

GET HIRED ON *Handshake*



The Handshake platform is designed to help you discover and connect to career opportunities. Use Handshake to search for jobs and internships, register for career fairs and events and research employers and industries.

FIND YOUR NEXT CAREER OPPORTUNITY IN 4 EASY STEPS

1 LOG IN

- ♦ Go to joinhandshake.com and click on the **Student Login** button.
- ♦ Use your Laker Mail email address.

2 COMPLETE PROFILE

- ♦ List your experiences and accomplishments.
- ♦ Make sure to list all your work, including projects from classes and volunteer experiences, on-campus activities and any professional associations.

3 UPLOAD YOUR RÉSUMÉ

- ♦ For assistance with résumés, cover letters and mock interviews contact Tina Moore at tmoore@lakelandcollege.edu or call 217-234-5288 to schedule an appointment.

4 SEARCH JOBS

- ♦ Click on Jobs and select your desired job type.
- ♦ Choose location and use filters when adding or narrowing down your search results.
- ♦ Follow the stated application instructions within the job description to apply for the desired position(s).

LEARN MORE

Career Services
217-234-5288
careerservices@lakelandcollege.edu
lakelandcollege.edu/career-services

HANDSHAKE TIPS - GETTING STARTED

1 Log In using the instructions sent in the invitation email.

2 Upload your résumé.

You have the option of pre-filling your profile with your résumé. If you want to do this, don't answer the initial questions that pop up with your login as those will be populated later when you choose to fill your profile from your résumé.

3 Review your profile and add information as needed.

- On your homepage, you can select to Make Your Profile Public to employers.
- Be sure to include GPA in your profile. Employers who screen by GPA will need this information to consider your candidacy when you apply. Also be sure to add your college start date and graduation date as many employers choose this for their preferences.
- Check your notification settings. Click on your name over to the right, Settings & Privacy and then Notification Preferences. It's important that you select to receive either an email or a notification (within the system). The important sections you will want to turn email notifications on for are: Experiences, Applications, Documents, Jobs and Interview Schedules. Otherwise, important emails may not get to your inbox.

4 Go to Career Center -Experiences and Request an Experience to add your internship information if you would like to request to register for a Career Services Internship.

- Be sure to fill out all of the information even though it isn't required. We will need supervisor email, location etc. Missing information may slow down the processing of your record.

5 Search for student employment, internships and full-time jobs.

- Click the Jobs tab at the top to begin your search.
- Create a Saved Search by going to the Jobs tab. You will find the Create Search Alert button on the right hand side of the screen.
- Review applications & track interviews using the Applications and On-Campus Interviews tabs at the top of the screen.

6 Search for Events by clicking on the Events tab at the very top.

- Select Fair Search to find upcoming Lake Land College fairs.
- Favorite and Join events to receive reminders from Handshake.
- You can view all employers once you Join an event.
- Select Search Events to explore information sessions or workshops.