

HANDSHAKE ALUMNAE/I JOB SEEKER INSTRUCTIONS

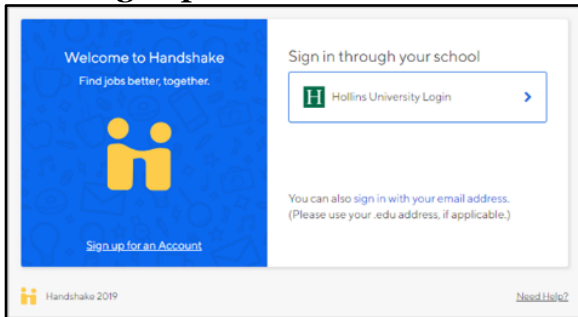
The Career Center has partnered with Handshake, the ultimate web-based one-stop-shop for career exploration and job hunting. What does this mean for you as an alumna/us? Customizing your profile will enable Hollins alums, students and staff to see where you work and connect to you. Your organization can recruit Hollins students and alumnae through the system. It is also a tool for alums who are jobseeking themselves. You will be connected to HUNDREDS of top employers including all Fortune 500 companies. The system will also flag alumnae/i referred opportunities. You can apply to any posted opportunities with the click of a button!

ALUMNAE/I LOG-IN INSTRUCTIONS

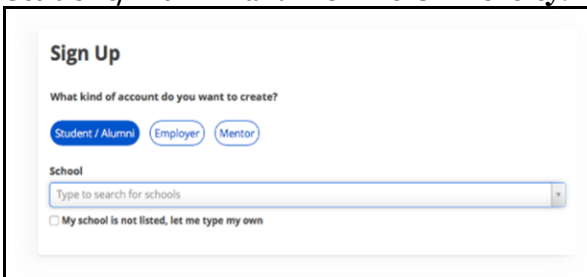
Note: If you are an HR Representative or hiring manager please refer to the [Employer Quick Start Guide](#).

From a Computer

1. Go to <https://hollins.joinhandshake.com>.
2. Select **Sign up for an Account**



3. You will be directed to the registration page where you will select **Student/Alumni** and **Hollins University**.



From your mobile device

1. In your app store for either iOS or Android, search for **Handshake Jobs and Careers**, and then download it. There is no charge to download this app!
2. Open up the app, and enter your school email address
3. Next, tap 'Get Passcode'. This will send a unique code to the email address associated with your Handshake account. Check your email to grab the code!
4. Copy and paste the code into the field, and tap 'Sign In'. You'll then be taken through the on-boarding process, and into your Handshake account!

COMPLETE YOUR PROFILE

1. When you are ready for employers to find you in searches and view your profile, click **Make Profile Public**. (Note: You can switch your privacy status at any time, from private to public or vice versa.)
 - A public profile and most information in the profile can be seen by any employer on Handshake and by the Hollins Career Center. It won't be seen by students or other career centers (Note: Some Handshake profile components, like GPA, have their own privacy settings. So you can make your profile public, but your GPA private.)
 - A private profile can only be seen by you and the Career Center. This is recommended for students not actively on the job market but wanting to access Career Center resources and explore the system.



SEARCH FOR JOBS AND INTERNSHIPS

Start by clicking **Jobs** on the top navigation bar. You will be taken to the job search page. Navigate to the **Employers** tab and click.

1. To search for employers using keywords, **Enter a few keywords** in the search box.
2. To search for employers by location, **Enter a location** in the search box.
3. You can also search by **employer size or industry** by selecting your criteria.
4. To view **alumnae/i connected opportunities**, select the appropriate **label** in the labels field.

Here are some other options to view available jobs and narrow your search.

1. To search for jobs using keywords, **Enter a few keywords** in the search box.
2. Another great way to search for jobs and internships is to **use the filters and create a saved search**. If you are looking for an internship in a specific city, such as Roanoke, you can specify that in your search!
3. To sort the job listings, use the **Relevance** drop down arrow on the top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided.
4. As mentioned, Handshake offers a variety of criteria to filter your search and create customizable search lists. **Click** on the drop down arrow just to the right of the criteria you'd like to filter. Options to select will appear. **Select** your options and **click** on **Search** at the top of the page. You may select as many options as you need.
5. To save a custom search, simply **select** your filter options and **perform** your search. **Click** on **Save these filters**. **Enter** the name and description of your search and **click Save**. It will now appear under **My Saved Filters**. To view jobs based on one of your saved lists, **click** on that list from **My Saved Filters**.
6. You can also create a filter for "Favorite Jobs." If you have a favorite group of jobs, you can return to the list at any point by clicking **My Favorite Jobs** on the left hand navigation bar.

APPLY FOR JOBS

You are **encouraged** to review the [*Rockin' the Resume and Cover Letter*](#) workshop prior to applying for jobs through this system. These will ensure that you are using the best strategies and that the materials you upload are top notch. **MANY SCHOOLS USE HANDSHAKE** – we want to make sure that Hollins applicants stand out with exemplary cover letters, resumes, and supporting materials!

1. **Select** the job that you are interested in applying for by **clicking** on **View Details**
2. Review the details and qualifications for the job
 - a. Note: You can take notes at the bottom of the page and come back to this job at a later date
3. If you are ready to apply- click **Apply Now** located on the right side of the screen
4. **Select** the documents you would like to upload from your document library or upload from your computer
5. **Click** the green **Apply** button when you are ready to submit your application
 - a. If this job has additional application instructions, you will see a message with directions that you will need to follow to complete this application. **Click** any links here to be directed to external applications.
6. You will see that your application has been submitted!

ACCESS CAREER DEVELOPMENT RESOURCES

Start by clicking Career Center on the top navigation bar. A drop down menu will appear. Click Resources to navigate to the Resource Library. Here you will find materials that are shared in our various workshops.

If you have any questions regarding Handshake, please contact the Career Center at careercenter@hollins.edu or 540-362-6364.

