

MALONE CENTER FOR CAREER ENGAGEMENT

HANDSHAKE FEATURES GUIDE



is the #1 way college students find jobs. Explore career options, find opportunities, connect with employers, view upcoming events, and interact with the Malone Center for Career Engagement.

ACCOUNT ACTIVATION

Every Furman student has a Handshake account, you just need to activate it!

- Visit furman.joinhandshake.com
- Enter your NetID and password for all Furman systems
- Take the brief survey (this helps customize your content!)

QUICK FACTS

- More than 550,000 employers hire students on Handshake
- The leading career site for college students, more than 1,200 colleges and universities partner with Handshake to help students find great jobs.
- Exclusive virtual career fairs and events
- Personalized job recommendations

HELPFUL AND UNIQUE FEATURES

Job Search

Employers partner with Furman to post open positions. Positions are vetted by the Malone Center and approved by our staff. The benefit to using Handshake is that the majority of positions are entry-level and geared towards college students and recent graduates. Use the provided filters to narrow your results by choosing job type, location, industry, etc. Save your searches to quickly access results the next time you log in.

Peer to Peer Networking

Search for fellow students, find peers at other universities who have interned or worked in industries you're pursuing. You can read reviews of companies, ask questions, and understand their experience.

Documents/Profile

Upload your resume, cover letters, transcripts for applications. Adding documents to your profile increases the likelihood of recruiters reaching out to you. You can also build your profile semi-automatically by uploading your current resume.

Career Center

Visit the Career Center tab at the top right to schedule an appointment with a Career Advisor, view resources and upcoming events. Select "Appointments" to view topics and available dates/times.

Q&A

The Q&A feature on Handshake is a forum for questions that anyone can see and answer. You can use it to ask questions about any industry, company, or job trajectory, and students, employers, and alumni are all able to give you advice. You can also search through past conversations to see if anyone else has asked similar questions.

Messages

Depending on your privacy settings, students and recruiters can send you messages on Handshake. Be sure to check these regularly, as recruiters can invite you to apply to a position or attend a special information session.

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FREQUENTLY ASKED QUESTIONS (FAQ)

Why should I make a Handshake account if I already have a LinkedIn account?

Handshake has the most opportunities for students and new college grads of any platform, and is the only one that lets employers recruit specifically at your school. All jobs are posted just for students, which means you aren't competing against professionals with 5+ years of experience.

Why should I fill out my Handshake profile?

Handshake will give you personalized job recommendations based on the information you provide in your profile--so you can find jobs and internships that are right for you. Recruiters are five times more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

Which aspects of my Handshake profile are most important to fill out?

If you haven't already filled out your Career Interests in your account, be sure to add important information about what you're looking for to your profile. Handshake uses your major and job interests such as job type, preferred location and job role, to identify opportunities that are a good fit for you. In addition to your major, Handshake also uses your job interests to recommend opportunities to you. Job interests include:

Job Type: Looking for an internship, part-time job or full-time job? You can choose more than one.

Preferred Location: Select the cities you would like to work in, and Handshake will show you jobs in that area.

Job role: Choose at least three positions you would like to explore, such as "marketing associate" or "data analyst." You can change and update interests at any time.

What are the top things employers search for?

Beyond your job interests, employers want to know:

Previous work experience: Have you had a part-time job, internship, work study, research position and or volunteered? Employers like to see that you've taken on responsibility, and that these experiences have helped you develop valuable skills.

Skills: Add technical skills like SQL along with soft skills like communication. The more skills you list, the better your chances are of showing up in an employer search.

Clubs and organizations: These signal your specific interests, affinity groups, and participation and involvement on campus.

Why should I care about other students on Handshake?

Chat with students and alumni who've been there. When you view a job or employer page, you can see other students who have worked there and reach out to them with your questions. Get an inside look at company culture, interview tips, and more through company reviews. You can also find answers to common career questions (or ask your own!) in Q&A.

TIP: Search for students to connect with based on their major, work experiences, and more!

Why should I make my profile public?

Help employers find you. If your profile is public, you'll show up in searches when they're recruiting for jobs and internships.

Connect with and mentor other students. Help other students along their career journeys by making your own visible. And give them the opportunity to reach out.