



## Greatness starts with **handshake** - Student User Guide

To get started, go to [mga.joinhandshake.com](http://mga.joinhandshake.com) to claim your profile with your MGA email address.

You can also download the Handshake iOS or Android app!

### **Schedule a Career Development or Leadership Appointment (virtual and in-person options available).**

1. Select the "Career Center" tab at the top of the Student home page.
2. Select "appointments" and then "Schedule a new appointment."
3. Select the category that describes you and your needs. Then choose your preferred appointment type.
4. You'll be able to search preferred dates and times. When you find one, select and complete request.

### **Complete/Update Your Profile & Upload Your Resume**

1. Update or add more information to your profile in the My Profile option under the menu with your name. You can add job experiences, organizations/extracurricular, and other information from your resume or LinkedIn profile. Add skills, projects, photo, and social links if you want them viewed by employers. For a professional headshot, stop by the Macon or Cochran CCLD offices.
2. Upload your resume by clicking the "Upload Resume" button from your profile. You can also upload resumes and other documents in the Documents option under the menu with your name.
3. On your profile, click on Make Profile Public if you want employers to be able to search for you or message you about jobs/internship opportunities. Click "Make Profile Private" to turn this feature off.

### **Update Your Career Interests**

Handshake recommends jobs, internships, events, and articles that actually interest you if you complete your career interests.

1. Click on the menu with your name and choose "Career Interests."
2. Complete the options and click "Save My Career Interests."
3. Update your Career Interests whenever you have a new career goal or interest.

### **IMPORTANT FEATURES TO USE**

#### **Finding Jobs & Internships— Opportunities for MGA Students & Alumni**

Use the Jobs menu to search over 4,000 active job, internship, and graduate school opportunities.

1. Click on the "Jobs" menu
2. Use the filter buttons, keywords, job titles, employers, and/or city/state information to filter for opportunities.
3. Click "Create Search Alert" if you would like to save particular search criteria and receive customized emails when new opportunities are posted that match your criteria.
4. Click into a job and use the "Favorite" button to move jobs/internships that interest you to your "For You" menu.

#### **Applying for Jobs through Handshake**

Apply for jobs/internships through Handshake. Make sure you upload a tailored resume specifically for that opportunity when applying.

1. Click into a specific job. Click the "Apply" button and follow the prompts.
2. Manage/view your applications in the "Applications" submenu under the "Jobs" menu.

#### **Discover Employers**

500,000+ employers including the Fortune 500 recruit using Handshake! Research any employer that interests you filtered by company size, industry, location, and keyword. Many employers include public contact information- use it to expand your network!

1. Click on the "Jobs" menu followed by the "Employers" submenu. Use the "Favorites" button or star icon to save employers.

#### **Career Fairs and Events**

100+ employers and graduate schools visit campus each year through career fairs and networking events.

1. To search career fairs, click on the "Events" and use the "Find Career Fairs" filter. Always research employers before attending a career fair. Click into a fair and then "Join Event."
2. For events such as workshops, use the "Event Search" submenu for a full calendar of events.

#### **Campus Interviews**

1. Click on the "Jobs" menu, then the "On-Campus Interviews" submenu, to sign up to interview with employers visiting campus.
2. Once inside an On-Campus Interview of interest, review the Timeline on the left side of the screen.

#### **Resources & Handouts**

The CCLD provides hundreds of career resources and handouts including resume examples.

1. Click on the "Career Center" menu followed by the Resources submenu. Use the search box to use keywords to find resources.