

Handshake Profile Completion Best Practices

Handshake is an online job search portal where you can search and apply for internships and full-time opportunities. The employers who post jobs on Handshake are specifically looking to hire Baylor University students. These employers will often search for qualified students who have completed their profiles on Handshake to interview for their opportunities. Once you complete your profile, you will be able to sign up for career events going on around campus, where you can network with recruiters! More than that, when you are looking for opportunities, you will be able to refine your search to your interests, and even see what other students have to say about their experiences with the company. Overall, this is a great job search tactic that only takes a few minutes to complete! Let's briefly walk through how to set up and complete your account:

To access your Handshake account, please follow the provided steps below:

1. Type in or copy the provided link onto your browser:
<https://baylor.joinhandshake.com/login>
2. Sign in with your Baylor Bear ID and password (Example: firstname_lastname)
3. Authenticate your sign in with DUO by pushing a notification to your phone or by calling your phone

Starting from the Beginning:

- After you sign in for the first time into Handshake, you will be prompted to complete a survey (**See Example One**)
- This survey is made up of 12 questions that will only take you a couple minutes to complete
- These initial questions will actually begin the process of completing your profile
- After you answer each question, the bar at the top of your screen will change colors from grey to blue
- Make sure the entire bar is blue before you exit the survey
- To edit your responses to this survey, click on your name in the top right-hand corner of your screen
- Then click on the "Career Interests" tab and complete the survey

Example One:

The screenshot shows the Handshake user interface. At the top left is the Handshake logo, and at the top right is an "Exit" button. Below the header is a progress bar. The main heading reads "You're one step closer to your next job." followed by the instruction "Answer a few short questions to see relevant opportunities." The question is "What are you looking for?". Below the question are five buttons: "Full-Time Job +", "Internship +", "Part-Time +", "On-Campus Job +", and "Not sure yet". At the bottom left of the question area is a green "Continue" button.

How to view your Profile:

- After you have completed the survey, you will be led to the Handshake portal homepage
- To view your profile, click on your name in the top right-hand corner
- A few options will appear in a drop-down box; click on the “My Profile” tab
- Now, you can edit and improve your Handshake profile by adding additional information to each section on your page

Next Steps to Completing your Profile & Improving your Score:

- Your Handshake Profile is made up of 10 sections for you to upload and complete: My Journey, Profile Picture, Education, Work & Volunteer Experience, Organizations & Extracurriculars, Courses, Projects, Skills, Career Interests, and a Public Resume
- When you fill out each section, your Handshake Profile Progress Bar will increase (**See the Progress Bar Improvement Guidelines on page 8 for further information**)
- This progress bar can be found under your profile picture and your name (**See Example Two**)
- If you completed the initial survey, your profile will already have some information uploaded into several sections and a progress bar score of 35%
- If you did not complete the initial survey, your profile will be blank, and you will have a low progress bar score
- Fill out each section on your profile page to the best of your abilities and by utilizing the guidelines described in this packet
- **The goal is to reach a score of at least 85% Handshake Profile Completion**

Example Two:

Handshake Profile Progress Bar



The screenshot displays the Handshake profile interface for a user named Emily Dalak. At the top, there is a navigation bar with options like Jobs, Events, Q&A, Students, Messages, and Career Center. Below this is a banner for 'Build your Profile Faster' with an 'Upload a Resume' button. The main profile area shows the user's name, university, and graduation date. A progress bar indicates that the profile is 35% complete. Below the progress bar are buttons to 'Add Work Experiences', 'Add Organizations', 'Add Skills', and 'Add Documents'. The profile is divided into several sections: 'My Journey' with a text input field, 'Education' listing 'Baylor University' as primary education, and 'Work & Volunteer Experience' listing 'Motiva Enterprises' and 'Baylor University Career Center'. Each entry in the Work & Volunteer Experience section has a 'Missing Details' warning icon.

BAYLOR UNIVERSITY CAREER CENTER

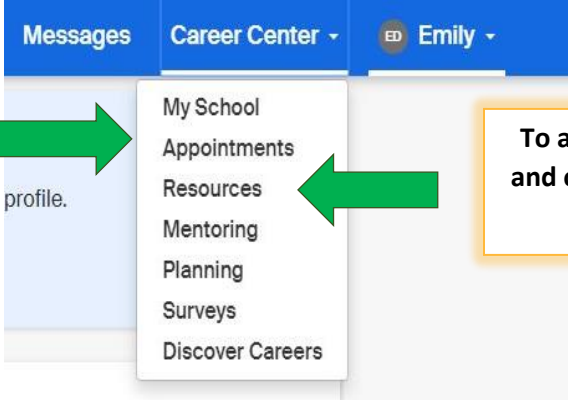
****Important Notice****

A strong resume is the foundation of a strong Handshake Profile

If you do not have a resume or it has not been reviewed by your Career Success Professional, please make an appointment through the Career Center tab and the Appointments tab on Handshake.

The resume template can be found by selecting the Career Center tab and the Resources tab on Handshake. Make sure to type in your college to find resources specific to your major.

Career Center Tab:

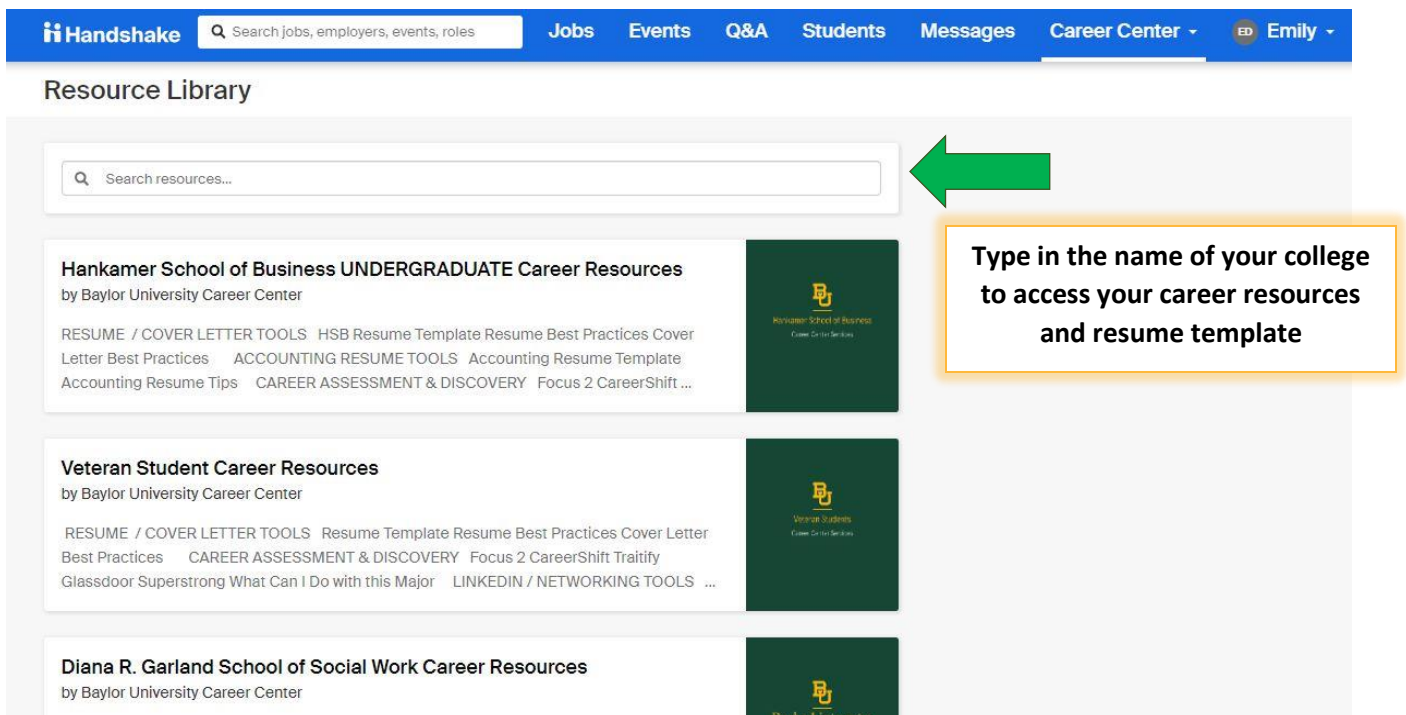


The screenshot shows the Handshake interface with the 'Career Center' dropdown menu open. The menu items are: My School, Appointments, Resources, Mentoring, Planning, Surveys, and Discover Careers. A green arrow points from a callout box on the left to the 'Appointments' option. Another green arrow points from a callout box on the right to the 'Resources' option.

To schedule an appointment, click on the Appointments Tab

To access the resume template and other resources, click on the Resources Tab

Resources Tab (Select your College):



The screenshot shows the Handshake 'Resource Library' page. At the top, there is a search bar with the text 'Search resources...'. Below the search bar, there are three resource cards for different schools: Hankamer School of Business, Veteran Student, and Diana R. Garland School of Social Work. A green arrow points from a callout box on the right to the search bar.

Type in the name of your college to access your career resources and resume template

How to Complete Each Profile Section Effectively

Step One: Upload A Resume

- It is critical for your career search success on Handshake to upload a public resume on your profile
- To upload a resume (or any document) onto your Handshake Profile, click on your name in the top right-hand corner
- A few options will appear in a drop-down box; click on the “Documents” tab
- This page will most likely be blank, click on the blue tab that says “Select from Computer”
- Search for your resume in your files, select it, and then click “Open”
- Once it has finished uploading onto your profile, a screen will appear with a visual of the document
- Click on the green tab that says “Feature on My Profile” to make your resume public and viewable by all employers
- This is also a great way to automatically upload information onto your profile page and increase your profile completion score

Step Two: My Journey

- This is where you can provide a brief introduction to your profile page
- This introduction should be only few sentences long and describes your most employable qualifications and your skillset
- Make sure to close out your introduction with a general purposeful statement (Example: Passionately seeking a summer internship)
- If you have written a Career Profile for your resume, this would be a great place to copy and paste that information
- If you have not written a Career Profile before, schedule an appointment with your Career Success Professional (**See on page 3**)

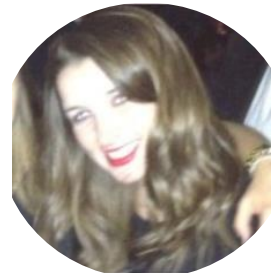
Step Three: Profile Picture

- Having a professional profile picture can increase your chances of an employer reaching out to you for interview opportunities
- Make sure to have a clean background with minimal distractions
- Attire must be business casual, but business professional is preferred
- See below for a few strong and poor examples of a professional profile picture:

Strong Examples:



Poor Example:



Step Four: Work & Volunteer Experience

- If you completed the initial survey or uploaded your resume, there may be portions of your experience section already filled out
- To edit this information, hover your mouse over each position and click on the pencil icon (**See Example Three**)
- Make sure to include the bullet points from your resume, this will add significant depth to your page and employers will love to read more about your skillset (**See Example Four**)
- To add more work or volunteer experience click on the “Add Work Experience” tab

Example Three:

Events Q&A Students Messages Career Center - ED Emily -

Work & Volunteer Experience

Motiva Enterprises
Human Resources Intern
⚠ Missing Details

Baylor University Career Center
Lead Student Coordinator
⚠ Missing Details

[Add Work Experience](#)

Click on the pencil icon to edit a position

To add more experience, click on the Add Work Experience tab

Example Four:

Time Period

* Start Date: May 2018 End Date: August 2018 Current Position

Location: Houston, Texas, United States

Description

Tasked with providing an assessment and suggested improvements to several areas within Motiva's Human Resources Management department

- Developed organizational models relating to career progression including the Supply Chain Management Career Map and the Supply Chain Management Career Paths
- Acted as the HR representative for 22 interns by providing guidance and support throughout the program and proposed solutions for the Motiva Enterprises LLC. Internship Program 2019
- Assisted in the development of the strategic alignment between the company practices, compensation policies, and the employee value proposition
- Assembled the Death Benefits Guidelines and responses for policy implementation

Delete Cancel Save

Make sure to complete the Description section

Step Five: Organizations & Extracurriculars

- If you are involved in or affiliated with a club or an organization, make sure to include it on your Handshake Profile
- Editing a position under this section is very similar to editing a work or volunteer experience
- Simply hover your mouse over each position and click on the pencil icon to edit the position
- To add more organizations or extracurriculars to your profile, click on the “Add an Organization” tab
- Make sure to fill out the description section to add more depth and information to your profile

Step Six: Courses

- During your time as a student at Baylor University, you will take many courses
- It is highly encouraged to list some of these courses on your Handshake Profile
- If you completed the initial survey, there may be a few of your courses uploaded onto your profile
- To add a course, simply click on the “Add a Course” tab **(See Example Five)**
- Make sure to list only the most relevant courses to your major and career interests

Example Five:

The screenshot shows the Handshake profile interface. At the top, there is a navigation bar with links for Jobs, Events, Q&A, Students, Messages, Career Center, and a user profile for Emily. Below the navigation bar, there is a section for the Baylor Association of Human Resources (BAHR) with a 'Missing Details' warning and an 'Add An Organization' button. The 'Courses' section lists several courses: Managerial Accounting, Financial Accounting, Recruiting, and Compensation And Benefits. A pencil icon is visible next to 'Managerial Accounting'. At the bottom of the 'Courses' section is an 'Add A Course' button. Two green arrows point to the pencil icon and the 'Add A Course' button. Two yellow callout boxes provide instructions: 'To edit a course, click on the pencil icon' and 'To add a course, click on the Add a Course tab'.

Step Seven: Projects

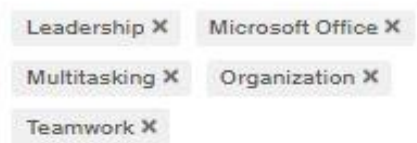
- This is where you can list any projects that you have completed in your classes or on your own spare time
- Make sure to give your project a name (Example: Senior Design Project or Neighborly Recruitment Project)
- Under the Position section, type in a title for your involvement in that project (Example: Team Lead)
- Then type out a description of a few things that you accomplished during that project (This is formatted similar to your work and organization descriptions)

Step Eight: Skills

- Lastly, complete the skills section on the left-hand side of your screen below the progress bar
- Begin adding skills to your profile by clicking on the “Add more skills” bar and typing out a few attributes (**See Example Six**)
- You can also add more skills by using the suggested skills section and adding the relevant ones to your profile (**See Example Six**)

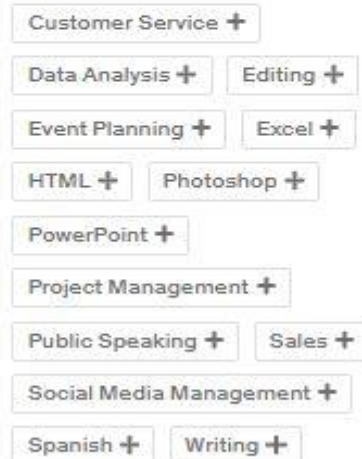
Example Six:

Skills



These are the skills that have been added to your profile and are viewable by employers

Suggested Skills



Handshake will suggest skills to add to your profile

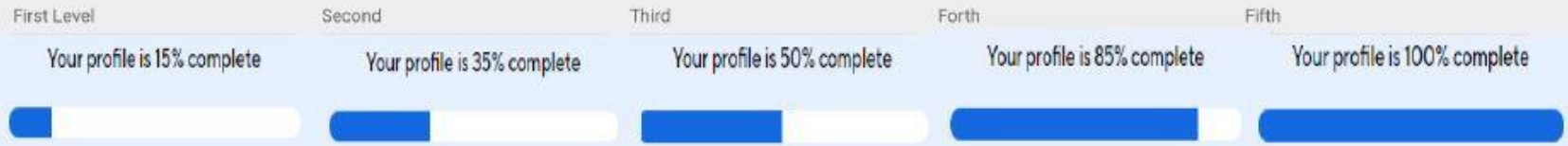


Type out a skill and add it here

Progress Bar Improvement Guidelines

Growth Experiments Progress Bar

Short-term Progress Bar v1



Progress Bar Definition

First Level

Education

All the following fields must be completed:

- School name (of current university), Time Period, Major

Second Level

Requires both of the following:

Work Experience

At least **one** work experience with the following fields defined:

- Job Title, Employer

At least one of:

- Skills, Documents, Courses, Profile Picture, Projects, Short Bio

Requires both of the following:

Organization / Extracurricular

At least **one** Org/Extra with the following fields defined:

- Position, Organization/Extracurricular

At least one of:

- Skills, Documents, Courses, Profile Picture, Projects, Short Bio

Third Level

Work Experience

At least **one** work experience with the following fields defined:

- Job Title, Employer, Time Period, Location

Organization / Extracurricular

At least **one** Org/Extra with all the following fields defined:

- Position, Organization/Extracurricular, Time Period, Location

At least two of:

- Skills, Documents, Courses, Profile Picture, Projects, Short Bio

Fourth Level

Work Experience

At least **one** work experience with the following fields defined:

- Job Title, Employer, Time Period, Location

Organization / Extracurricular

At least **one** Org/Extra with all the following fields defined:

- Position, Organization/Extracurricular, Time Period, Location

At least one of all the following:

- Skills, Documents, Courses, Profile Picture

Fifth Level

Progress bar reaches 100% only when a student has completed every section on the student profile including:

- Short Bio, Documents, Projects and Social Links