

### HANDSHAKE ALUMNAE/I JOB SEEKER INSTRUCTIONS

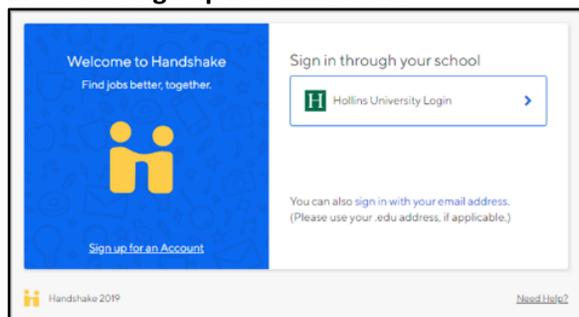
Handshake is Hollins University's web-based one-stop-shop for career exploration and job hunting. What does this mean for you as an alumna/us? Customizing your profile will enable Hollins alums, students and staff to see where you work and connect to you. Your organization can recruit Hollins students 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 opportunities referred by alumnae/i. You can apply to any posted opportunities with the click of a button!

### ALUMNAE/I LOG-IN INSTRUCTIONS

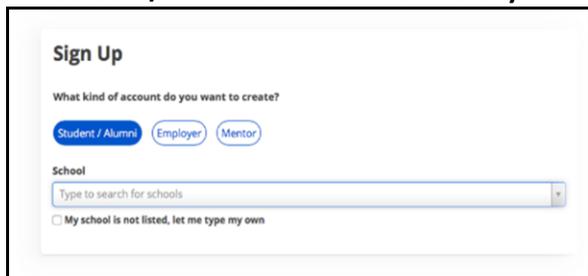
**Note: If you are an HR representative, hiring manager, or would like to post opportunities please refer to the [Employer Quick Start Guide](#).**

#### 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

When creating your profile, you will be prompted to select from one of three privacy options. (Note: You can always change your privacy selection later by navigating to the Settings & Privacy section of your profile.)

- **Community:** This option will give you access to Peer Messaging! Choosing Community will make you visible to other students and alums across all Handshake schools, as well as to employers approved by Hollins.
- **Employers:** This option will make you visible to employers approved by Hollins. You will not have access to Peer Messaging.
- **Private:** Choosing this option means that you are not visible to other students, alums, or employers. You still have access to Handshake jobs and other resources provided by Hollins.

### 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 shared in our various workshops.



## 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 **job type** by selecting your criteria.
4. Click the **filters** tab to choose your criteria and narrow your search. **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 view Hollins **alumnae/i connected opportunities**, select the appropriate **label** in the labels field.
6. 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.
7. 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**.

## COMMUNITY REVIEWS AND MESSAGING

A great way to learn more about an employer or organization is to read the reviews by students/alums from Handshake schools. You can learn more about a specific student/alum experience by reaching out through peer messaging.

### Reviews

1. In the **filters** tab, check the box **employers with reviews**.
2. Click on **Review** next to the organization's name. You will see overall organization reviews or information on the interview process.

### Peer Messaging

When it comes to finding a student/alum to message, you have several options.

(Note: you will click the  button for any of the options below.)

1. To search specific students/alums. **Enter** a name in the **search bar** at the top of your account page.

2. To search for students/alums using filters such as major or student **Click** on the **Students** tab in the toolbar at the top of your account. **Select** your filter options on the left and **perform** your search.
3. To contact students/alums indicating experience at a particular employer. View **employers' profile page** by selecting **Jobs** in the toolbar at the top of your account. Next, click the **Employer** tab. **Select** desired employer.
4. To ask students/alums with public profiles posting an employer review more about their experience. While still viewing the **employers' profile page** click the **Review** tab. **Select** desired review.
5. To request more information from students/alums with public profiles asking or answering questions on the Q&A page. **Click** on the **Q&A** tab in the toolbar at the top of your account. **Select** the desired question.

## APPLY FOR JOBS

Prior to applying for jobs through this system please review the [Rockin' the Resume and Cover Letter](#) workshop to ensure your materials 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. (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 to submit your application.
  - 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** the links to be directed to external applications.
6. You will see that your application was submitted!

**If you have any questions regarding Handshake, please contact the Center:**  
[careercenter@hollins.edu](mailto:careercenter@hollins.edu) or 540-362-6364

