

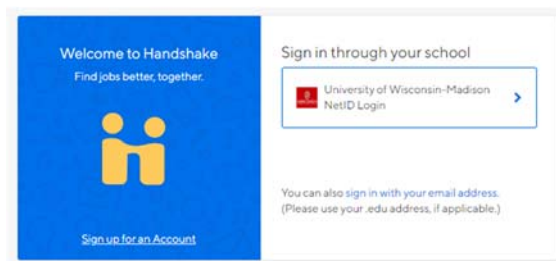
School of Pharmacy Career Services

Handshake Help Document



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

1. **Login to Handshake.** Go wisc.joinhandshake.com. You can also search Handshake in your MyUW, and add it as a widget. Once you're on your school's page, **click** the ***University of Wisconsin-Madison NetID Login*** button.



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 with your login process. The other two check boxes are optional.

Join 9+ million students and kickstart your career.

Studying **Pharmacy** at **University of Wisconsin-Madison**

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

I agree to the [Terms of Service](#) and [Privacy Policy](#)

Get Started

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 the 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?

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.*

3. **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

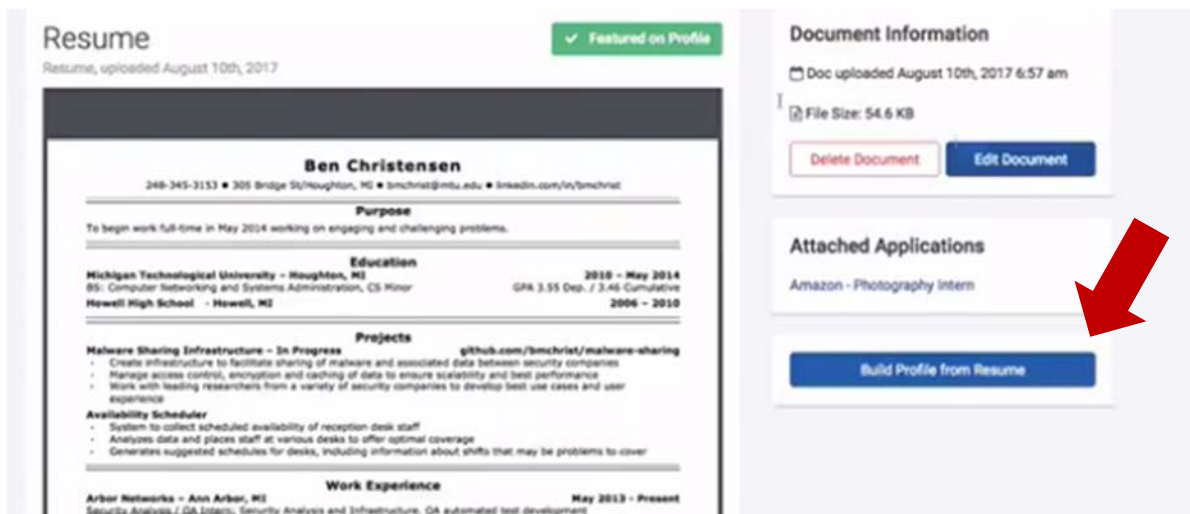
- You will also need to decide whether you would like to share your GPA with employers. “Hide from employers” will automatically be checked, so you will need to uncheck the box if you would like this information available to employers.

Cumulative GPA Hide from employers

3.59

4. **Upload your CV and other documents.** You’ll likely want to have a public CV/resume available 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.



Resume ✓ Featured on Profile

Resume, uploaded August 10th, 2017

Ben Christensen
248-345-3153 • 305 Bridge St/Houghton, MI • bmchrist@mtu.edu • linkedin.com/in/bmchrist

Purpose
To begin work full-time in May 2014 working on engaging and challenging problems.

Education

Michigan Technological University - Houghton, MI	2010 - May 2014
BS: Computer Networking and Systems Administration, CS Minor	GPA 3.55 Dep. / 3.46 Cumulative
Howell High School - Howell, MI	2006 - 2010

Projects

Malware Sharing Infrastructure - In Progress github.com/bmchrist/malware-sharing

- Create infrastructure to facilitate sharing of malware and associated data between security companies
- Manage access control, encryption and caching of data to ensure usability and best performance
- Work with leading researchers from a variety of security companies to develop best use cases and user experience

Availability Scheduler

- System to collect scheduled availability of reception desk staff
- Analyzes data and places staff at various desks to offer optimal coverage
- Generates suggested schedules for desks, including information about shifts that may be problems to cover

Work Experience

Arbor Networks - Ann Arbor, MI	May 2013 - Present
Security Analyst III / QA Support, Security Analysis and Infrastructure, QA automated test development	

Document Information

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Attached Applications

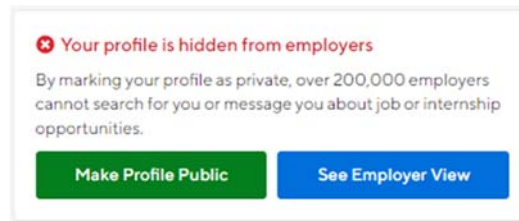
Amazon - Photography Intern

Build Profile from Resume

5. Make your 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. 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.

If or when you decide to make your profile public, click the "Make Profile Public" button at the top right corner of your profile page.



6. **Take Handshake for a spin.** Use the landing page, top search bar and filters to look for companies and jobs 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!

School of Pharmacy students should contact Lindsey Weigel with any questions regarding Handshake.

Lindsey Weigel
2220 Rennebohm Hall
lindsey.weigel@wisc.edu
608-262-6234

Happy job hunting! 😊