

## GETTING STARTED

- Activate your account by logging in [-nebrwesleyan.joinhandshake.com-](https://nebrwesleyan.joinhandshake.com) with your NWU email and password.
- Build your profile. Click on your profile (the circle in the top right corner with your initials) to access your student dashboard. Your graduation year, class, major, and GPA are already filled out for you. Your next steps are to fill out the Summary, Skills, Work experience, Courses, Organizations, Projects, and Languages sections.
- Upload your resume. You can upload as many resumes as you would like. If desired, you can feature one document on your profile by adjusting document visibility. Remember that the Career Center can help you create a strong resume!
- Adjust your profile and create privacy settings. Make sure you double-check your profile content and adjust as you see fit. Once you've completed and are comfortable with your profile, you can change your privacy settings so employers, as well as other students and alumni in Handshake, can view it. Consider making your profile public, because employers can and do message students regarding opportunities that match students based on their profiles.

## NAVIGATE YOUR JOB/INTERNSHIP SEARCH

Here are some tips and tricks within the job section of Handshake that will filter jobs based upon your interests.

- Use filters. To the right of the search bar, you will see filters such as location, types of jobs, etc. We recommend selecting "All Filters" so you can completely control your search. If you are an International Student, you can also filter jobs that accept U.S. work authorizations such as CPT and OPT.
- In the search bar, utilize a variety of keywords to find a wider range of opportunities.
- If you find a job you are interested in, you can save that job by clicking the ribbon Save icon. This way, you can view your saved jobs quickly on the saved jobs tab (next to the search tab) to apply later.
- Create job alerts. Once you have created a filtered search, you can select to be notified any time a new job is posted that meets your search criteria.

## DISCOVER POTENTIAL EMPLOYERS

- Click on the Employers tab to access the Handshake employer database of 900K+ employers.
- Apply filters. Think about your must-haves or non-negotiables from earlier sections. Play around with the filters to discover employers across multiple industries and locations.
- Explore "NWU collections" for lists of local employers curated by the NWU Career Center.
- Browse the list of potential employers. Click on an employer name to view more information, such as an overview of the company, company reviews written by other students/alumni, interview experiences shared by other students/alumni, active job listings, contact information, and public staff listings.
- See any interesting employers? Follow them. Following an employer in Handshake enables notifications to be sent to you when key activities occur for that employer (e.g., a new job is posted, the employer is hosting an event).

## EXPLORE EVENTS

- Click on the Events tab to access event listings. Most listed events are virtual, but some may be local and in-person.
- Apply filters. Are you looking for a career fair, workshop, networking session, speaker/panel, info session, or virtual session? Click on "All Filters" to apply your desired filters.
- Use keywords. Are you looking for an event related to your major, career interests, topic of interest, or employer of interest?