UNIVERSITY OF SAN FRANCISCO | Priscilla A. Scotlan Career Services Center

Intro to Handshake

415-422-6216

http://myusf.usfca.edu/csc

Career Services Overview

- Career and Major Exploration
- Career Assessments
- Resume & Cover Letter Review
- Interview Coaching
- Job and Internship Resources
- Networking Strategies
- On-Campus Job & Internship Recruitment
- Career and Industry Information
- LinkedIn Advice

USF Career Guide

Upcoming Workshops

Career Essentials: Resume & Cover Letter tips you need to know

Wednesday, September 9th 2020, 5:30 pm - 6:15 pm PDT

No location

Career Services Fall 2020 Events

Career Premiere Virtual Sessions
(via Handshake – click Career Fair tab on top of the page)

Business
September 22,11:30am-2:00pm
Nonprofit & Education
September 23, 11:30am-2:00pm
Government & Healthcare
September 24, 11:30am-2:00pm

Career Premiere Prep Workshops (Register on Handshake)
September 17 – 11:45am-12:45pm, via Zoom
September 21 – 5:30pm-6;30pm, via Zoom

Career Services Fall 2020 Events

Workshops on Resumes, Cover Letters, LinkedIn, & more
Check Handshake for a comprehensive list of workshops

Career Pop-ups on Zoom (Register on Handshake)

STEM Careers Pop-In
10/08/20 - 11:30 am - 1:00 pm

MarCom Careers Pop-in
10/22/20 - 11:30 am - 1:00 pm

Diversity, Equity, Inclusion Pop-In
11/12/20 - 11:30 am - 1:00 pm

Coming Soon!

Explore new frontiers and build your career.

CATALYST ///

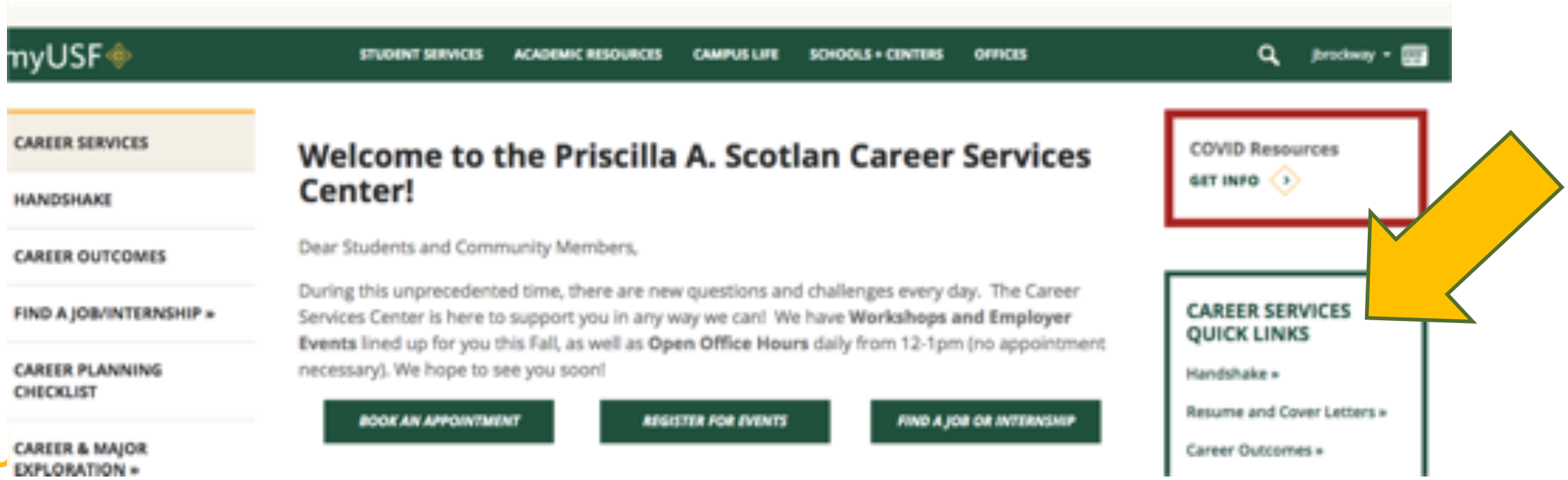
Summer Career Development Program

Handshake

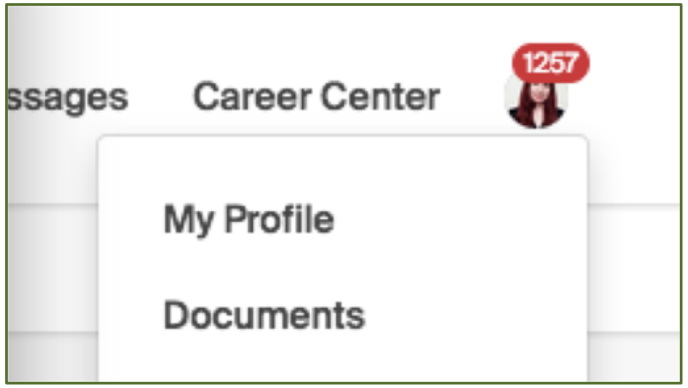
Handshake

Link is on the Career Services Website

- On the right-hand side under Quick Links
- Tip: log into myUSF first before clicking on Handshake link



Create a Profile

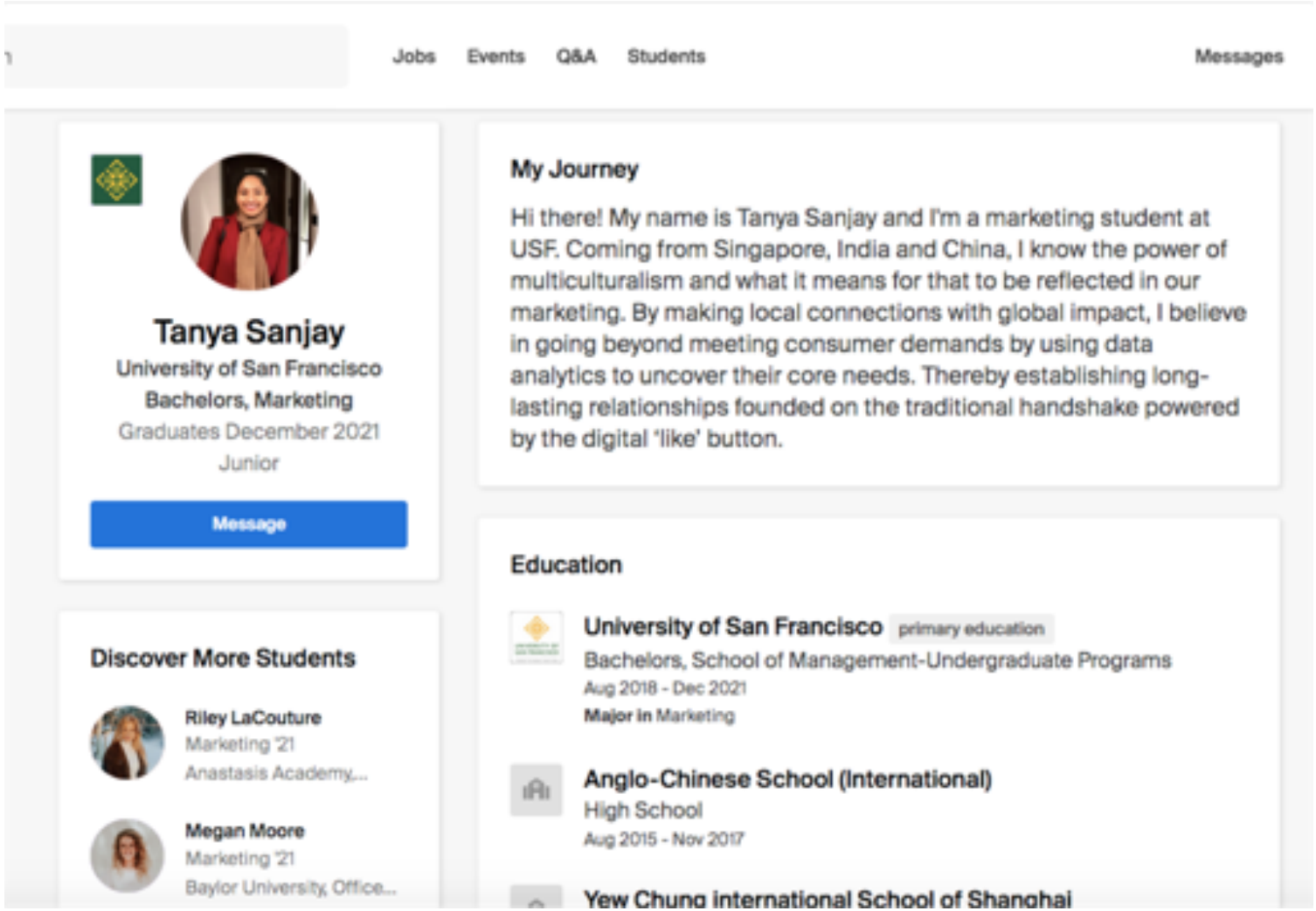


A complete profile is important!

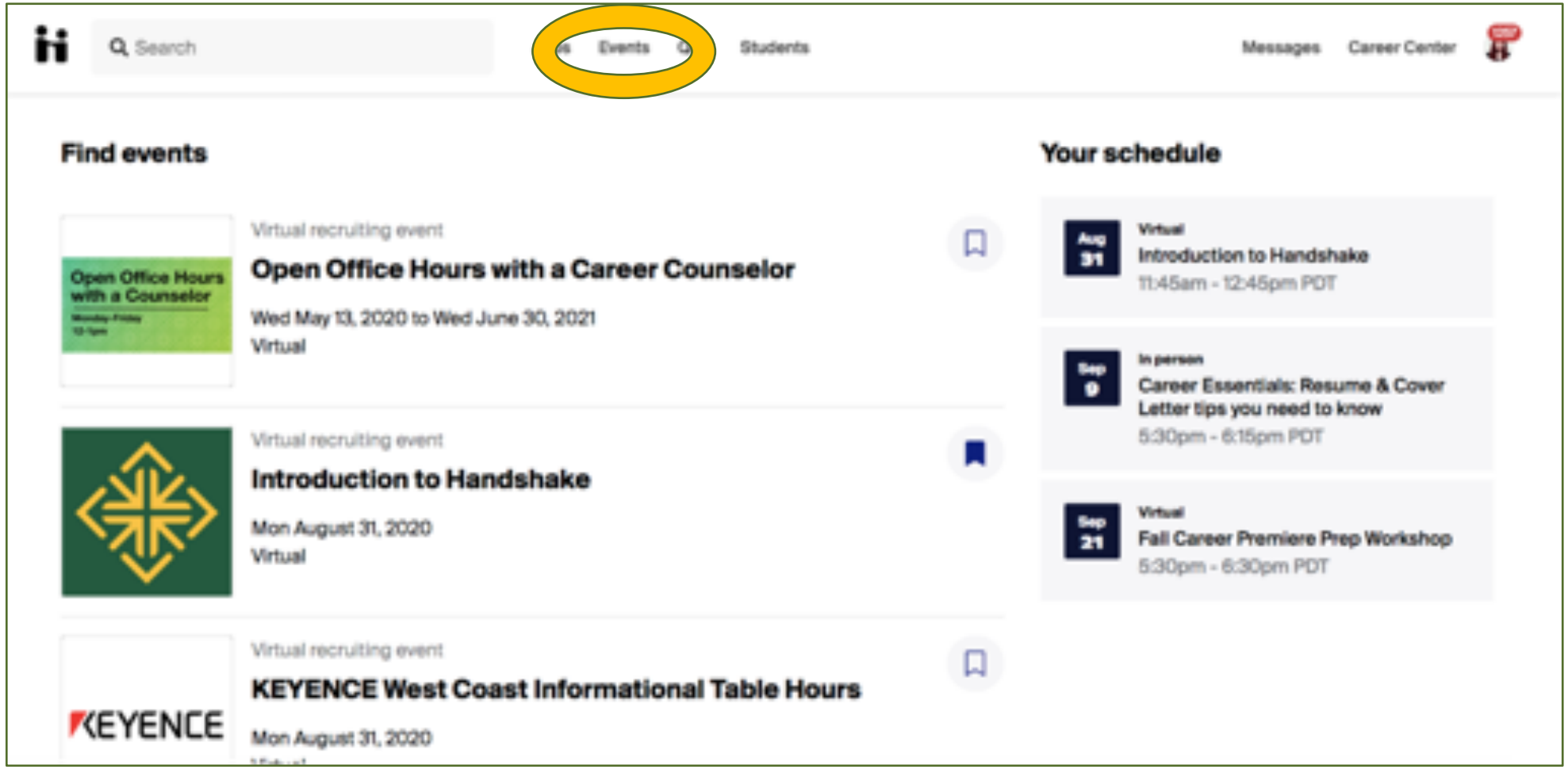
- Make sure you are logged into myUSF before clicking on Handshake
- Make sure all your information is correct
- Fill out your Education Section! Click the pencil next to your name and make sure you have your Major and Start/End Dates filled out (something not right? – check with registrar office)
- Fill out your Work Experience, make sure your Work Experience has a Job title, Employer, Time Period and Location
- Add Organizations and Extracurricular Activities
- Add multiple skills, documents, courses, projects (can be personal or academic projects)
- Upload your resume (highly recommend having it reviewed by a Career Counselor)
- Add a profile picture (up-close picture of your face – smiling recommended)

Sample Student Profiles

- Tanya Sanjay
- Isaak Bravo
- Raquel Vasquez
- Benjamin Shur

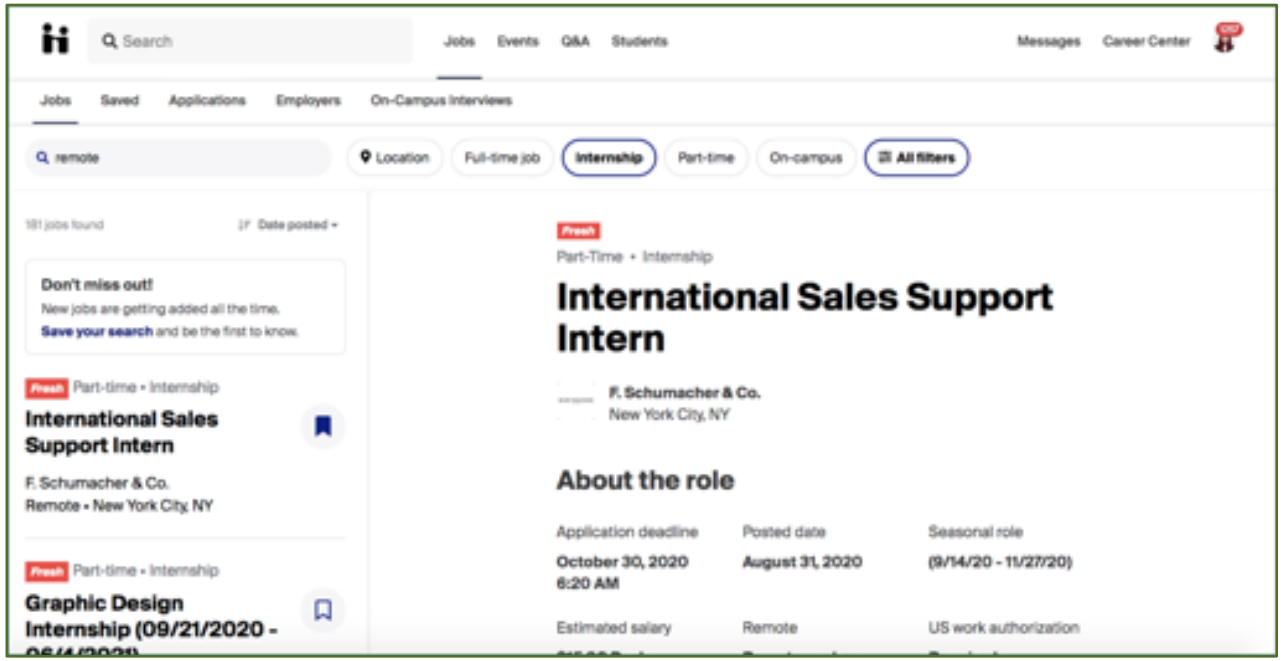


Register for Events and Workshops



Looking for Jobs/Internships

- Click on Jobs tab
- Select type of opportunities interested in
- Use keywords (ex. Remote or Virtual)
- Click **Save Your Search** to get alerts sent to your email when new opportunities are added



Filter results

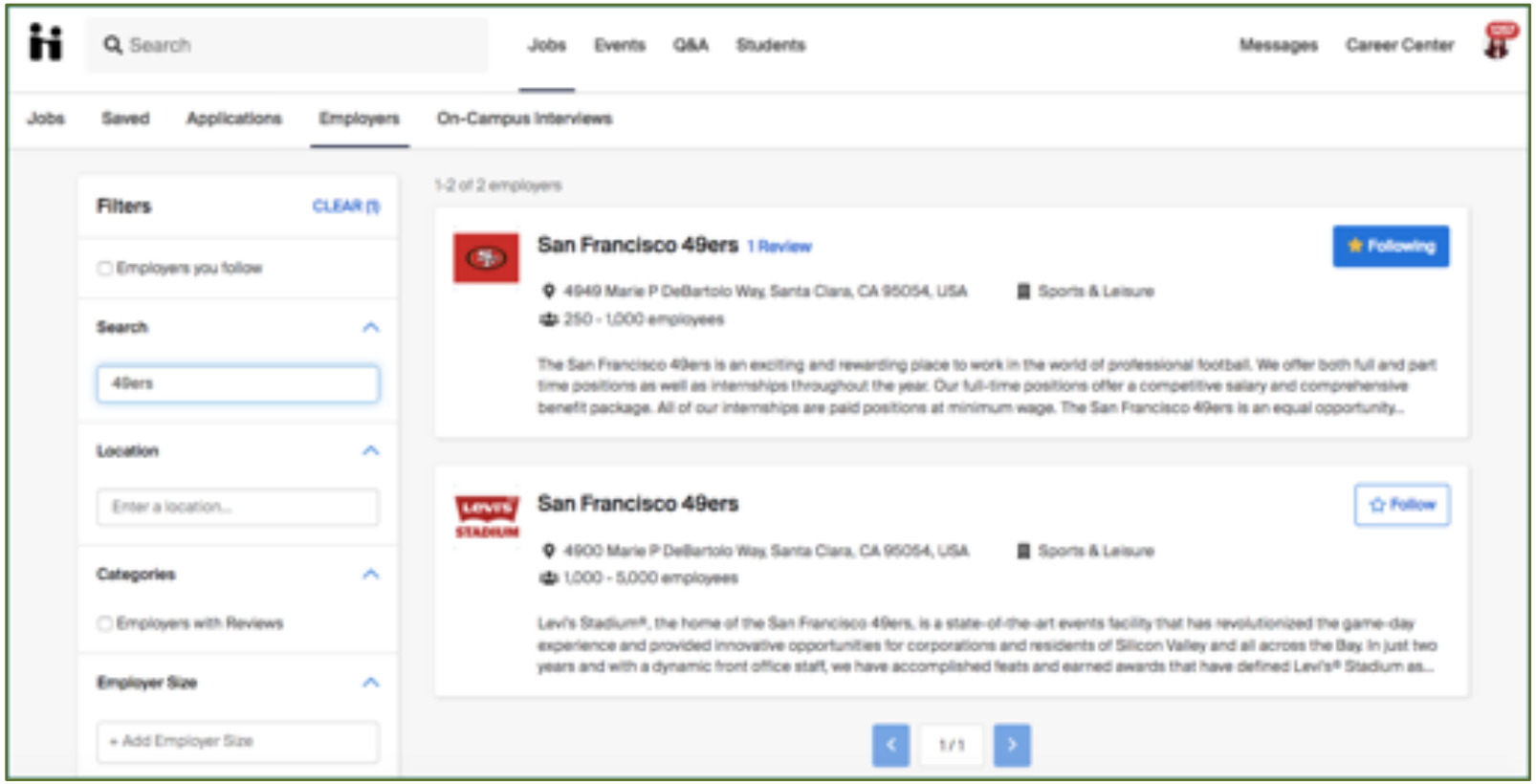
Click all filters tab to narrow down your search – filter by:

- location and miles away
- date posted to get FRESH opportunities

Save opportunities you want to view and apply to later.

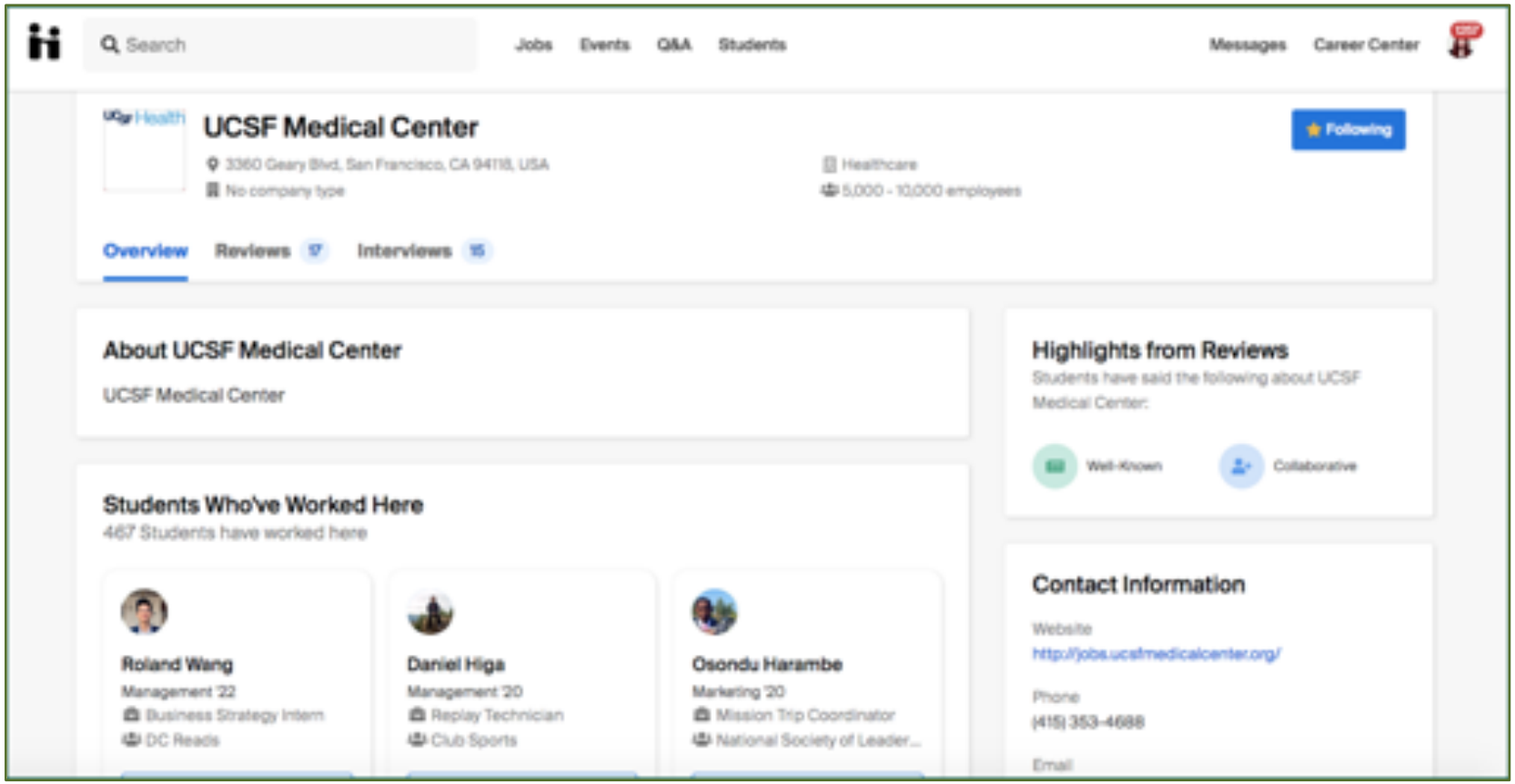
Search Employers

- Interested in a specific employer?
- Search companies in a specific location/industry
- Follow employers to get updates



Learn More About Employers

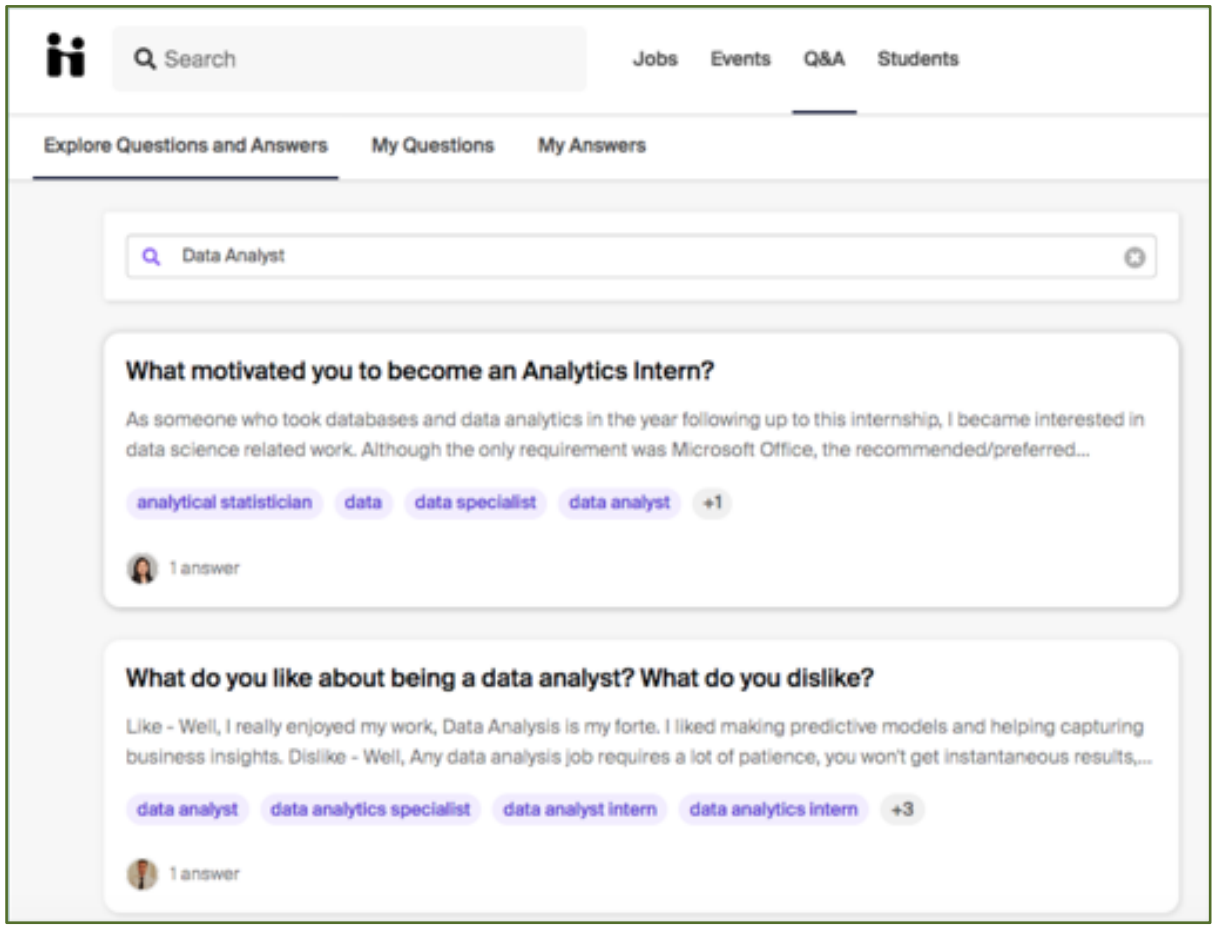
- Read student reviews
- Ask reviewer questions
- Post a review yourself
- See sample interview questions
- See jobs (or company website)



Search Questions and Get Answers

- Ask a question regarding an employer or a career path
- Answer questions from other students

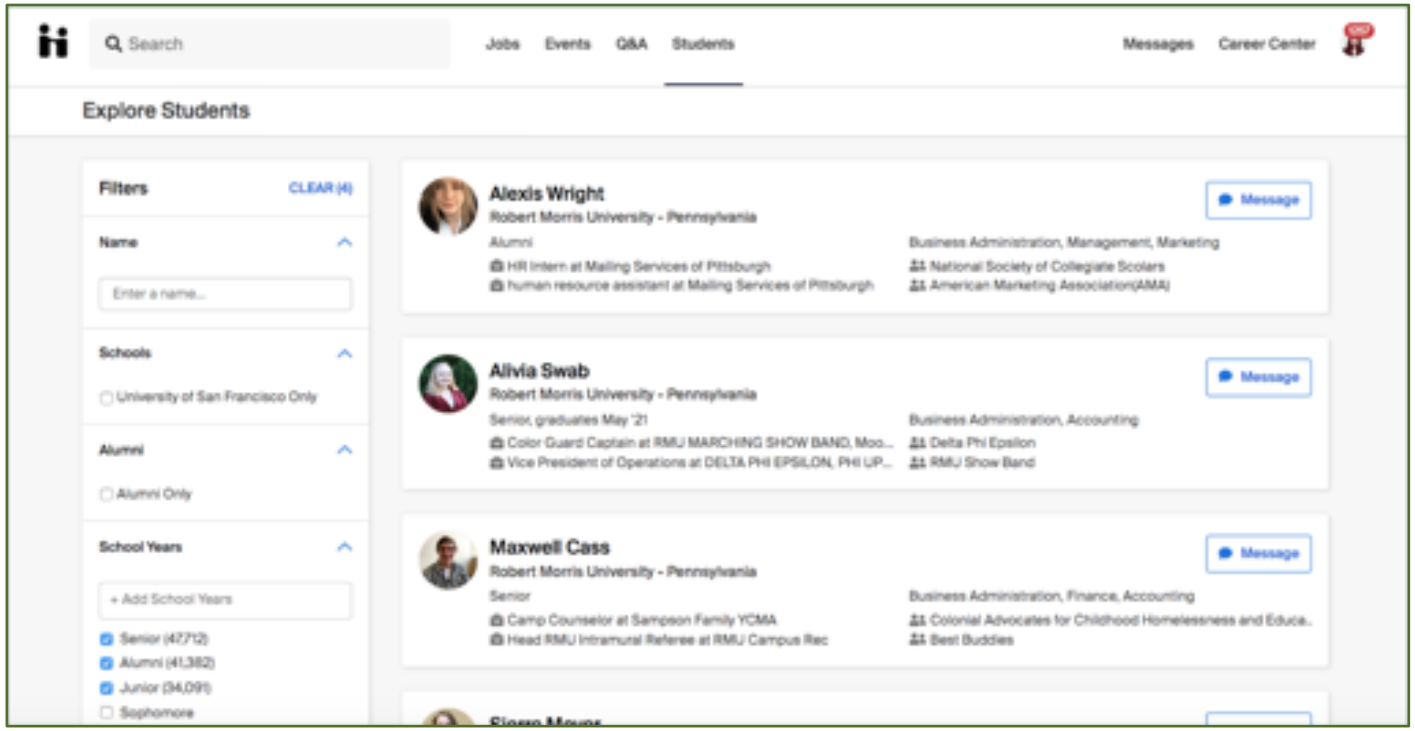
Q&A



Search Students by Major, Company, Year, Student Organization

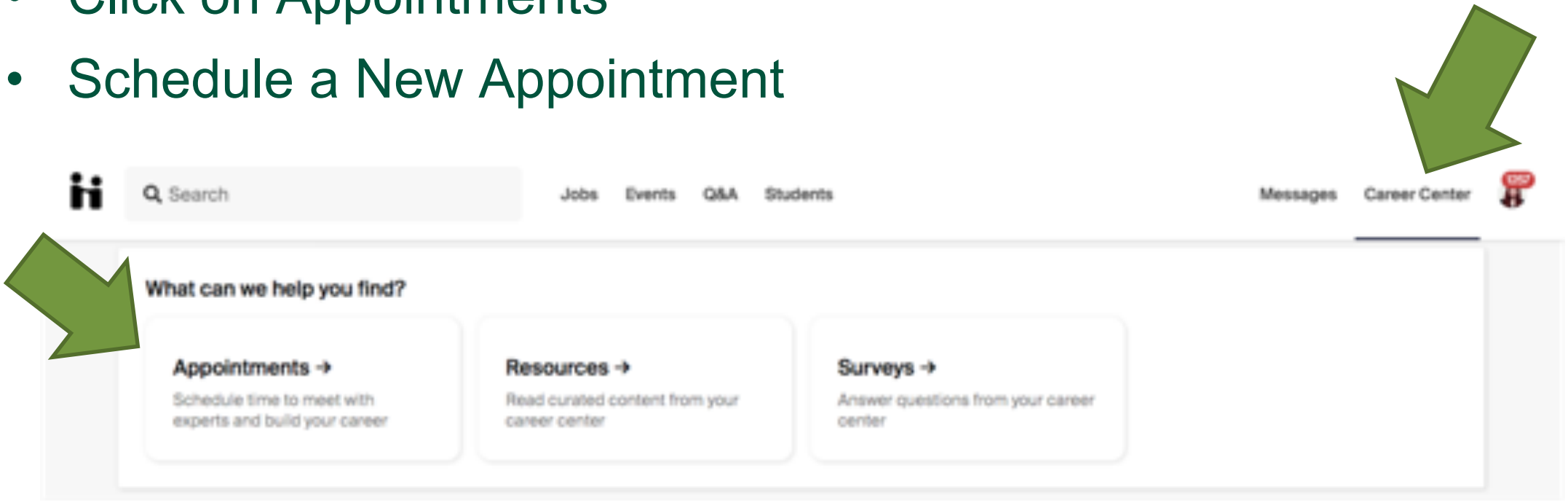
- See their career path
- Look at alumni and seniors from USF and other universities to see their first internships & jobs

Student Community



Scheduling an Appointment with Career Services

- Click on the Career Center tab near your profile picture
- Click on Appointments
- Schedule a New Appointment



Handshake Resources

Getting Started with Handshake

Video: How to Upload a Document

Build Profile from Resume

Handshake's Guide to Attending a Virtual Fair

Video: Search for, Save, and Apply to Jobs in Handshake

Let’s
Explore
Handshake

Questions?

Schedule an Appointment or
Visit Open Office Hours (M-F 12pm-1pm)