

What is Handshake?

by Alyssa Wiese, former ACDC Peer Advisor

Handshake is the new job and internship board at UNO, which offers professional opportunities to you nationwide. All UNO students and alumni are able to use Handshake free of charge. Not only can you search for jobs and internships on Handshake, but you can also make appointments with the career center, view professional events hosted by UNO and partnering organizations, and connect with other professionals and UNO students.

Making Appointments with the Career Center

Once you've activated your Handshake account, you'll be able to make career advising appointments, like résumé reviews and mock interviews, with the career center. See website for walk-in hours.

Viewing Professional Events

UNO hosts many professional-based events throughout the year, and often partners with businesses in the Omaha community for many of these events. To view all our events and details, login to your Handshake account and access the "Events" page on your menu bar towards the top of your home page. Here, you will be able to view all professional events, details, and other students who have registered for the events.

Connecting with Fellow Students

Have you ever wanted to speak with a fellow student about an internship program at a particular organization? Handshake makes these connections possible. Once you've made your profile public, you'll be able to connect with other students from your school. This is an awesome opportunity for networking and discovering more about the company you'd like to work for!

Connecting with Employers

Your dashboard highlights employers that actively recruit students on campus. They frequently attend career events and hold interviews conveniently on campus. For a more personalized feed, you can favorite employers that interest you most. Employers often provide contact information on their profile page, too! This is a fantastic tool to use if you have specific questions about the organization or a job posting.

Applying for Jobs and Internships

You can apply for jobs directly through Handshake. Start by clicking on the "Jobs" page near the top of your screen. Just like employers, you can favorite jobs that appeal to you. This will help to personalize your job feed to find the best-suited jobs for you. Handshake also shows you which jobs you are most compatible based on job requirements or preferences, such as GPA, major, work authorization, and school year.

Handshake Profile Checklist

Add a Profile Picture

Especially on digital networking sites, employers want to know that you are a real person so a profile picture will help them remember you when they are searching for an applicant with your qualifications. Make sure the picture is taken in professional clothing with the image being about shoulders on up.

Write a Short Bio

Write a short paragraph or two describing who you are, what you're studying, your career goal(s), and some experience or certifications you may already have in that field. Another interesting thing to add would be your five strengths from Gallup's StrengthsFinder.

Add Skills

Select four or five skills that you have, with a preference to skills that may not be evident on your profile but are useful in your desired position. (Foreign language, Microsoft Suite...)

Add Work Experience

Add information and descriptions about your past work experience including the company, position, location, duration, and responsibilities for each experience.

Add Involvement

This section can include volunteering, clubs, community organizations, and any other involvement experiences you would like to add. Like the work experience section, add the name of the organization, your position, location, duration, and description of what you did/what the organization did.

Add Projects

Insert links to your career-relevant projects with descriptions of what you did and the results you got.

Add Resume

While resumes should be tailored to each job, add a general resume to your profile to help employers understand your general experiences.

Add Links to Other Profiles

If you have a LinkedIn account or a personal website, attach the link to your profile.

Make Your Profile Public

To increase your chances of being noticed by employers, make your profile public.