



handshake **TIP SHEET**

1. **Handshake is smart** - The more complete your profile is the more the system begins to work for you by showing opportunities on your homepage that might be of interest to you. You can change your preferences whenever you want under “Career Preferences”.
2. Complete your **Career and Industry Interests** - under your name then choose career interests. This allows you to receive targeted emails about positions and events.
3. **Saved Searches** - create a saved search so you do not have to input all the criteria every time.
4. **“Favorite” employers** - you will receive notices if jobs are posted at your favorite employers.
5. **Register** for events so that you get notified if changes are made and you will get reminders.
6. **Resources** - found under “Career Center”. Helpful information to use.
7. Check for postings under **“Suggested by Your School.”** These are events, resources, etc. that we think you’ll be interested in.
8. Keep track of your event invitations through your **“Notifications.”** We invite students to events based on class year, major, interests, etc.
9. You can see who is recruiting on campus by going to “Jobs” and then **“On-Campus Interviews.”**