HANDSHAKE TUTORIAL

UPLOADING DOCUMENTS

UNIVERSITY *of* WISCONSIN
Superior
Career Services

handshake

UPLOAD DOCUMENTS

1. Click your name in the top right hand corner and select **Documents**
2. Click **Select from Computer** if you have not previously uploaded a document or
   select **Add New Document** in the top right if you have previously uploaded a document
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!

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   - 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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**If you have any questions regarding Handshake, please contact Career Services
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