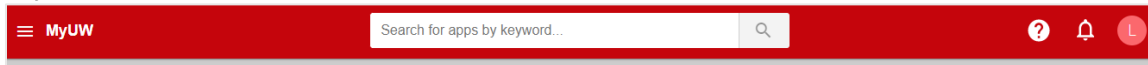


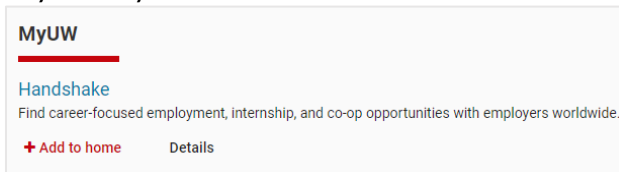
HANDSHAKE HELP DOCUMENT

Ready to start exploring career opportunities on Handshake? See below for information on how to get started!

1. The first time you log in to Handshake, you will want to do so through MyUW (<https://my.wisc.edu/>). Search **Handshake** in the keyword search at the top of your MyUW dashboard.



You can choose to add Handshake as a widget to your MyUW homepage so it is easier to get back to in the future by clicking **+Add to home** in the Handshake listing in your MyUW search results.



If you choose not to add the widget, you can login for subsequent visits at <https://wisc.joinhandshake.com/>.

2. The first time you log in, you will be asked to agree to the **Terms of Service** and **Privacy Policy**. You must check the "I agree..." box in order to move forward. The other two boxes are optional.

A screenshot of the Handshake login form. The form is titled "Join 9+ million students and kickstart your career." Below the title, there is a form with the following fields: "Studying" (with a dropdown menu showing "Pharmacy") and "at" (with a dropdown menu showing "University of Wisconsin-Madison"). Below these fields, there are three checkboxes: "I want employers to be able to find and view my profile", "I agree to receive marketing messages, including promotions and special offers from Handshake", and "I agree to the Terms of Service and Privacy Policy". Below the checkboxes, there is a green "Get Started" button. At the bottom of the form, there is a small disclaimer: "By activating your account, you acknowledge that you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time."

3. The first time you login, you will also be prompted to answer questions about personal pronouns, race/ethnicity and gender identity, types of jobs you are looking for, locations/geographical regions you're interested in, etc. You are strongly encouraged to complete this Career Interest Survey, **as it will populate your homepage with jobs and events you may be interested in each time you log in.** Below are some examples of what this will look like.

What are you looking for?

Help Wanted

Full-Time Job Internship Part-Time On-Campus Job Not sure yet

Which industries are you interested in?

Type or select any field

Popular industries for Pharmacy majors like you


Healthcare Biotech & Life Sciences Pharmaceuticals Research Non-Profit - Other Medical Devices Management Consulting

Investment Banking NGO International Affairs Politics Advertising, PR & Marketing Government - Local, State & Federal


Higher Education Utilities and Renewable Energy Not sure

***Note:** You can revisit this “survey” at any time by clicking on your name at the top-right of your screen and selecting “Career Interests” from the dropdown menu.

4. **Complete your profile.** Click on your name in the upper right corner of the screen and select **My Profile**.

Much of your information will be pre-populated (Education level – Doctorate, Major – Pharmacy, etc.), but you will most likely need to update your graduation date/end date. To do so, click on the edit icon () in the education section. It will look something like the screenshot below. **You will want to update your graduation date or “end date” to be May of the year you will graduate.**

Education

 **School Name**
University of Wisconsin-Madison

Education Level
Doctorate

College
Pharmacy

Time Period

Start Date
August 2018

End Date
May 2022

Major
Pharmacy

Minor
Type or select any minor to add it to your profile

You will also need to decide whether you would like to share your GPA with employers. “Hide from employers” will automatically be checked, so you will need to uncheck the box if you would like this information available to employers.


Cumulative GPA **Hide from employers**

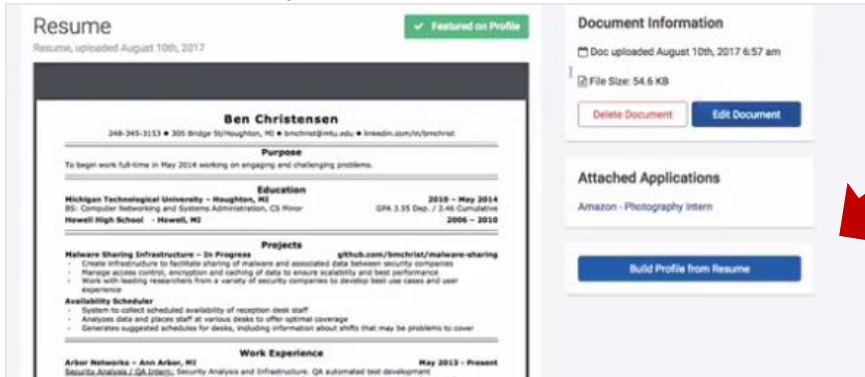
3.59

- 5. Consider uploading your CV and other documents.** Consider uploading a public CV/resume in Handshake for employers to see. For video instructions on how to do this, visit the following link: <https://support.joinhandshake.com/hc/en-us/articles/219426647>

You can have one “public” document of each document type (Resume/CV, Cover Letter, Transcript, Other). We suggest having one “generalized” resume/CV uploaded. You may also choose to have one “generalized” cover letter uploaded. These generalized documents can be your “public” documents.

Note: You may upload as many documents as you would like. We suggest titling the documents accordingly. For example, if you are applying for an internship at Walgreens through the Handshake system, you may want to create a cover letter titled “[Last Name] Walgreens Cover Letter.” That way, you will know exactly which document(s) to attach to your application, when prompted.

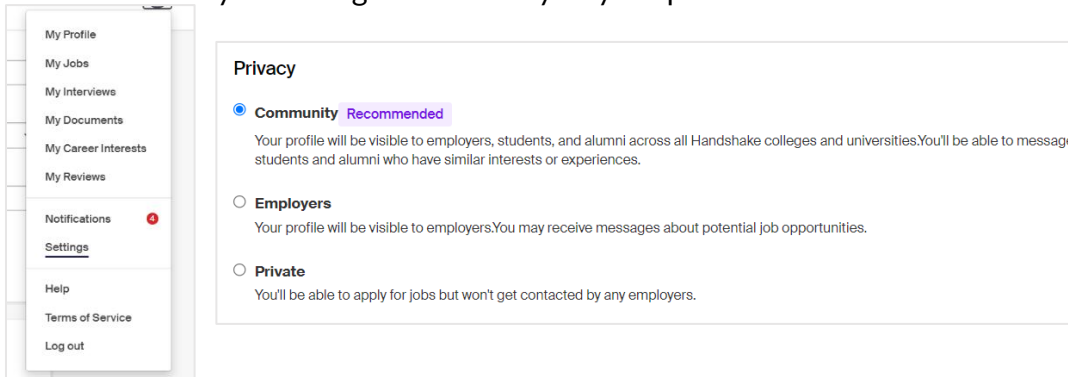
Special note: When uploading your generalized, public resume/CV you may choose to “Build Profile from Resume” by clicking on the blue button just after uploading the document. If you choose to do this, you can then edit each work experience (if it didn’t populate exactly as you would like it to) by clicking the blue edit button () next to each work experience.



6. Make your profile public?

- A public profile with the “Community” setting allows employers, students, and alumni to view your profile.
- If you make your profile visible with the “Employers” setting, it can only be seen by you and employers. You can receive messages about potential job opportunities with this setting.
- A profile with the “Private” setting only allows you and your Career Services Center access to view your profile.
- You can switch your privacy status at any time.

If or when you decide to make your profile public to employers, students, and alumni, click your name in the upper right corner of the screen and select **Settings**. Scroll down to “Privacy” to change the visibility of your profile.



7. **Take Handshake for a spin.** Select **Jobs** at the top left of the Handshake webpage, to search and filter for companies and employment opportunities that you're interested in learning more about or applying to. Remember, you can always save your searches in Handshake so finding relevant employers and jobs will be easy!

