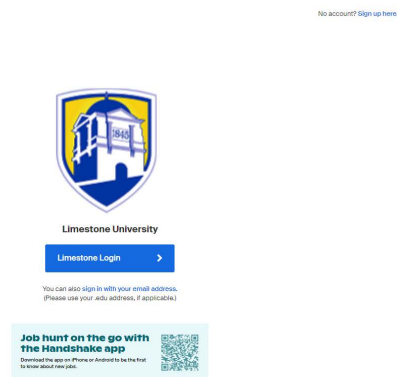
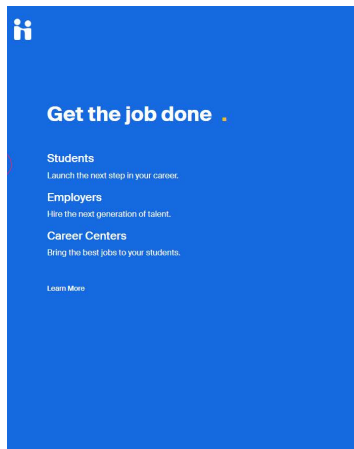


# Handshake Quick Start Guide for Students:



## 1. Login to Handshake using this link: <https://limestone.joinhandshake.com/login>

- Click "**Limestone Login**" and sign in with your Limestone email and password. Follow the prompts and introductory questions to get started.
  - **ALUMNI ONLY:** (Click "sign in with your email address" to create an account with your personal email).
- Be sure to scan the QR code to download the free Handshake app! Use the platform at any time from any mobile device.

2. You will receive a welcome message like the one below: Make sure your major and graduation date is correct. If any information needs to be updated, please contact [lbartholomew@limestone.edu](mailto:lbartholomew@limestone.edu).

## Welcome to Handshake, Tyler

Join 9+ million students and kickstart your career.

Studying at [Limestone University](#) and graduating [Add Your Graduation Date](#)

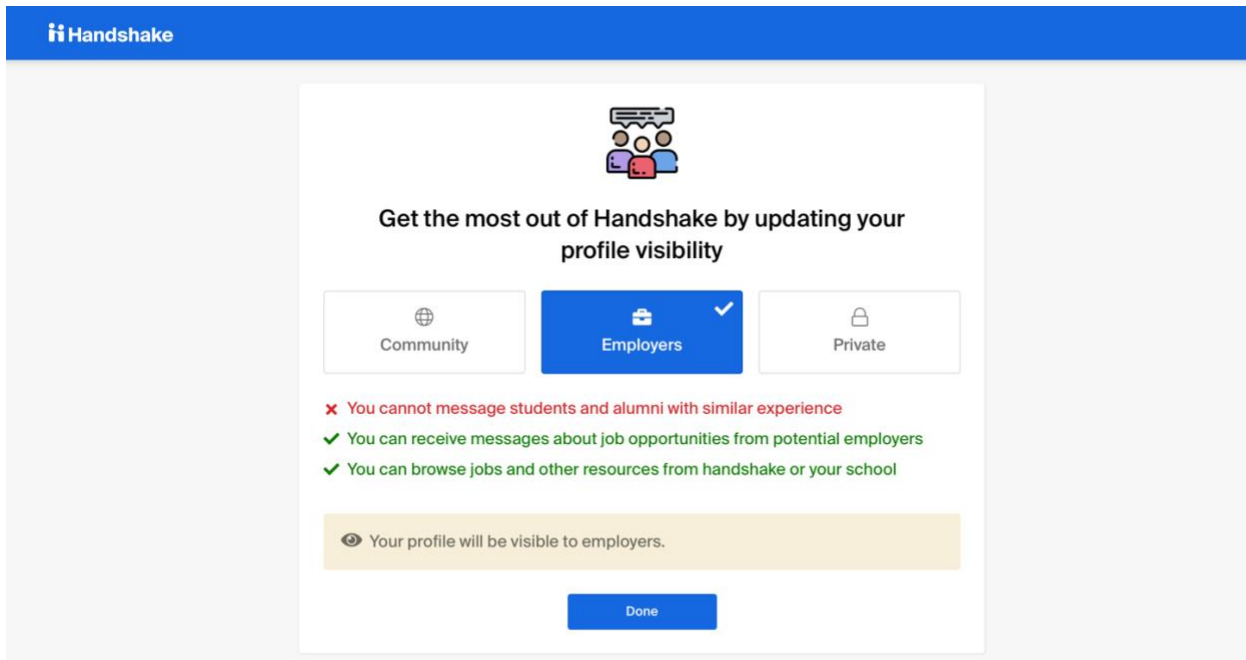
I agree to receive marketing messages, including promotions and special offers from Handshake

I agree to the [Terms of Service and Privacy Policy](#)

[Get Started](#)

By activating your account, you acknowledge that you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time.

3. Choose a privacy setting. "Employers" means only other employers may view your profile and documents (resume). "Community" means other students may view your profile (but not resume). We recommend either Community or Employers.



4. Tell Handshake what you're looking for and where so it can tailor recommendations to you.

Your Career Interests

Handshake wants to help you find the career and job that's right for you.  
Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually interested in.

What type of job are you looking for?  
*Please select all that apply.*

- Full-Time Job
- Internship
- Part-Time
- On-Campus Job

How can Handshake help you?  
*Please select all that apply.*

- I want a job
- I want an internship
- I'm interested in grad school
- I want to find out about career center events (fairs, info sessions, appointments)
- I want to build my network
- I'm not sure / just checking it out

What options are you considering after graduation?  
*Please select all that apply.*

- Working
- Graduate School
- Gap Year
- Military Service
- Volunteering
- Fellowship

5. Tell Handshake what industry you'd like to work in (so it can only share relevant opportunities). Enter as many as you would like.

Which industries interest you?  
Please select all that apply

<b>Agriculture &amp; Natural Resources</b> <input type="checkbox"/> Animal & Wildlife <input type="checkbox"/> Environmental Services <input type="checkbox"/> Farming, Ranching and Fishing <input type="checkbox"/> Forestry <input type="checkbox"/> Natural Resources <input type="checkbox"/> Other Agriculture	<b>Education</b> <input type="checkbox"/> Higher Education <input type="checkbox"/> K-12 Education <input type="checkbox"/> Other Education  <b>Energy</b> <input type="checkbox"/> Oil & Gas <input type="checkbox"/> Utilities and Renewable Energy	<b>Government, Law &amp; Politics</b> <input type="checkbox"/> Defense <input type="checkbox"/> Government - Local, State & Federal <input type="checkbox"/> International Affairs <input type="checkbox"/> Legal & Law Enforcement <input type="checkbox"/> Politics	<b>Manufacturing</b> <input type="checkbox"/> Aerospace <input type="checkbox"/> Automotive <input type="checkbox"/> Manufacturing - Other	<b>Professional Services</b> <input type="checkbox"/> Human Resources <input type="checkbox"/> Management Consulting <input type="checkbox"/> Scientific and Technical Consulting
<b>Architecture, Real Estate &amp; Construction</b> <input type="checkbox"/> Architecture and Planning <input type="checkbox"/> Civil Engineering <input type="checkbox"/> Construction <input type="checkbox"/> Interior Design <input type="checkbox"/> Real Estate	<b>Financial Services</b> <input type="checkbox"/> Accounting <input type="checkbox"/> Commercial Banking & Credit <input type="checkbox"/> Insurance <input type="checkbox"/> Investment Banking <input type="checkbox"/> Investment / Portfolio Management	<b>Healthcare &amp; Services</b> <input type="checkbox"/> Healthcare <input type="checkbox"/> Social Assistance <input type="checkbox"/> Veterinary  <b>Hospitality</b> <input type="checkbox"/> Hotels & Accommodation <input type="checkbox"/> Restaurants & Food Service <input type="checkbox"/> Tourism	<b>Media &amp; Marketing</b> <input type="checkbox"/> Advertising, PR & Marketing <input type="checkbox"/> Design <input type="checkbox"/> Journalism, Media & Publishing	<b>Retail Stores &amp; Trade</b> <input type="checkbox"/> Retail Stores <input type="checkbox"/> Wholesale Trade
<b>Arts, Entertainment &amp; Recreation</b> <input type="checkbox"/> Fashion <input type="checkbox"/> Movies, TV, Music <input type="checkbox"/> Performing and Fine Arts <input type="checkbox"/> Sports & Leisure	<b>Food, Beverage &amp; CPG</b> <input type="checkbox"/> CPG - Consumer Packaged Goods <input type="checkbox"/> Food & Beverage		<b>Non-Profit</b> <input type="checkbox"/> NGO <input type="checkbox"/> Non-Profit - Other <input type="checkbox"/> Religious Work	<b>Technology</b> <input type="checkbox"/> Computer Networking <input type="checkbox"/> Electronic & Computer Hardware <input type="checkbox"/> Internet & Software <input type="checkbox"/> Telecommunications
			<b>Pharma &amp; Medical Devices</b> <input type="checkbox"/> Biotech & Life Sciences <input type="checkbox"/> Medical Devices <input type="checkbox"/> Pharmaceuticals	<b>Transportation &amp; Logistics</b> <input type="checkbox"/> Transportation & Logistics
				<b>Other</b> <input type="checkbox"/> Other Industries <input type="checkbox"/> Research

7. Enter skills you possess and courses you've taken relevant to what you're pursuing. Also add any Clubs or Organizations you are part of and special projects you have completed.

### Skills

Customer Service ✕

Education ✕   Event Planning ✕

Excel ✕   Marketing ✕

Photoshop ✕   PowerPoint ✕

Public Speaking ✕   Recruiting ✕

Social Media Management ✕

Training ✕

Add

### Organizations & Extracurriculars

★ What is an organization you have been involved with?

---

### Courses

📖 What is a course that you have taken?

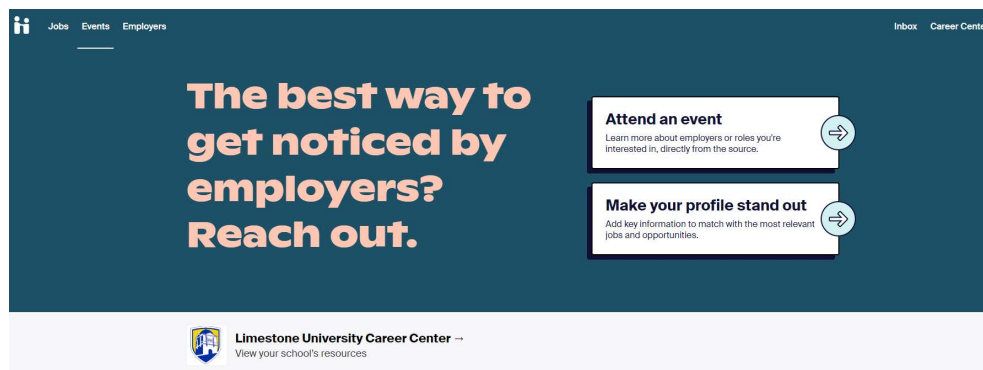
Add

---

### Projects

💡 What are some projects you have been a part of? Some ideas are publications, photos, presentations, pitch decks, websites, etc...

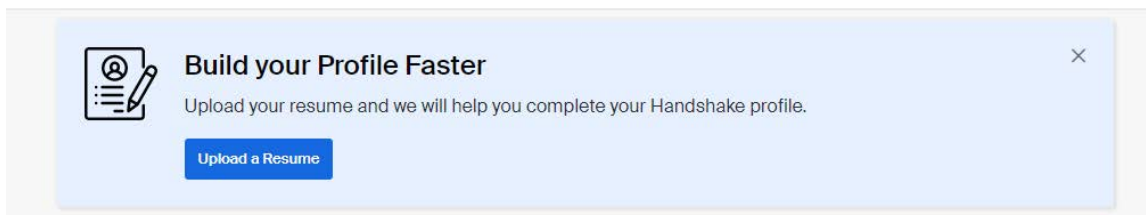
8. There will be opportunities recommended for you at the bottom of your screen. Click "interested" or "not interested" on each of these (so Handshake can get data on what you like and don't like) and then you'll be taken to your account home screen.



# Tips for Success:

- **Upload a document (RESUME).**

- **MUST** have a resume uploaded before you can search and apply for jobs in the platform
- **Note: IF YOU WANT EMPLOYERS TO SEE YOUR DOCUMENT – MAKE SURE YOU CLICK THE “VISIBLE” BUTTON.** Otherwise, your document will be hidden.

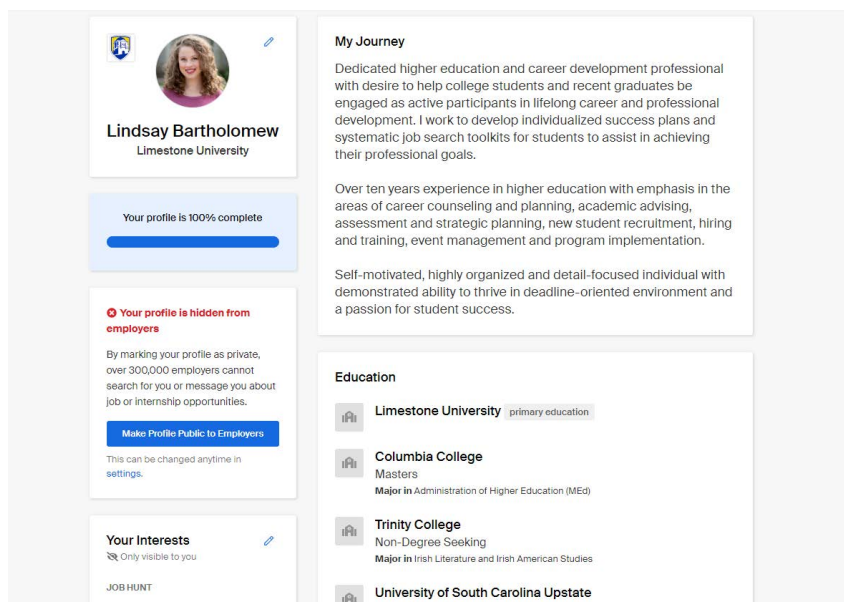


**EXTRA TIP:** If you need help creating or polishing a resume – contact the Center for Career & Professional Development: lbartholomew@limestone.edu

- **Completely fill out your profile page.**

- Once you upload your resume, Handshake will fill in sections of your Profile based off of your resume, saving you time. Approve what it selects and edit as necessary.

Your goal should be to add a profile photo, experience, etc. until your profile is 100% complete. The more information you add to your profile (especially work experience), the easier it will be for employers to find you. Also be sure to **"Make Profile Public to Employers"** so that they can reach out to you.



Now you're all set to start searching and applying for internships, jobs and registering for Career Center and Employer events! Please see our additional Handshake Success Guide or reach out to Lindsay Bartholomew with questions: lbartholomew@limestone.edu. **Happy Handshaking!**