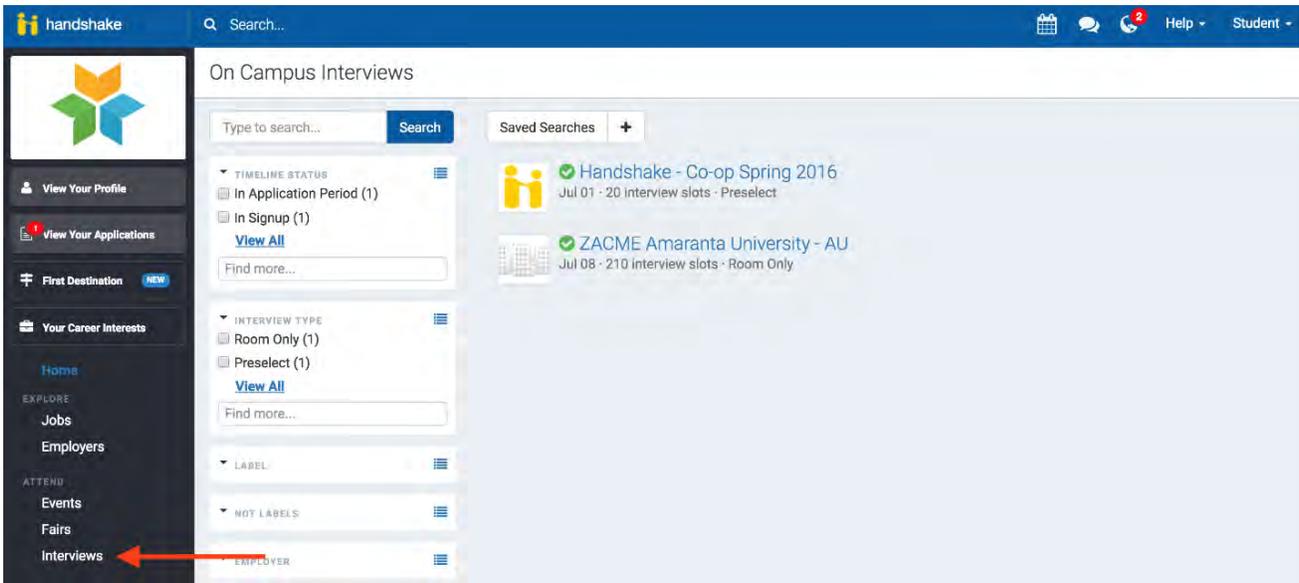


- If you would like to apply to this position again you can click **Apply** on the job overview page

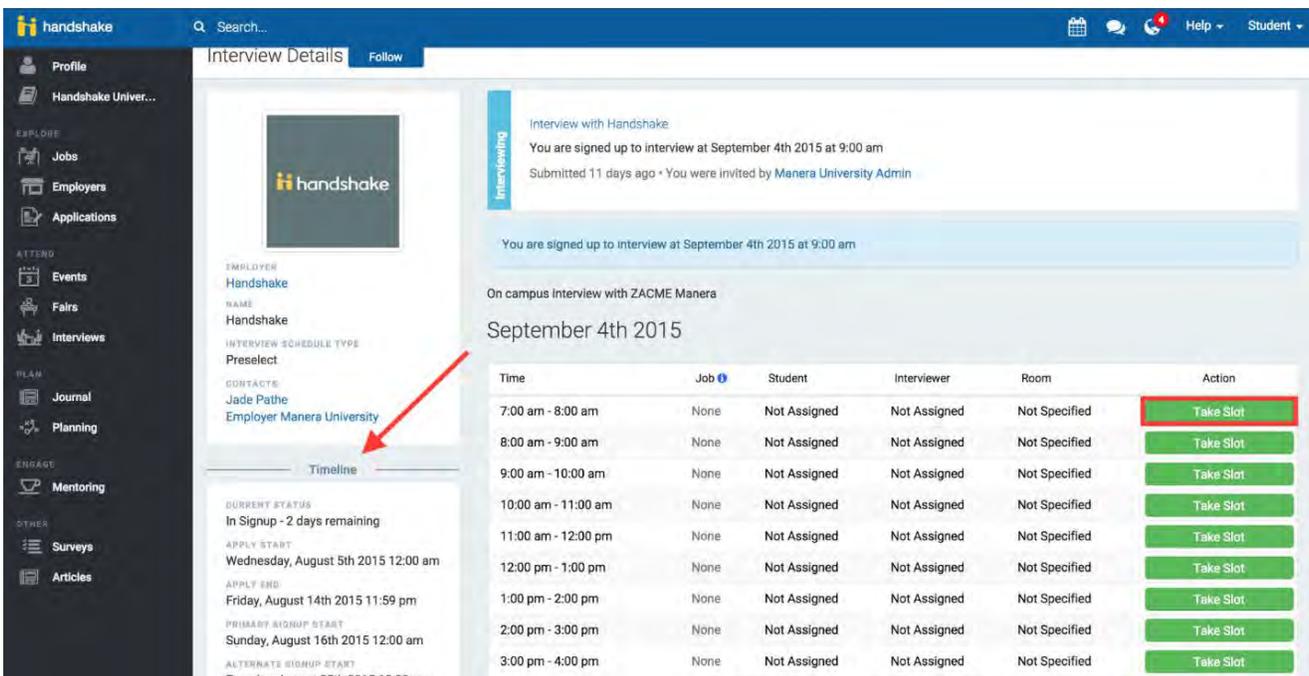
How do I sign up for an interview slot?

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 **Interviews** on the left hand 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**



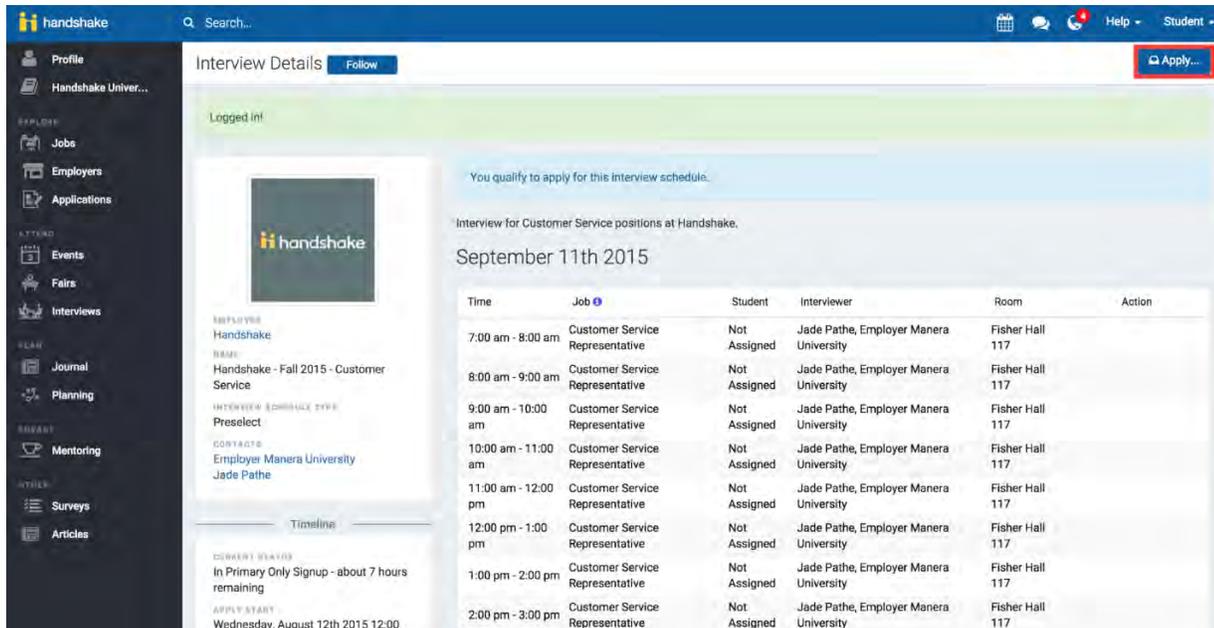
If you need to choose a different time in the schedule you can choose:

- **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.
- **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.

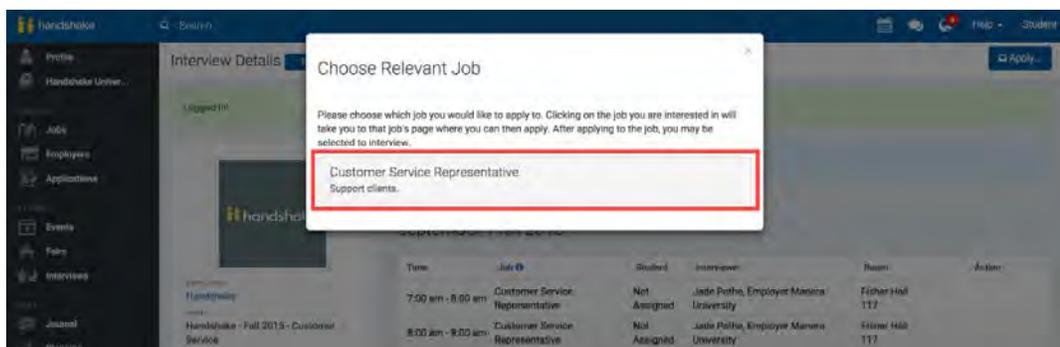
Note: If the schedule shows that the signup period has ended, the schedule will be locked and you will not be able to leave or make any other changes. Please reach out to your Career Service office for help.

If you would like to browse for interviews coming up on campus you can **select Interviews** on the left navigation bar.

- Here you will see all interviews coming up on campus
 - You can filter by the options on the left side of the screen to find the interviews you are interested in
- **Click** on the name of an interview schedule to view the details and directions to apply

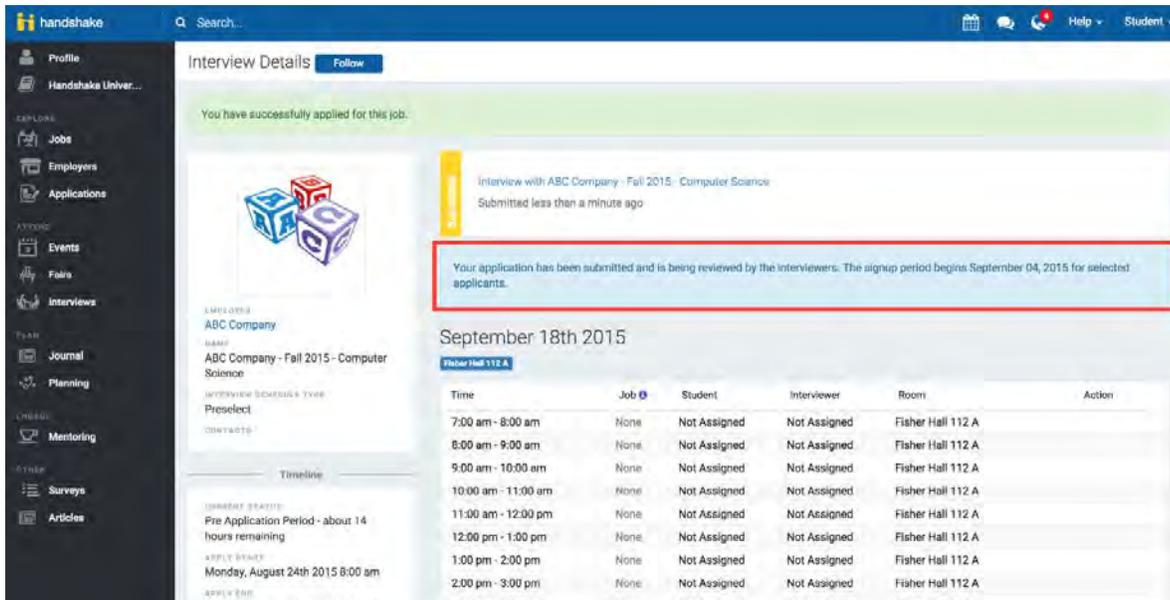


- **Click Apply** in the top right
- **Select** the job you would like to apply for if you wish to be considered for this interview



Note: If the interview is associated with a position you will be directed to the job application.

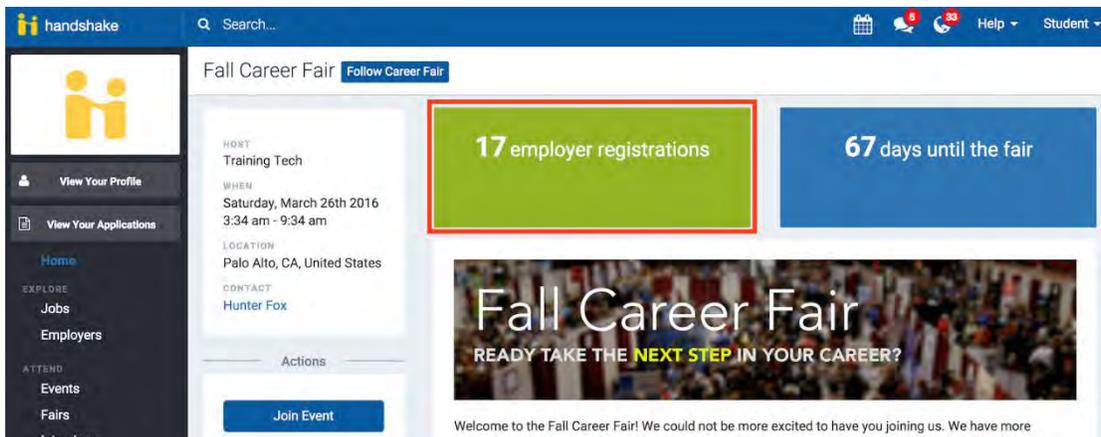
- Once you have submitted your application for the job you will be taken back to the interview screen where you should see this confirmation message in the screen below:



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 **Fairs** on the left navigation bar
- Click on the number of **Employer Registrations**



- From the employer preview page select the fields you would like to filter the employers
 - Tip: Use **Labels** to search for university specific filters. Example: **networking attendee**

