



handshake

A Career Services Quick Guide



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<https://my.usf.edu>



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1 CLAIM YOUR ACCOUNT

Log on to MyUSF. In the My Resources tab, click “Find a Job (Handshake).” Activate your account, and check the box so that employers can view your profile. You may want to update your notification preferences on your profile.

2 UPLOAD YOUR RESUME

In your profile, click on “Documents” located in the upper right corner of the page. Click “Add New Document” to upload your resume and other application materials. Be sure to upload a PDF version.

3 BUILD YOUR PROFILE

Once you have uploaded your resume, Handshake will automatically prompt you to build your profile. Check the suggested content for accuracy and fill in any blank fields.

go mobile

Go mobile with Handshake
for access to:

Career Fairs and Events
Internships
Cooperative Education (Co-op)
Part-Time Jobs
Full-Time Jobs
Interviews

Handshake learns as you interact
with it! Search for opportunities and
update your profile to teach it what
you like and what you're looking for.
Start using Handshake today!



follow your passions

"Follow" your passions on Handshake
for updates and so that you can easily
access them later.

Features that you can follow include:

Jobs & Internships
Employers
Interview Schedules

To view things that you have followed,
click "Yes" on the "Show Followed
Only" button.

To keep updated on events and fairs,
click "+ Join Event" on the page.

Show Followed Only?

Yes

No

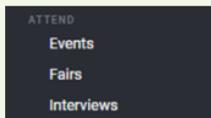
interview on campus

Find a job with an on-campus interview schedule? Looking for a list of all of the upcoming interviews?

It's easy! Click on the "Interviews" tab and follow the instructions to apply!

If you are contacted for an interview, congratulations! Sign up for an interview time slot in Handshake, and stop by our office to prepare.

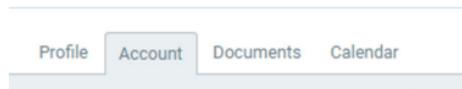
On the day of the interview, check in at Career Services and we'll take you to your interview room.



keep up to date

Your Handshake calendar has all of the Career Services events and any appointments you have scheduled with your Career Consultant.

Sync your Handshake calendar to another online calendar by clicking on "Account" in your profile. You should see a link at the bottom to export your calendar.



having login issues?

Don't fret! Email CareerServices@usf.edu and include your full name, USF email address, and U#.