Handshake is Villanova’s go-to resource for jobs, internships, events, and more!

This mobile career management platform intuitively connects you to relevant opportunities based on your profile, career interests and search activity. Through Handshake, you can apply for positions, explore companies and connections, and sign up for career fairs, events, and workshops all in one place.

ACCOUNT LOG IN & HANDSHAKE BASICS

☐ Current Student Log In: On log-in page, click Login with Villanova Credentials and use your VU username & password through the single sign-on. Alumni Log In: At log-in, click Login with Email Address & Password to register. Use personal email address & create a password. You will receive an email when the account is activated.

☐ Navigation of Site: The blue search bar across the top of the screen is a broad search for ALL Handshake areas. For more specific searches, use the navigation bar on the left-hand side of the screen.

☐ Dashboard: Your dashboard (Home) includes opportunities and events that are relevant & specific to you based on your profile and activity. It features upcoming appointments and events in one easy-to-find location. Return to your dashboard by clicking the Handshake logo in the top-left corner of the screen or Home on the navigation bar.

☐ Your Career Interests: Select this button from the left-hand navigation bar to specify your career interests based on type of position, industry, location, or job function. Complete this section so we can personalize your experience!

CREATE YOUR PROFILE

☐ Select View Your Profile from left-hand navigation bar to add/edit profile information or documents. Your Education field automatically populates into the system (current students only). You can hide your GPA here if you do not wish to disclose it. Under Account, make your profile public to employers who may be seeking candidates.

☐ Create a robust Profile by detailing your Work Experience, Extracurriculars, Projects, Skills, and Courses sections.

☐ Upload your resume and cover letters in the Documents tab by clicking New Document. (You can parse data into your profile from a resume. Always check your profile after.) Make a resume public for employers to search.

☐ Set Notification Preferences under Account to control how important Handshake messages to come to you.

☐ REMEMBER: The more you include in your profile and career interests, the better Handshake can populate your dashboard with opportunities that matter to you! Keep it relevant and keep it updated!

SEARCH FOR JOBS & INTERNSHIPS

☐ Click on Jobs or Internships on the left-hand navigation bar. You can filter positions based on your preferences.

☐ Saved Searches allow you to create searches based on your interests & revisit them quickly. Create & review your saved searches at the top of the Jobs or Internships posting page. You can save multiple searches at a time.

☐ In each job/internship posting, you can apply, follow the company, and take notes on the position (visible only to you). Recruiter contact information is sometimes provided; capitalize on this by following up!

☐ Click View Your Applications on the left-hand navigation bar to track the status of any positions you have applied for or interviews you have scheduled.
**SEARCH FOR EVENTS & FAIRS**

- Click on **Events** on the left-hand navigation bar. You will find upcoming events on the **Overview** tab. You can also review events that you’ve already followed or RSVP’ed. **Events can include Company Info Sessions, Workshops, Major or Career Panels, and more.**

- **Search an Event**: Click on **Search** tab in Events & filter based on your preferences. You can save a search here. Filtering by **label** will allow you to search events based on categories like college or specific industry.

- Even if RSVP isn’t required, it’s smart to follow/RSVP to an event so that you receive updates on your dashboard! To RSVP for an event, click **Join Event**.

- Click on **Fairs** on the left-hand navigation bar to find upcoming Career Fairs. Villanova fairs will always populate to the top. You can register for the event (if necessary) and view what employers are currently registered! Search registered employers by major, job type, and more. You’ll also find company bios and links to employer websites.

**SEARCH FOR EMPLOYERS**

- Click on **Employers** on the left-hand navigation bar.

- You can filter by employer type, company size, industry, location, and keyword.

- If it has been provided, you can find any contact information for the company and its employees. This allows you to follow up on specific opportunities or inquire about future positions.

- **Follow** the company to get dashboard updates about any relevant activity on campus.

- Click **View & Add Notes** button to keep track of any contacts or information you want to remember about the organization. This can help you on future applications, interviews, and as you network!

**MAKE A CAREER CENTER COUNSELING APPOINTMENT**

- On the left-hand navigation bar, click **Appointments** then **Schedule a New Appointment**. You can schedule by type of appointment, time, and even specific counselor 24/7. All appointments must be made 24 hours in advance. **Walk In Appointments (M-F 11am-3pm) do not require you to make an appointment via Handshake.**

**ADDITIONAL HANDSHAKE USER FEATURES**

- Select the **Journal** feature from the left-hand navigation bar to keep notes about your career journey process, record tips you learn from employers and career counselors, and organize your career connections all in one place!

- Click **View Your Profile**, then **Account**, to perform a **Calendar Export** from Handshake to your personal email calendar. This allows you to track all of activities, events, class due dates, and Handshake appointments together.

- Want to view other Career Center resources for job searching, career & industry exploration, and interview prep? You can easily access additional recommended resources by visiting your **dashboard**. Click on **Recommended Resources** on the right-hand side of the screen.

- **NEED ADDITIONAL ASSISTANCE?** Handshake representatives are responsive and eager to troubleshoot for you! You can reach out by selecting the **Help** link along the blue navigation bar at the top of your screen or emailing **support@joinhandshake.com**. You can also contact the Career Center by calling 610-519-4060.