

HANDSHAKE PROFILE COMPLETION PROCESS

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.



STUDENT 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 the **Handshake Login** button
4. Enter your UW-Superior email address
5. Enter your E-Hive username and password



FILL OUT YOUR PROFILE

1. Some of your information will already be in your Handshake profile. Check to make sure all pre-loaded information is correct. If you find an error in any of your profile data, contact the Career Services office
 - Pay especially close attention to your major and GPA. Your profile is hidden from employers until you choose to make it public. Your GPA is hidden from employers until you choose to deselect the **hide from employers** box next to GPA when editing your Education section
2. When you are ready for employers to find you in searches and view your profile, click **Make Profile Public**
 - A public profile, and most information in the profile, can be seen by any employer on Handshake and by your Career Services Center. (Note: There are some Handshake profile components, like GPA, that have their own privacy settings. So you can make your profile public, but your GPA private, for example). Your profile can't be seen by other students or by Career Services Centers at other schools
 - If you make your profile private, it can only be seen by you and your school's Career Services Center
 - You can switch your privacy status at any time, from private to public or from public to private

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 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.
4. You will now be able to see your document and have the ability to build your profile from this document!

START ADDING INFORMATION TO YOUR PROFILE

1. Click update or add your experience
 - Include anything you did for at least 5hrs/week for at least 6 weeks, whether it was paid or volunteer work
 - Only include relevant work experience within the last 10 years
 - Format: Title; Name of Employer; City, State
 - List your duties in the position in a bulleted list
 - Begin each description with a power verb
 - Try to have at least 2-3 bullets under each position
2. Click add an organization
 - Include your role, name of the organization, and dates involved
 - Consider adding a description and a list of duties if you held an officer position
3. Add a course
 - Add relevant coursework
 - Be sure to include whether or not you were a teaching assistant

HANDSHAKE PROFILE COMPLETION PROCESS

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.



4. Add a Brief Bio about yourself
 - Be brief and give a snapshot of who you are
 - Consider including your name, school year, area of studies, activities, etc.
5. Add your skills
 - Select skills from the ones listed by Handshake and/or add your own

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**
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

EXAMPLE ACCOUNT

If you are looking to see what a completed account should look like, follow these steps:

1. Click the Students Tab
2. Search for Students by name on the left-hand side of the screen
 - Look up 'Faculty/Staff'
3. Reference this profile for completion options
4. Contact Career Services with further questions

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