



UNIVERSITY OF
SAN FRANCISCO

Priscilla A. Scotlan
Career Services Center

Intro to Handshake

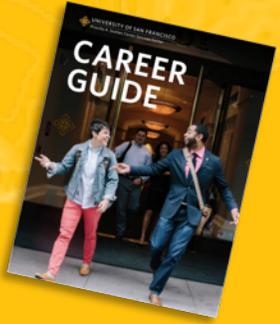
415-422-6216

<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

myUSF

STUDENT SERVICES ACADEMIC RESOURCES CAMPUS LIFE SCHOOLS + CENTERS OFFICES

SEARCH Brockway

CAREER SERVICES

HANDSHAKE

CAREER OUTCOMES

FIND A JOB/INTERNSHIP »

CAREER PLANNING CHECKLIST

CAREER & MAJOR EXPLORATION »

Welcome to the Priscilla A. Scotlan Career Services Center!

Dear Students and Community Members,

During this unprecedented time, there are new questions and challenges every day. The Career Services Center is here to support you in any way we can! We have **Workshops and Employer Events** lined up for you this Fall, as well as **Open Office Hours** daily from 12-1pm (no appointment necessary). We hope to see you soon!

BOOK AN APPOINTMENT REGISTER FOR EVENTS FIND A JOB OR INTERNSHIP

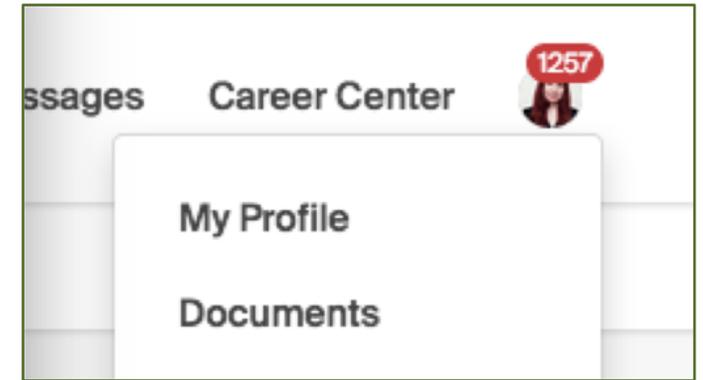
COVID Resources
GET INFO

CAREER SERVICES QUICK LINKS

Handshake »
Resume and Cover Letters »
Career Outcomes »

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](#)

The screenshot shows a student profile page for Tanya Sanjay. At the top, there are navigation links for 'Jobs', 'Events', 'Q&A', 'Students', and 'Messages'. The profile card includes a green and white logo, a circular profile picture of Tanya Sanjay, and her name 'Tanya Sanjay'. Below her name, it lists 'University of San Francisco', 'Bachelors, Marketing', 'Graduates December 2021', and 'Junior'. A blue 'Message' button is located at the bottom of the profile card. To the right of the profile card is a 'My Journey' section with a paragraph of text. Below the profile card is a 'Discover More Students' section featuring two other student profiles: Riley LaCouture and Megan Moore. To the right of the profile card is an 'Education' section listing 'University of San Francisco' (primary education) and 'Anglo-Chinese School (International)'. The bottom of the page shows the start of another education entry for 'Yew Chung International School of Shanghai'.

Jobs Events Q&A Students Messages

Tanya Sanjay
University of San Francisco
Bachelors, Marketing
Graduates December 2021
Junior

Message

My Journey

Hi there! My name is Tanya Sanjay and I'm a marketing student at USF. Coming from Singapore, India and China, I know the power of multiculturalism and what it means for that to be reflected in our marketing. By making local connections with global impact, I believe in going beyond meeting consumer demands by using data analytics to uncover their core needs. Thereby establishing long-lasting relationships founded on the traditional handshake powered by the digital 'like' button.

Discover More Students

 **Riley LaCouture**
Marketing '21
Anastasis Academy...

 **Megan Moore**
Marketing '21
Baylor University, Office...

Education

 **University of San Francisco** primary education
Bachelors, School of Management-Undergraduate Programs
Aug 2018 - Dec 2021
Major in Marketing

 **Anglo-Chinese School (International)**
High School
Aug 2015 - Nov 2017

 **Yew Chung International School of Shanghai**

Register for Events and Workshops

The screenshot displays the Handshake website interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and a menu with 'Events' circled in yellow. Other navigation items include 'Students', 'Messages', and 'Career Center'. The main content area is divided into two columns: 'Find events' and 'Your schedule'.

Find events

- Open Office Hours with a Career Counselor**
Virtual recruiting event
Wed May 13, 2020 to Wed June 30, 2021
Virtual
- Introduction to Handshake**
Virtual recruiting event
Mon August 31, 2020
Virtual
- KEYENCE West Coast Informational Table Hours**
Virtual recruiting event
Mon August 31, 2020

Your schedule

- Aug 31** Virtual
Introduction to Handshake
11:45am - 12:45pm PDT
- Sep 9** In person
Career Essentials: Resume & Cover Letter tips you need to know
5:30pm - 6:15pm PDT
- Sep 21** Virtual
Fall Career Premiere Prep Workshop
5:30pm - 6:30pm PDT

Looking for Jobs/Internships

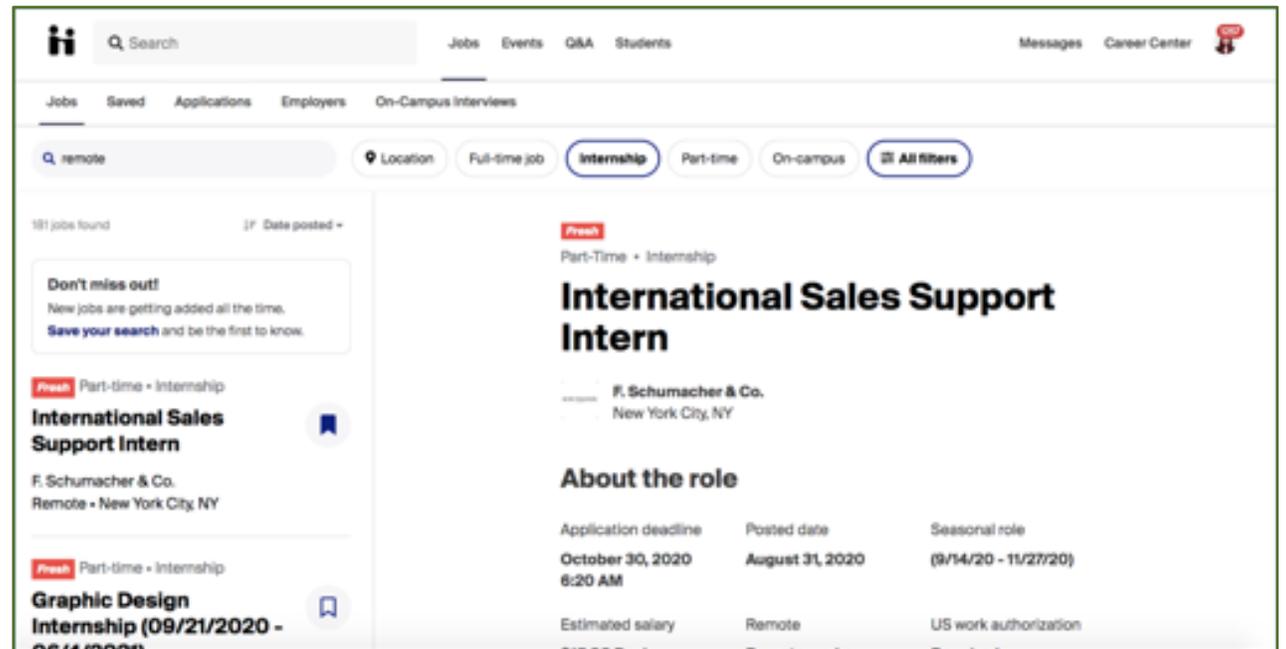
- Click on Jobs tab
- Select type of opportunities interested in
- Use keywords (ex. Remote or Virtual)
- Click **Save Your Search** to get alerts sent to your email when new opportunities are added

Filter results

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

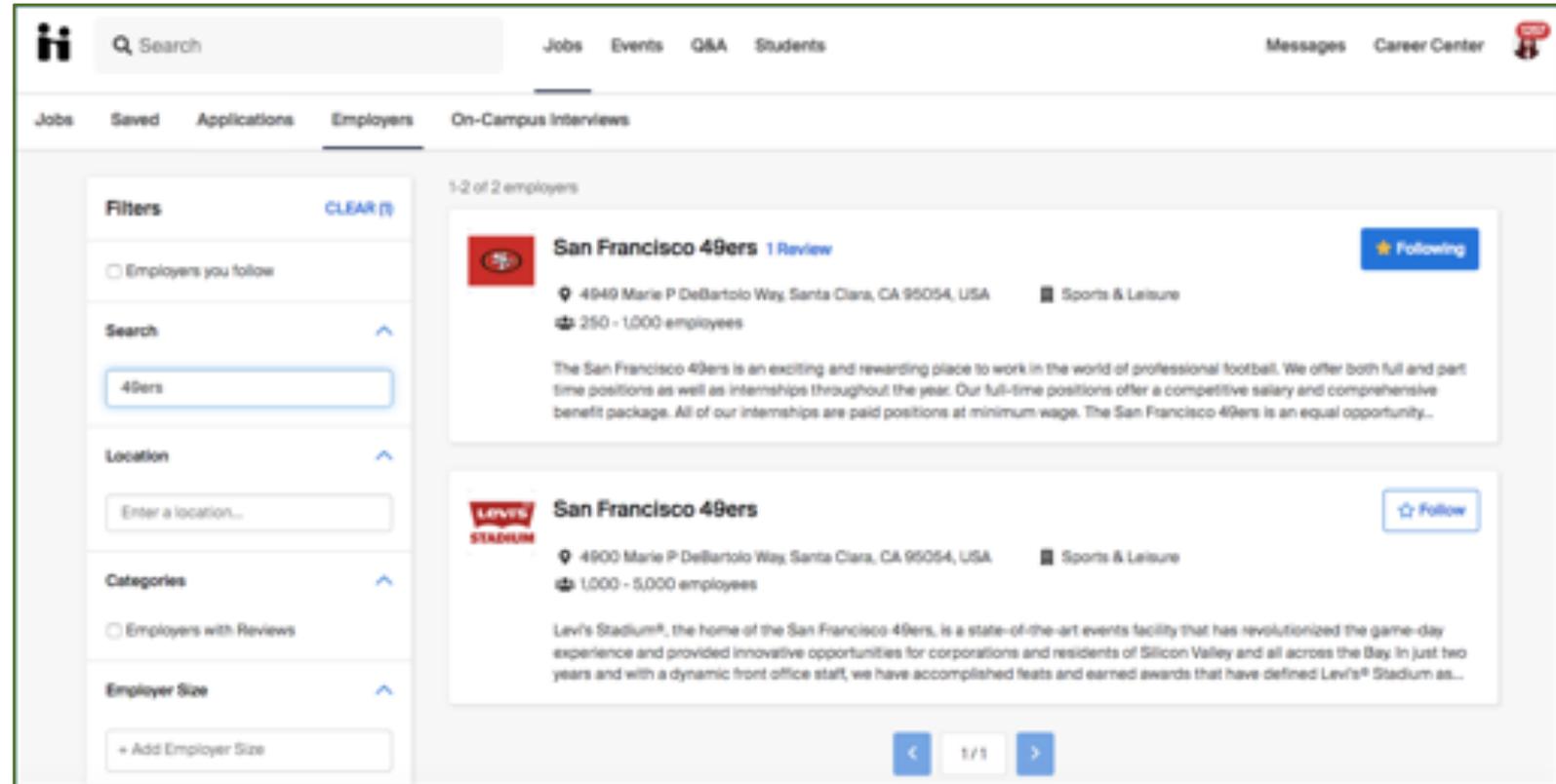
- location and miles away
- date posted to get FRESH opportunities

Save opportunities you want to view and apply to later.



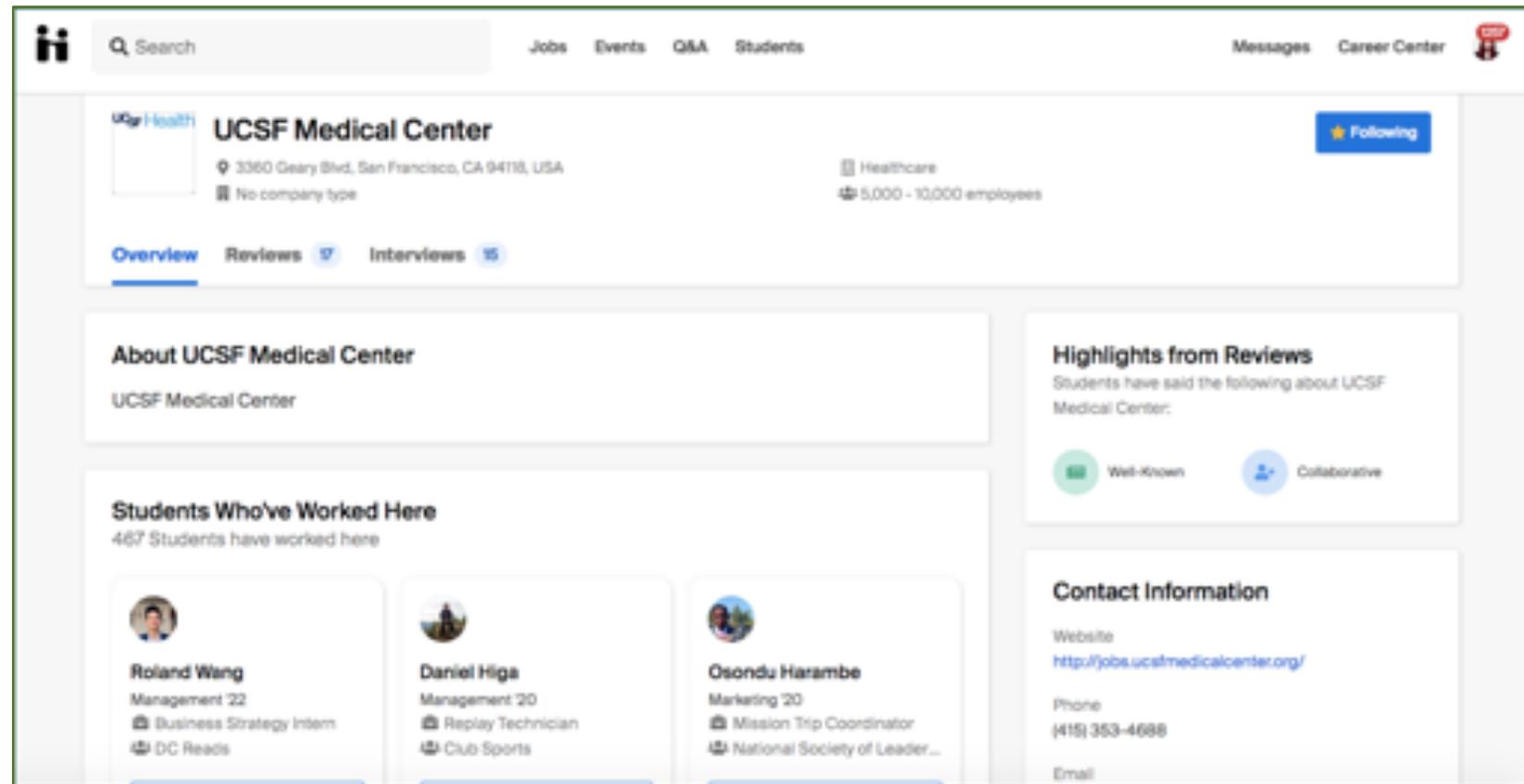
Search Employers

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



Learn More About Employers

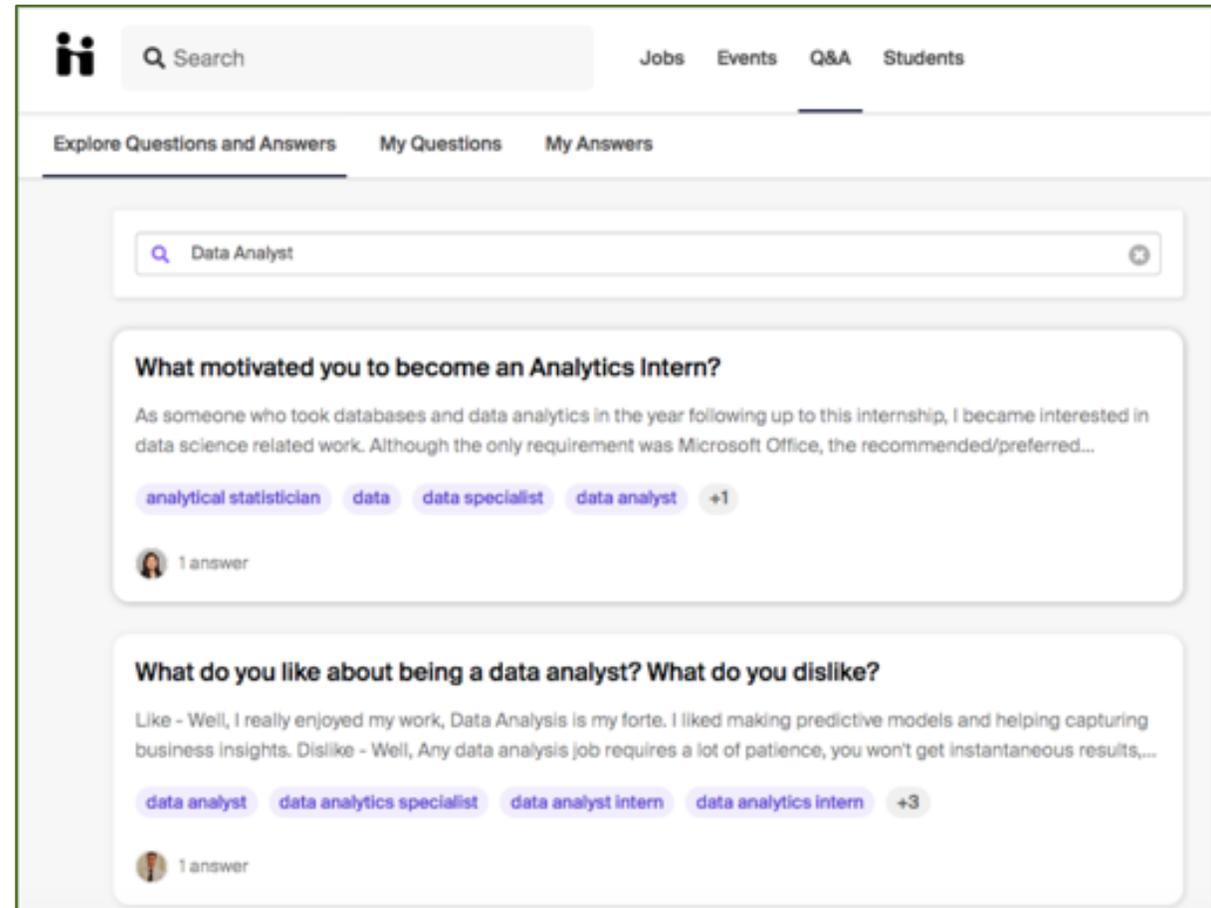
- Read student reviews
- Ask reviewer questions
- Post a review yourself
- See sample interview questions
- See jobs (or company website)



Search Questions and Get Answers

Q&A

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

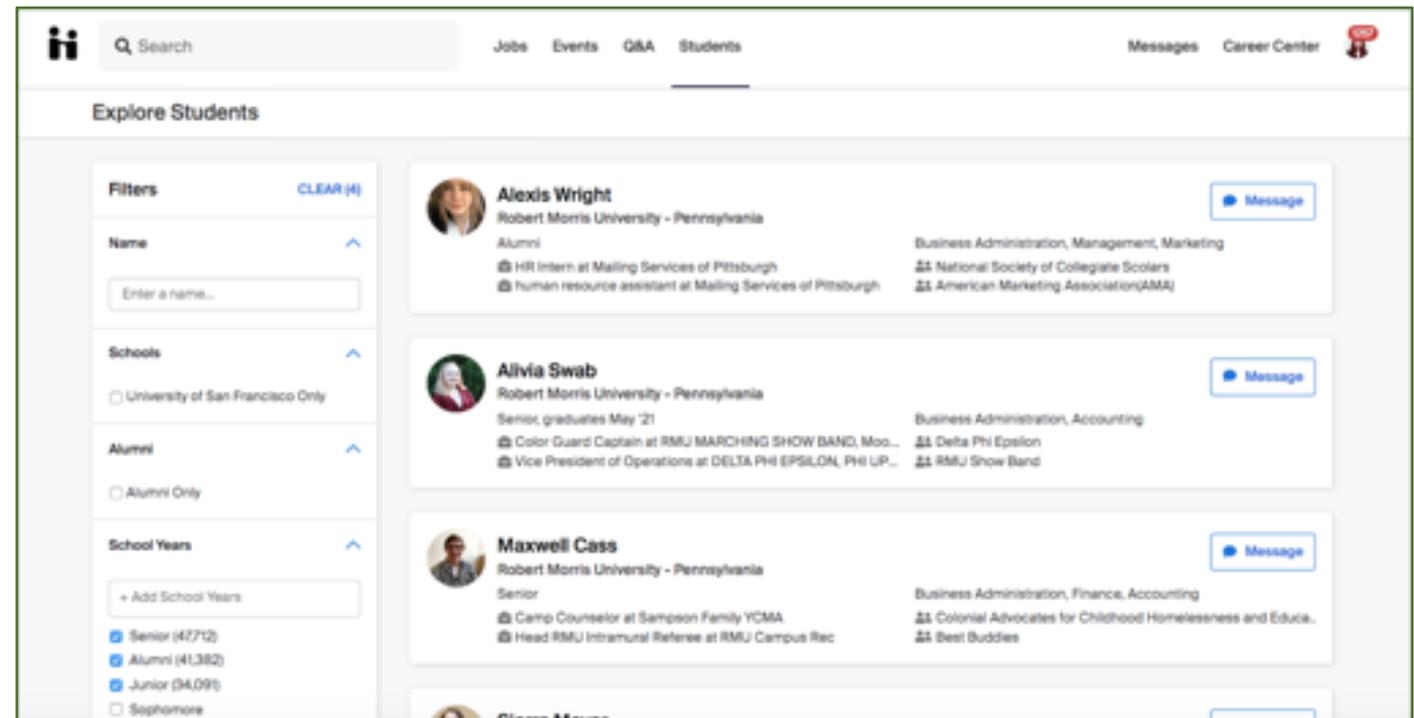


The screenshot displays the LinkedIn Q&A interface. At the top, there is a search bar with the LinkedIn logo and a search icon. To the right of the search bar are navigation links for 'Jobs', 'Events', 'Q&A', and 'Students'. Below the search bar, there are three tabs: 'Explore Questions and Answers', 'My Questions', and 'My Answers'. The main content area shows a search result for 'Data Analyst'. The search bar contains the text 'Data Analyst'. Below the search bar, there are two question cards. The first card has the title 'What motivated you to become an Analytics Intern?' and a snippet of text: 'As someone who took databases and data analytics in the year following up to this internship, I became interested in data science related work. Although the only requirement was Microsoft Office, the recommended/preferred...'. Below the text are tags: 'analytical statistician', 'data', 'data specialist', 'data analyst', and '+1'. Below the tags is a profile picture and the text '1 answer'. The second card has the title 'What do you like about being a data analyst? What do you dislike?' and a snippet of text: 'Like - Well, I really enjoyed my work, Data Analysis is my forte. I liked making predictive models and helping capturing business insights. Dislike - Well, Any data analysis job requires a lot of patience, you won't get instantaneous results,...'. Below the text are tags: 'data analyst', 'data analytics specialist', 'data analyst intern', 'data analytics intern', and '+3'. Below the tags is a profile picture and the text '1 answer'.

Search Students by Major, Company, Year, Student Organization

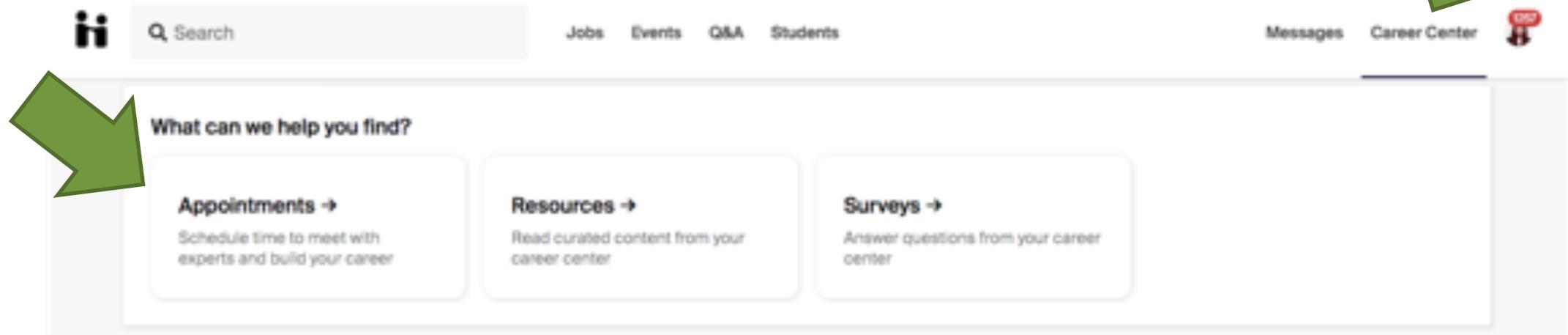
Student Community

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



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

The background features a blurred office scene. On the left, a man in a plaid shirt is shown in profile, looking towards the right. In the center, a woman with a name tag is smiling. On the right, a large sign with a speech bubble says 'QUICK QUESTION?' and a banner below it says 'WE'RE HERE TO HELP'.

Questions?

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