

Getting Started with Handshake



Logging In:

- MSU.joinhandshake.com
- Use your MSU Log-In information
- If this is your first time logging in you will be prompted to completed a Career Interests survey; if you have already logged on before, click on your initials in top right and then “My Career Interests”
 - Complete (or update) the “My Career Interests” survey; this helps employers find you and ensures you see the most applicable jobs, events, etc.

Profiles:

- Start filling out your information
 - Upload a professional photo
 - [Upload a copy of your resume](#)
 - Fill out your information and work history
 - Aim to fill out as much of your profile as possible to help employers find you
- We recommended you also update your notifications & settings
 - **Note:** To participate in virtual career fairs and to make it easier for employers to find you, please change your [privacy in settings](#) to “community” or “employers”

Explore Handshake:

Jobs menu:

- Practice [searching for jobs and internships](#); you will see a search bar with the following options:
 - Full-Time, Part-Time, Internships, etc.
- Use “all filters” to select additional criteria you are interested in/that is important to you
- Use the location button to further filter job results
- [Save your search](#) (top of left side bar) to be notified when new jobs post that match your filters
 - Click “manage notifications” to name the search and choose how and how often to be notified

Events menu:

- Click “Career Fair” tab to view upcoming fairs
 - Within each fair you can view attending employers and sign up for 1:1 or group sessions for any [virtual fairs](#)
- Click “All filters” and under labels type “egr event”; this will show you all upcoming employer events for EGR students and workshops offered by our office

Employers menu:

- Filter employers by location, size, and/or industry.
 - [Follow employers](#) of interest to be notified when they sign up for fairs/events or post jobs
 - This is a great way to discover employers that may not come to fairs or regularly post on Handshake that you may want to target in your search

Career Center menu:

- Make an appointment with Center staff for career advising
- Check out resources including Interview Prep, Focus 2 (career/major exploration), and more!