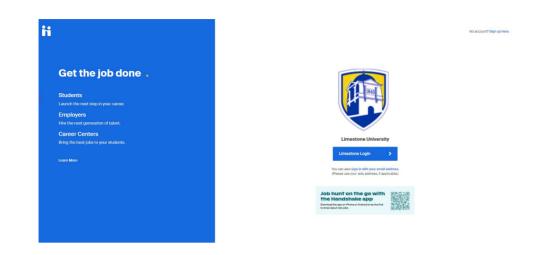
Handshake Quick Start Guide for Students:



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.

Welcome to Handshake, Tyler

| Join 9+ million students and kickstart your career. |
|---|
| Studying at Limestone University and graduating O Add Your Graduation Date |
| I agree to receive marketing messages, including promotions and special offers from Handshai |
| I agree to the Terms of Service and Privacy Policy |
| Get Started |
| B) with only your account, you actionalizing in that you will reach a meals about jobs and shree opportunities on Handbalais. You can unautorible from these at any form. |



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.

| i i Handshake | | | |
|----------------------|--|--------------------------------------|-----------------------|
| | Get the most ou | t of Handshake by profile visibility | updating your |
| | Community | Employers | A Private |
| | You cannot message student You can receive messages You can browse jobs and ot | about job opportunities from | m potential employers |
| | Your profile will be visible | e to employers. Done | |

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? |
| Full-Time Job |
| Internship |
| Part-Time |
| On-Campus Job |
| 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? |
| 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 Please select all that apply | you? | | | |
|---|--------------------------------|--|--------------------------------|-------------------------------------|
| Agriculture & Natural Resources | Education | Government, Law & Politics | Manufacturing | Professional Services |
| Animal & Wildlife | Higher Education | Defense | Aerospace | Human Resources |
| Environmental Services | K-12 Education | Government - Local, State & Fe | deral Automotive | Management Consulting |
| Farming, Ranching and Fishing | Other Education | International Affairs | Manufacturing - Other | Scientific and Technical Consulting |
| Forestry Natural Resources | Energy | Legal & Law Enforcement Politics | Media & Marketing | Retail Stores & Trade |
| Other Agriculture | Oil & Gas | | Advertising, PR & Marketing | Retail Stores |
| | Utilities and Renewable Energy | Healthcare & Services | Design | Wholesale Trade |
| Architecture, Real Estate & Construction | - | Healthcare | Journalism, Media & Publishing | |
| Construction | Financial Services | Social Assistance | | Technology |
| Architecture and Planning | Accounting | Veterinary | Non-Profit | Computer Networking |
| Civil Engineering | Commercial Banking & Credit | | NGO | Electronic & Computer Hardware |
| Construction | Insurance | Hospitality | Non-Profit - Other | Internet & Software |
| Interior Design | Investment Banking | Hotels & Accommodation | Religious Work | Telecommunications |
| Real Estate | Investment / Portfolio Managem | Restaurants & Food Service | Pharma & Medical Devices | Transportation & Logistics |
| Arts, Entertainment & Recreation | Food, Beverage & CPG | Social Assistance Technology Veterinary Non-Profit Computer Networking Image & Credit NgO Electronic & Computer Hardware Hospitality NGO Electronic & Computer Hardware g Hotels & Accommodation Religious Work Telecommunications ilio Manageme@t Restaurants & Food Service Pharma & Medical Devices Transportation & Logistics G Tourism Biotech & Life Sciences Transportation & Logistics ackaged Goods Medical Devices Other | | |
| Fashion | CPG - Consumer Packaged God | ods | Medical Devices | |
| Movies, TV, Music | Food & Beverage | | Pharmaceuticals | Other |
| Performing and Fine Arts | | | | Other Industries |
| Sports & Leisure | | | | 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 | What is an organization you have been involved with? |
|--------------------------------|---|
| Customer Service × | Organization name |
| Education × Event Planning × | |
| Excel × Marketing × | Courses |
| Photoshop X PowerPoint X | What is a course that you have taken? |
| Public Speaking × Recruiting × | Course name |
| Social Media Management × | |
| Training × | Projects |
| Add more skills | What are some projects you have been a part of? Some ideas are publications photos, presentations, pitch decks, websites, etc |
| | Project name |

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.

| ® | Build your Profile Faster | × |
|----------|--|---|
| i≡_Ø | Upload your resume and we will help you complete your Handshake profile. | |
| | Upload a Resume | |

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.

| Elindsay Bartholomew Limestone University | My Journey Dedicated higher education and career development professional with desire to help college students and recent graduates be engaged as active participants in lifelong career and professional development. I work to develop individualized success plans and systematic job search toolkits for students to assist in achieving their professional goals. |
|---|--|
| Your profile is 100% complete | Over ten years experience in higher education with emphasis in the areas of career counseling and planning, academic advising, assessment and strategic planning, new student recruitment, hiring and training, event management and program implementation. Self-motivated, highly organized and detail-focused individual with |
| S Your profile is hidden from employers | demonstrated ability - s is the deadline-oriented environment and a passion for student success. |
| By marking your profile as private, over 300,000 employers cannot search for you or message you about job or internship opportunities. | Education |
| Make Profile Public to Employers | Limestone University primary education |
| This can be changed anytime in settings. | Columbia College Masters Major in Administration of Higher Education (MEd) |
| Your Interests 🖉 | Trinity College Non-Degree Seeking Major in Irish Literature and Irish American Studies |
| JOB HUNT | University of South Carolina Upstate |

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!**