

Getting Started with Handshake

LOG IN:

- MSU.joinhandshake.com
- Use your MSU Log-In information



PROFILE:

- The more complete your profile, the easier it is for employers to find you
 - Upload a professional photo
 - Complete the About section within “my profile”; check out the [summary section samples](#)
 - **Complete/update the “my career interests” survey every year** to help employers find you, and to enable Handshake to send you relevant jobs and information
 - [Upload a copy of your resume](#) using the “my documents” feature
- Update your notifications & settings
 - **Note:** To participate in virtual career fairs and make it easier for employers to find you, please change your [privacy in settings](#) to “community” or “employers”

EXPLORE:

Jobs Menu:

- Practice [searching for jobs and internships](#) and **use filters** to select criteria that is important to you (full-time, internships, location, etc.)
- [Save your search](#) (top of left side bar) to set “job alerts” that match your filters
- Use the **MSU Collections** feature to identify companies that regularly hire Spartan Engineers and align with your goals

Events Menu:

- Select the “Career Fair” tab to view upcoming fairs
 - For [virtual fairs](#) you can view attending employers and sign up for 1:1 or group sessions
- To view Events hosted specifically by our office, select “The Center” as a filter; you can also filter by entering “egr event” in the Labels field to see other relevant events

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

People Menu:

- Connect with other Engineering students at MSU, use the [People feature](#) to make connections, get advice, and build your network

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!