

HANDSHAKE INSTRUCTIONS FOR ALUMNI

Handshake is UW-Superior's web-based recruiting system in which all students automatically have a life-time account. We encourage all internal and external employers to use this system as their primary job posting location.



ALUMNI LOG-IN INSTRUCTIONS

1. Go to Career Services' webpage at www.uwsuper.edu/career
2. On the top of the screen, click the Handshake tab
3. Click Handshake Login button
4. Enter your username and password
5. If you graduated prior to December 2017, you will need to register at <https://uwsuper.joinhandshake.com/login>
 - Enter your personal email address you would like to use to login to Handshake
 - Select **Student/Alumni** and click **Register a New Account**
 - Fill in your name, set your password, view and agree to the terms, and click **Submit**



SEARCH FOR JOBS

Start by clicking on Jobs on the top navigation bar. You will be taken to the Job Postings page. From here, there are various options available to view available jobs and narrow your search:

- To search for jobs using keywords **Enter a few keywords** in the search box and click **Search**
- 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 Superior, you can set these as filters in your search!
- To sort the job listings, use the drop down arrow next to **Sort By: Relevancy** button on top right hand corner. **Click** on the arrow. **Select** the basis for your sorted job list from the options provided
- As mentioned above, 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
- 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**
- You can also create a filter for "Favorited Jobs". If you favorite a 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

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 if you would like to 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
 - 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!

**If you have any questions regarding Handshake, please contact Career Services
at: 715-394-8024 or career@uwsuper.edu**

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UPLOAD DOCUMENTS

1. Click your name in the top right hand corner and select **Documents**
2. Click **Select from Computer** if you have not added a document or select **Add New Document** in the top right
3. Once you drag or choose a document from your computer, you'll see a preview of the document. You can name it, select the document type, and then Click **Add Document**
 - Uploaded documents can be resumes, cover letters, transcripts, or work samples
 - Files should be in .PDF, .DOC, or .DOCX format. Note: The preferred format is .PDF. Handshake will automatically attempt to convert any .DOC or .DOCX format into .PDF. You will need to review and approve the converted .PDF version of your document prior to using it apply for a job
 - You can select the Feature on Profile option if you would like your document to be able to be found and viewed by employers on Handshake or your school's Career Services Center. If you want to keep the document part of your private document library, or if you're uploading it for use in a particular job application, you may not want to feature this document on your profile. You can change this at any time by going to your documents, and toggling them visible or not visible
4. You'll now be able to see your document in **Documents** and you will have the ability to build your profile from this document!



EDIT DOCUMENTS

1. Click your name in the top right hand corner and select **Documents**
2. Find the document you want to edit or delete and **click** on it
3. **To edit/replace a document:** Documents stored in Handshake are in .PDF format, so you cannot make a change to the document directly within Handshake. You'll need to first make the change **in original document (on your computer)**, save it as a .PDF, and upload it as a **replacement**
 - You can, however, make edits to the document name, type, or edit the description. Make sure you save any changes you make!
4. **To feature on profile:** all you need to do is select this option, and the document will be set as visible, or public, on your profile page. You can **select featured on profile** at any time to remove this document from your profile
5. **For deleting your document:** Once you click Delete, you will be prompted to confirm this deletion. Handshake does not store old versions of your documents, so if you edit or delete a document you think you might want to reference in the future, please keep a copy of that document in your own files

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