IT STARTS WITH A HANDSHAKE.
Welcome to Handshake!

Thank you for using Handshake, Manhattanville College’s ultimate Career Platform! We can’t wait for you to start connecting with employers and getting on the path towards career success!

Handshake is the ultimate career network and recruiting platform for college students and young alumni.

Handshake’s Key Objectives:
1. Help every student get their dream job regardless of where they go to school
2. Create a network of employers and schools that allows students to access jobs and opportunities they may not otherwise
3. Help career services understand their students like never before, to even better help guide each student along their career path

What this Means for Students
1. All students have a profile on Handshake connected to their University
   a. You can customize their profile by adding a resume, a profile picture, your career interests, work experience, etc.
2. You can be connected to hundreds of top employers
3. You can apply to jobs those employers post, with the click of a button!
4. Career Fairs and events can be shared across students and employers simultaneously!

If you don’t already have a user account and company profile in Handshake, you’ll need to do that first. If you already have a Handshake account with another school, you’ll want to use it to connect with Manhattanville. Let’s get started!

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Need help?
We created this guide to provide you with the information you need to get started with Handshake. If other questions should come up, or if you want to learn more about Handshake, please don’t hesitate to contact our office; we’re here to help!

Center for Career Development
Manhattanville College
Phone: (914) 323-5484 Email: Careers@mville.edu Online: www.mville.edu/careers
How to Login

Go to: mville.joinhandshake.com

Select:

![LDAP Authentication]

Enter your Manhattanville Username and Password. (same as your Web Advisor)

Next, Complete your Profile

Some of your information will already be in your Handshake profile

1. Check to be sure all pre-loaded information is correct.
2. Pay especially close attention to your major and GPA (if included).
3. If you find an error in any of your profile data, contact the Center for Career Development.

Decide whether to make your profile public or private.

1. 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.
2. If you make your profile private, it can only be seen by you and your school’s Career Services Center.
3. You can switch your privacy status at any time, from private to public or from public to private.

The more information you add to your profile, the easier it will be for employer to find you and to make good decisions about whether or not you might be a good fit for their job postings.

Take Handshake for a Spin!

1. 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.
2. Follow some jobs and employers you’re interested in. When you follow an employer or a job, you can begin filtering based on companies you follow.
Scheduling an Appointment

On the top of your screen, select “Career Center” and then “Appointments”

Select “Schedule a New Appointment”

Choose the appointment category

Choose the appointment type (Be sure to read the descriptions to choose the appropriate appointment)
Select the day you would like to schedule your appointment.

![Appointments Availability Calendar]

Select the counselor you would like to meet with

<table>
<thead>
<tr>
<th>Teagan O'Connor - May 16 - Job Search</th>
<th>10:30 am EDT - 11:00 am EDT</th>
</tr>
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<tr>
<td>Meghan Makarozuk - May 16 - Job Search</td>
<td>11:00 am EDT - 11:30 am EDT</td>
</tr>
<tr>
<td>Leigh Ann Enyame - May 16 - Job Search</td>
<td>11:00 am EDT - 11:30 am EDT</td>
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**Important: Make sure to schedule your appointment with the appropriate counselor**

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<tr>
<th>Meghan</th>
<th>Leigh-Ann</th>
<th>Teagan</th>
<th>Manching</th>
<th><strong>New Counselor</strong></th>
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<td>Business</td>
<td>ANY Resume &amp; Cover Letter apt.</td>
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<td>Freshman/First Year Students</td>
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Enter the details for your appointment—be as specific as possible, and be sure to elaborate on appointment details.

Select “Create” at the bottom of the page.
Uploading a Document

To upload a new document:

1. Click Your Name on the Left Hand Navigation Bar.

2. Click the Documents tab in the dropdown

   1. Click Add Document in the lower left corner of Your Documents.
   
   2. Complete the New Document form. Uploaded documents can be resumes, cover letters, transcripts, or work samples.

      a. 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.

      b. Check the Public? checkbox 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, the checkbox should remain unmarked. To learn more about the difference between Public and Private documents: What is the difference between a private and public document?

You’ll now be able to see your document in Your Documents and you will have the ability to build your profile from this document!
Searching for Jobs in Handshake

Handshake takes information that you entered during onboarding and from your profile to recommend jobs for you! Feel free to favorite collections, jobs and employers to see them more frequently!

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. Some criteria options, e.g. Label, Major, etc., are specific to your school and input by your career services center.
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To create your company profile, begin by searching for an existing profile.

If your company doesn’t appear in the search results, click Create New Company. You will be taken to the following page where you create your company profile.

To add your company’s logo (small square photo):

1. Click Add a logo.
2. Click Upload New Image.
3. Select the logo image you’d like to use from your computer files. Please keep in mind that a 1:1 (width to height) ratio is best for your logo with a minimum size of 150x150 pixels and maximum size of 400x400 pixels.
4. Click Select image.
5. Click Save.

To add your company’s branding image (rectangular website banner):

1. Click Add a branding image.
2. Click Upload New Image.
3. Select the logo image you’d like to use from your computer files. Please keep in mind that a ratio between 4:1 and 5:1 (width to height) is best for your branding image with a minimum size of 1200x300 pixels and a maximum size of 2000x500 pixels.
4. Click Select image.
5. Click Save.

**Create Your Company Profile........Continued**

Scroll down to the area of the page where you can add basic information about your company.

Enter your company’s information.
Searching for On-Campus Jobs

Select “Jobs”

Select “On-Campus”

Click on the individual jobs for more detailed information as well as to apply.
Find Career Fairs & Events

At the top of your home page, select “Events”

View upcoming events, careers fairs, or search for events to find out more details about a particular event.

Click on an event to find out more details. Select “Favorite” to add event to your homepage. Select “Join Event” to RSVP. You will receive reminders for events that you RSVP for.
On your home page, select “Career Center” and “Resources”

Browse through and view any of the resources provided.