

Welcome to

Handshake

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SPRINGFIELD
COLLEGE



Career Center

What is Handshake? Why should you use Handshake?

Handshake is an app that connects colleges to employers looking to hire college students and new graduates for internships and entry level positions.



Handshake is the #1 way college students find jobs!

Creating Your Profile

First you need to register for an account! Go to

<https://springfield.joinhandshake.com/login>. As a current Springfield College student, use your Springfield College email address (**the longer email domain ending in @springfieldcollege.edu**). Recent alumni who still utilize their college email account have the option of registering for a Handshake account with their Springfield College account or with another email account of their choice. Former alumni without an active Springfield College email account will register for their account using a personal email account. Once you're registered, you can start completing the sections of your profile besides your contact information (which we'll get to) and uploading a professional photo of yourself.

Professional Photo

This is part of your first impression to the Handshake community - try to make it a good one. Below are some tips to consider when choosing or taking a photo for your profile:

- Clothing should be business casual/professional and appropriate for your potential work environment
- Picture should be clear and recent
- Background in the picture should not be "busy" or inappropriate for the workplace
- Do not have other people in the picture

My Journey

This is a space for you to let employers know what your professional goals are. Show employers the best of you, your experiences, and your skills. This is also a great place to show a bit of your personality so they can get to know you. Here are some tips to consider:

- Determine who your audience is and write to them in this space
- Talk about your skills in relation to your experiences AND in relation to the field you're going into
- Keep in mind the language associated with the field you'd like to be a part of
- Write in the first person (I, me)
- The last sentence(s) should explain what your goal(s) of being on Handshake is

Example: As I approach my final year of the Educator preparation program at Springfield College, I am excited to graduate with my Bachelor of Arts in English and Education and receive my licensure in Secondary Education grades 8-12. Upon graduation, I'm looking forward to teaching English Language Arts in a high school setting and helping students reach their academic goals.

As a peer educator, I have had the opportunity to work with diverse student populations which has helped me hone my skills in building differentiated lesson plans. Every student learns differently and ensuring my lessons are accessible to my students is essential to their success. I've also been able to collaborate with other teachers and administrators when discussing classroom management or students of concern. Recognizing that for every behavior, there is an emotion, has been essential for me as an educator and building relationships with my students.

As I continue my path to full licensure, I'm looking forward to connecting with other professionals in the field of education, as well as school administrators and districts!

Education

In this section, you want to upload your previous education. Up until sophomore year, you can keep your high school experience/credentials on your profile. After that, you'll want to take it off - UNLESS you are planning to go back to your high school to work there.

No matter where you are in your collegiate journey, you'll want to include Springfield College in your "Education" section. If you transferred to Springfield College, you'll want to include the institution where you transferred from in addition to your Springfield College information. If you earned another degree such as an Associate's degree prior to enrolling at Springfield College, list that below your Springfield College education.

You'll notice a section where your Cumulative GPA is pre-populated from Springfield College based on your transcript. You cannot change your GPA as it's locked in, however, you can determine whether or not you want employers to see your GPA. Just make sure you hit the "Save" button once you've checked off the box or not.

Work and Volunteer Experience

In your "Work and Volunteer Experience" section, you can include just about anything. Examples include your unpaid work, internships, volunteer work, or community experience.

What is MOST important in this section is your “Description” of each experience. Think of this section as you would your resume - you want employers to know what you DID or are DOING rather than what you learned or are learning. Really focus on what skills you’re using to accomplish those areas and be specific about who you are working with (in terms of who you’re serving or collaborating with) and any technologies you’re using (technological and otherwise), and quantify when you can. Remember to start each bullet point with an action verb (facilitated, analyzed, collaborated with, etc.) and make sure it’s in the right tense (present or past, no - ing verbs).



Have your resume open on your desktop while you’re completing your Handshake profile so that you can copy and paste information.

Organizations and Extracurriculars

In this section, you can list the different student or professional organizations or athletics you’ve been involved with. Similar to your “Work and Volunteer Experience”, there is a space for you to add in a “Description.” Keep these as bullet points and again, make sure you’re explaining what you’re DOING rather than what you’re learning.

Courses

You know how sometimes we encourage you to include relevant courses on your resume? This “Courses” section is similar to that. You’ll want to include 3-4 courses that directly connect to the types of internships or jobs that you are looking for, or elective courses that not everyone in your major takes. Remember, you want this section to make you stand out as a uniquely qualified candidate.

Projects

Did you complete an in-depth research project or present at a conference? Maybe you had a really important project you collaborated on with a community organization. Did you create an online portfolio for your work or a website?

This is the section where you would want to include it. If it’s published online, there’s a spot for you to add in the URL. Not published online? Don’t worry. You can add in a bullet point or two about what your project was about, how you collected your information, and potentially, where you presented it.

Your Career Interests



80% of students who complete their interests on Handshake get messaged by an employer.

You can let employers know whether or not you're looking for a job, what your job interests are, which cities you'd like to work in, what roles you want to pursue, and what industry you're interested in. Completing this section will prove to be important and will allow employers or recruiters to reach out to you with opportunities you are qualified for.

If you click on your initials in the top, right corner you'll see a drop down menu. Click on the "Career Interests" link and you'll find a deeper dive into your interests than what's on your profile. Here, you can let Handshake know how it can help you, choose what industries you'd like to work in, what job functions interest you, and what options you're considering after graduation. This helps Handshake better curate positions and events on your Handshake homepage.

Skills

In this section, you can include technological skills like working with Microsoft Office Suite, Google Suite, Photoshop, or LMS/CRM systems. You can also include different computer languages you know such as HTML or C++.

Do you have some soft skills that you want employers to know about? You can include skills such as interpersonal communication, organization, or leadership.



Think of the skills you'll need in your future career. Which of those skills do you already possess? Add those skills to your "Skills" section.

Documents

Use this section to upload your resume, cover letter, or transcript. These will be "at the ready" for you to use when connecting with employers or applying for positions through Handshake. You can also delete documents as you revise or update them.

Using Handshake

Now that you've created your profile, let's get to using Handshake and seeing all that it has to offer.

Job Search

The job search feature has so many options to make sure you find exactly what you're looking for. Here are a few quick tips on how to optimize your search:

- Vary your keywords when searching for a position
 - ◆ Ex. "Physical Therapist", "Hospital Physical Therapist", "Physical Therapy", "Geriatric Physical Therapist", etc.

- Using specific AND broad terms in different searches may yield different results
- Search by location and distance
 - ◆ Hint: You can search in multiple locations on Handshake
- Be specific about whether you're looking for full time, internship, or part-time jobs by choosing the option next to the search bar in the “Jobs” tab
- Use the “All Filters” option to specify by:
 - ◆ Job type
 - ◆ Job role
 - ◆ Industry
 - ◆ Employers
 - Hint: If there's a company you'd like to work for, this is where you can search their open opportunities posted on Handshake
 - ◆ Major
 - ◆ Employer preferences
 - ◆ Work Authorization



There are 3.5 million jobs and internships in every industry in all 50 states and 165 countries.

Events

Attending virtual or in-person events is an advantageous way to connect with employers and other professionals in the field.

You can search for the types of events that you're looking for by clicking on the “All Filters” button. There, you can search by event type (workshops, information sessions, networking events, speaker or panel discussions, or career fairs), date, and format. At the bottom of that window, you'll see an option to see events only hosted by your institution. If you select that box, you will only see Springfield College hosted events. If you uncheck that box, you will see events from other colleges/universities, organizations, and employers.

Check the “Events” tab frequently as it is updated on a consistent basis.

Employers

The “Employers” tab allows you to search for specific employers you'd like to work for or employers that meet your criteria.



400K employers are on Handshake, including 100% of the Fortune 500 companies.

Here you can look at only the employers you've chosen to follow by checking off the "Employers You Follow" box at the top of the page. You can also search for employers by keyword, location, employers with reviews, the quantity of employees at an establishment, and the industry. This is a great place to find potential places to shadow, intern, or work once you've graduated.

Community

The "Community" tab is a great place to find alumni from Springfield College in your field and even potentially where you live. You can reach out to them via the "Message" button. Below are a few samples of messages you could send to them:

Informational Interview Sample:

Dear Mr. Smith,

I'm currently a Springfield College student and came across your profile. I will be graduating in 2022, also from the Criminal Justice program, and I'm curious what it is like working in the field on a day-to-day basis. I'm currently in the process of exploring my options in civil services and admire your career path. I was wondering if you might be willing to offer some advice or participate in a short, 30 minute, informational interview at your earliest convenience?

Sincerely,

Joseph Easton

Building Your Network Sample:

Dear Mrs. Addams,

I'm a fellow Springfield College alumnus and came across your profile. I graduated in 2021, also from the Communication Sciences and Disorders program, and have been interning in the field for the past two years. I'm currently in the process of building a professional network that I can collaborate with and learn from as I move forward in the CSD field. Your experience in the field is impressive and I'm looking forward to potentially collaborating in the future.

Sincerely,

Sarah Smith

Things to notice about the sample messages:

- Immediately mentions the alumni connection
- Uses professional language and format
- Shows that you've done your research on the other person



Do not send a resume unless the person you are contacting has asked for one or has agreed to look yours over first.

Career Paths

This is where you can look into different roles or career fields you might have interest in. Once you click on a role, it'll bring you to a page that has a short description of what that role entails, as well as open positions, median salaries, what majors are typically interested in the role, and a short list of other positions that are like the role you clicked on. If you're interested in a role and want to stay up-to-date on new positions, you can click the "+ Interested" button.

In addition to all of these great features, Handshake also provides a short list of people in the role you're interested in that you might be able to connect with. Check out the "Community" section in this packet for samples on how you could potentially connect with Springfield College Alumni. If you want to connect to someone whom you don't know or who is not a Springfield College alumni, here is a sample of a message you could send them:

Good afternoon,

I am graduating from Springfield College with a Bachelor of Science in Psychology in May of 2022 and recognize that you are currently working as an Applied Behavioral Analyst for Springfield Public School District. As I continue my path in psychology, I am always looking to connect with other professionals in the field to collaborate with, discuss best practices in the field, or learn from. I was hoping we could connect in the near future so I could learn more about what you do, who you serve, or what your path has been like.

Sincerely,

Seth Smith

Messages

This is your inbox where you'll find communication from other students, alumni, or employers. Be sure to check it frequently as employers may send you news on networking or hiring events, or open positions you would be interested in.



Did you know 16 million messages were sent from employers to students last year? Employers WANT to talk to you and potentially hire you.

Career Center

This tab will connect you to the Springfield College Career Center homepage in Handshake. You'll find our website, phone number, email, location, and staff list. We also have several resources for you, at the ready, if you click on the "Resources" button.

Settings and Privacy

The Springfield College Career Center highly values your privacy. Handshake has so many options that allow you to choose what information you'd like to keep private and what information you'd like to share.

Account Information

This section is where you add in your basic information such as your first and last name, your school year, or your cell phone number. We do suggest entering your "School Year" as this allows employers to better understand where you are in your academic journey.



Sometimes it's helpful to employers if you mention your name on your outgoing message on your voicemail. It lets them know they've reached the right person.

Personal Information

Gender: Handshake allows you to enter "man", "woman", or "non-binary" for your gender options.

Pronouns: Handshake offers pronoun options of "she/her", "he/him", or "they/them."

If you choose to fill out both of these sections, you can then choose to make your pronouns available to employers and other students by clicking on the box to the left of each option. If you do not click on the box, your pronouns will not be shown to anyone but you. There is not an option to share your gender as of right now.

Privacy

Not sure who can view your profile? You'll have three different options to choose from that allow you to customize who can see it.

Community: This option is recommended by Handshake because it allows for employers, students, and alumni from all across the Handshake platform to see your profile and message you. This also allows you to message students and alumni who have similar interests or experiences.

Employers: This allows for only employers to see your profile and send you messages that directly pertain to your qualifications and interests. You will not be able to message other students or alumni in this setting.

Private: Only you will be able to view your profile. You can still apply for jobs but will not be able to be contacted by employers via Handshake messaging and will not be able to message students or alumni.

Something important to note: If your profile is set to “Private” or “Employers” while you are in an interactive virtual event such as a networking/hiring event or career fair, you will NOT be able to participate in discussions. You will need to go back into your “Settings” and switch your privacy to “Community” and hit “Save Update” BEFORE the event. Once the event ends, you can go back in and switch it back to what you had. Once you hit the “Save Update” button again, your settings will immediately switch back.

Work Authorization

These are basic questions you’ll find on any application as you enter the workforce. You can choose not to answer them if you wish. Not answering the questions will not disqualify you from any positions.

Calendar Export

This is a great option if you use a virtual calendar such as Google Calendar. This will sync any events you’re scheduled to attend or appointments you’ve scheduled with the Career Center.

Finalizing Your Profile

Whew! That was a lot, HOWEVER, it will be totally worth it now that you’re almost done. Yes, almost. Below is a quick checklist to review to make sure you’ve included everything that is MOST important on your profile. This, in turn, will allow you to utilize Handshake to its optimal level.



Students with a full profile are 5x more likely to be messaged by employers.

Finalizing Your Profile Checklist

- ☐ Contact/Personal information
 - ☐ Is your email and phone number accurate?
 - ☐ Does your outgoing message on your voicemail state your name?
- ☐ Professional photo

- ☐ My Journey
 - ☐ Did you mention what your professional goals are, some of your skills, and why you're on Handshake?
- ☐ Education
 - ☐ Is the title of your degree correct?
 - ☐ Are you going to allow employers to see your GPA? Make sure you double check and save your chosen option.
- ☐ Work and Volunteer Experience
 - ☐ Do all of your experiences have:
 - ☐ Company/organization name
 - ☐ Location of company or organization
 - ☐ Dates you worked there
 - ☐ Your title
 - ☐ Bullet points denoting the skills you used and what you did
- ☐ Organizations and Extracurriculars
 - ☐ Did you upload all of the clubs you're a part of?
- ☐ Courses
 - ☐ Did you upload 3-4 courses that directly relate to your career path?
- ☐ Projects
 - ☐ Make sure you include
 - ☐ The title of the project
 - ☐ The dates you worked on this project
 - ☐ Where you completed this project
 - ☐ A few bullet points about what the project was about, the results, and where you presented your project findings/results (if you did)
- ☐ Your Interests
 - ☐ Remember that 80%. Are you going to be part of it by adding in your interests?
 - ☐ Did you dive deeper and click on the link in the drop down menu under your initials?
- ☐ Skills
 - ☐ Did you add in technical skills?
 - ☐ What about soft skills?
- ☐ Documents
 - ☐ Upload one resume
 - ☐ Upload one cover letter
- ☐ Account Information
 - ☐ Review each section to make sure you've entered the information that BEST represents you.

- ❑ Double check to ensure your settings for who can see your pronouns and work authorization are correct.
- ❑ Double check your Privacy setting to make sure it's on the option that will best suit you and your privacy needs.