

HANDSHAKE PROFILE CHECKLIST

It is important to keep [your Handshake profile](#) updated. Handshake uses a machine learning system to refer new job and internship opportunities to you, based on the information you provide it. You should review the information on your profile at least once a semester to ensure that everything is up to date and accurately reflects your current interests. Use the checklist below as your guide for completing and updating your profile.

UPDATE YOUR CAREER INTERESTS

The first time you log into Handshake, you will be asked to [complete your Career Interests section](#). You can return to this section to update it at any time by clicking your profile icon at the top right.

This section asks you to provide information about the types of positions you are considering, where you are looking for a position, whether you are planning to attend graduate school, and when you are going to graduate.

ADD A PROFILE PICTURE

It is important to add a professional headshot as your profile picture. You can make this visible to other students and to employers, or you can keep it private.

[Click here for instructions on how to take a great headshot while social distancing.](#)

UPLOAD YOUR RESUME

You can use your resume to build out the rest of your profile. [Click here to learn how to upload a resume](#). We recommend uploading a PDF. Once you've uploaded it, [follow these steps to build out your profile](#).

BE DISCOVERABLE

Once your profile is up to date, you will want to make sure employers can actually see it! We recommend using the "Community" visibility setting. This will allow both employers and other students to view your profile, contact you about opportunities, and make connections based on similar interests.

[For additional information about profile visibility, click here.](#)

GET HELP

Some fields on your account - such as your class year - may be locked. If you run into any issues updating your account information, or need any other help with your Handshake profile, reach out to Career Services.

Contact us by email at CareerServices@usf.edu. Please include your U# so we can locate your account easily.