



 handshake

Quick Guide

1 Set-up Your Account

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Students: Log on to fit.joinhandshake.com to activate your account.

Alumni: Log on to fit.joinhandshake.com to create a new account.

Finish your account set-up by following the steps provided.

In your profile, click on "Documents" located in the left side-bar menu. Click "Add New Document" to upload your résumé (PDF version preferred).

Now you can begin to build your profile. Handshake will use the info from your résumé to get your profile started. You can edit any of the info (make sure to check for accuracy), and then fill in any other blank areas as you wish.

TAKE IT MOBILE!



Take your job search mobile by using Handshake to access:

- Full-time & Part-time Job Postings**
- Internship & Co-op Postings**
- Career Expos & Fairs**
- Employer Recruiting Events**
- On-Campus Interviews**

Handshake learns as you interact with it! As you search for opportunities and keep your profile updated, it will bring you more of your interests.



FOLLOW & FAVORITE YOUR INTERESTS



"Follow" what interests you on Handshake, so you can stay updated and easily access it later.

Features that you can follow include:

- Jobs & Internship Postings**
- Events**
- Employers**
- Interview Schedules**

You can favorite jobs & internship postings to refer back to later, or favorite employers to see anything new that they post. Use the "Favorite" button to stay connected!

GET A JOB!



The "Jobs & Internships" area houses all the jobs posted by employers locally, nationally, and globally. You can search and filter the jobs list to match the criteria that interests you.

If you are contacted for an on-campus interview, *congratulations!* Sign up for an available interview time slot in Handshake. You can also make a mock interview appointment with our office to help you prepare.

Report your "Experience" to keep a record of your work experience.

KEEP UP-TO-DATE



The "Events" area shows upcoming recruiting events, including info sessions, meet & greets, and career expos. To register, click "+Join Event" button on the event page.

The Handshake calendar gives you a quick-glance view of events, plus any appointments you have scheduled. Notifications will keep your job search up-to-date and organized.

HAVING LOG-IN ISSUES?

Email career@fit.edu and include your full name & student ID #. You can also visit the Handshake Help Center.



fit.joinhandshake.com



career@fit.edu



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