

HANDSHAKE POWER USER GUIDE

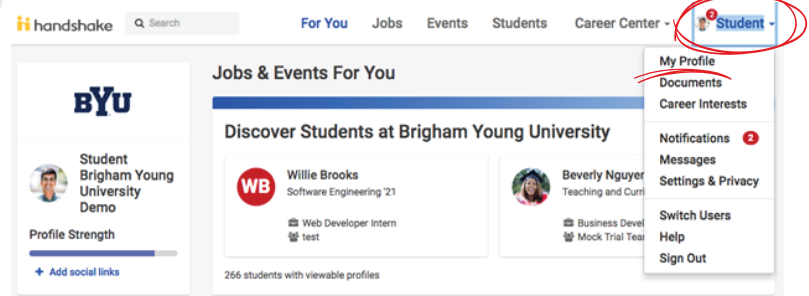
ACQUIRE EXTRAORDINARY HANDSHAKE
USER ABILITIES WITH THESE FIVE TIPS!



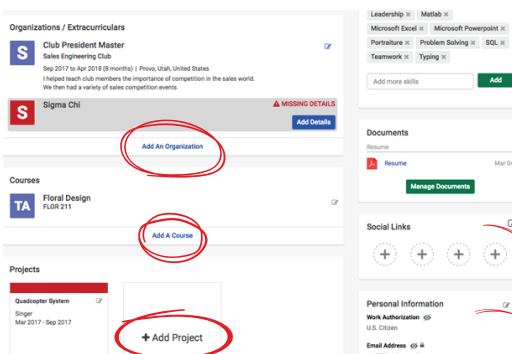
TIP 1: GET YOUR HANDSHAKE PROFILE NOTICED BY EMPLOYERS

WHY: Over 125,000 employers can search for you on Handshake and message you about job or internship opportunities.

HOW:



• Log in to handshake.byu.edu > click your name > My Profile



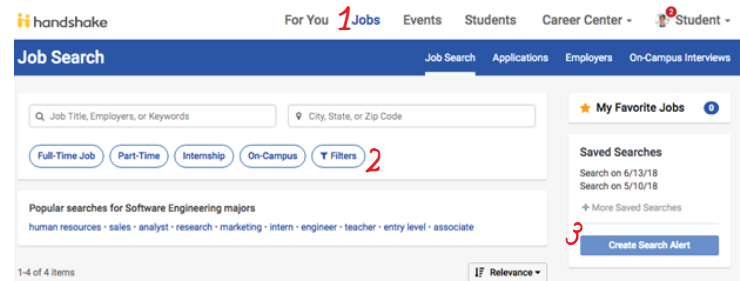
• Add Organizations/ Extracurriculars, Documents (i.e. resume and cover letter), Social Links, Courses you have taken, Personal Information, Projects

PRO TIP: Change your profile privacy setting to “allow employers to be able to find and view my profile” so recruiters can view it in Handshake.

TIP 2: CREATE “SAVED SEARCHES” FOR YOUR DESIRED JOB OR INTERNSHIP

WHY: Save your filters for jobs and internships you are most interested in and set alerts to notify you when new opportunities are posted.

HOW:



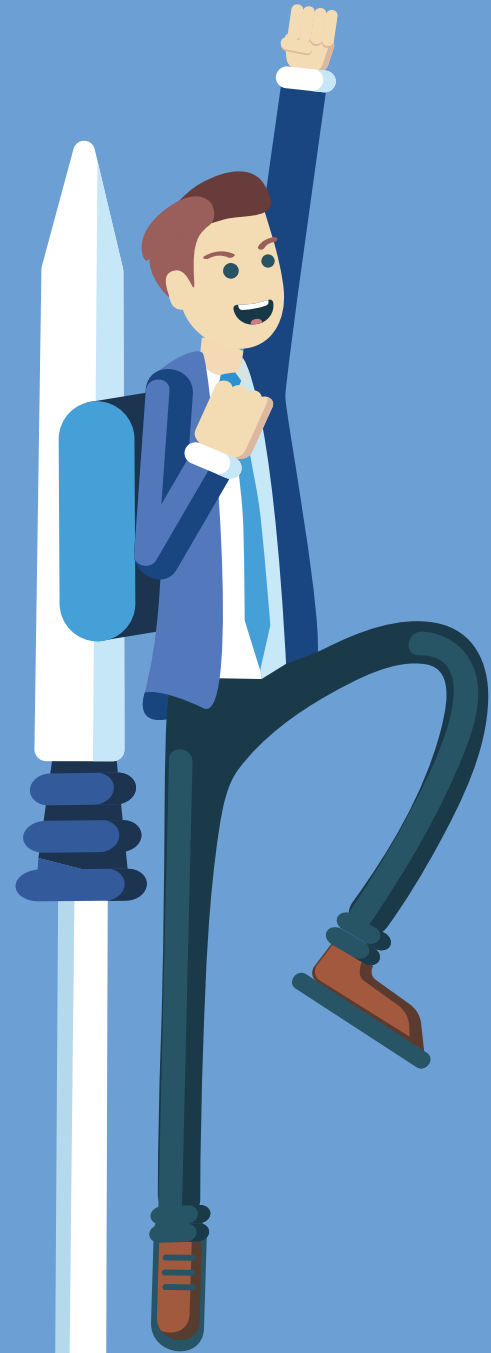
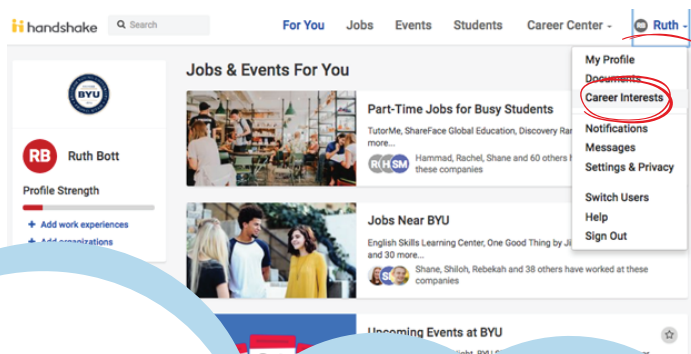
- Click the **Jobs** tab
- Click **Filter** and determine what criteria you want
- Click **Create Search Alert**
- Name your search and choose your notification preferences

PRO TIP: A total of 25 jobs will display in the email notification. If you would like to see all the jobs under your search, log in to handshake.byu.edu and click on your saved search.

TIP 3: ENHANCE THE “FOR YOU” SECTION

WHY: Customize your Handshake experience. Answer the “Career Interests” questions to encourage Handshake to recommend careers, jobs, internships, and events that fit your preferences. These recommendations will show up on the **For You** tab.

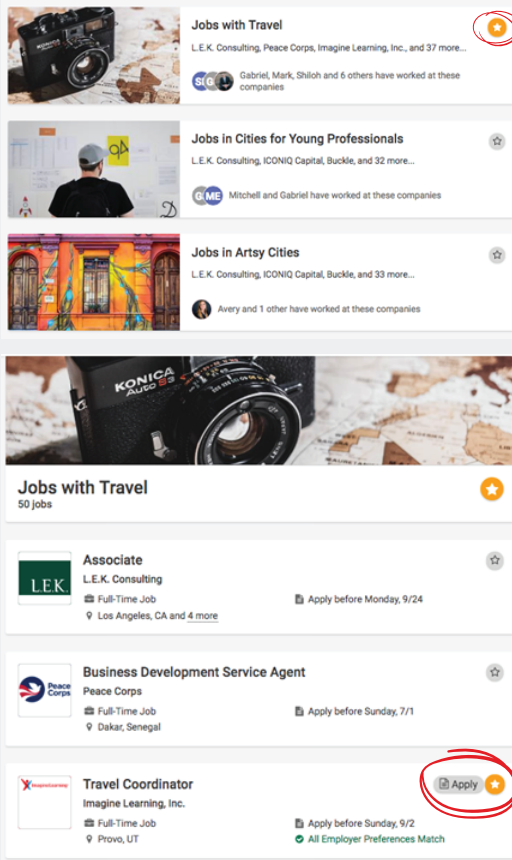
HOW:



TIP 4: MODIFY YOUR COLLECTIONS

WHY: While you can't remove the collections, you can favorite those you'd like to see again.

HOW:



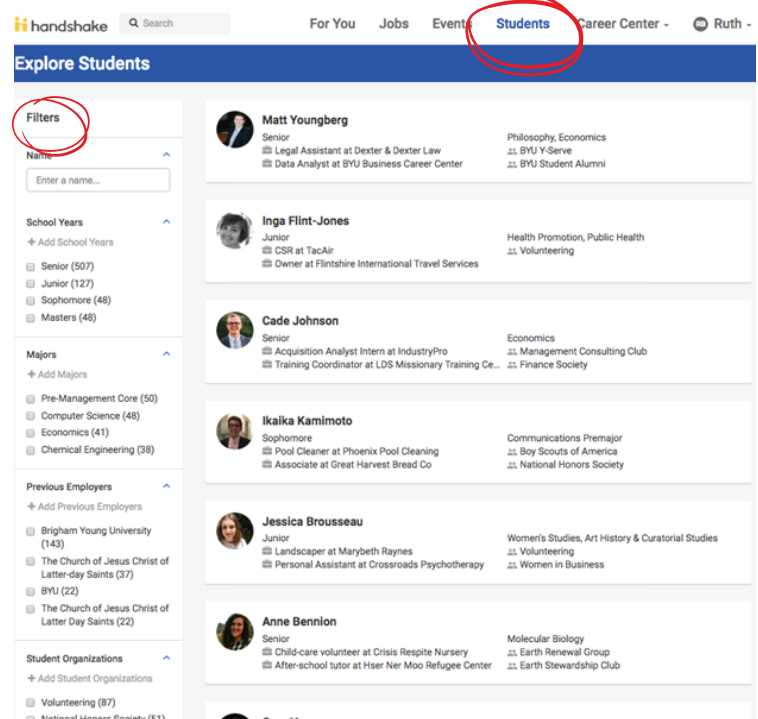
• Under the “For You” tab you will see a long list of collections. Star the categories that peak your interest.

PRO TIP: Take an extra step by opening the collection and selecting your favorite jobs by clicking on the star next to the job title. This helps Handshake make smarter job recommendations to you.

TIP 5: SEARCH ALUMNI AND PEER PROFILES

WHY: Searching peer profiles will help you find BYU students who worked or interned at your favorite company. You will be able to see his/her work experience and skills that may help you identify how to be a competitive candidate.

HOW:



- Click the **Students** tab
- Select **Filters** that you are most interested in
- Select a student that has work experience at a company you are interested in

NOTE: You can only view other BYU student profiles if your profile is public to other BYU students

