

# Handshake Workshop



# What do you know about Handshake?

- What is Handshake used for?
- Is your account activated?
- Are you following companies, jobs, and Norman Career Services emails?



# What do you know about Handshake?



Join at <https://www.menti.com/zzsivzyqk7>

## What do you know about Handshake?

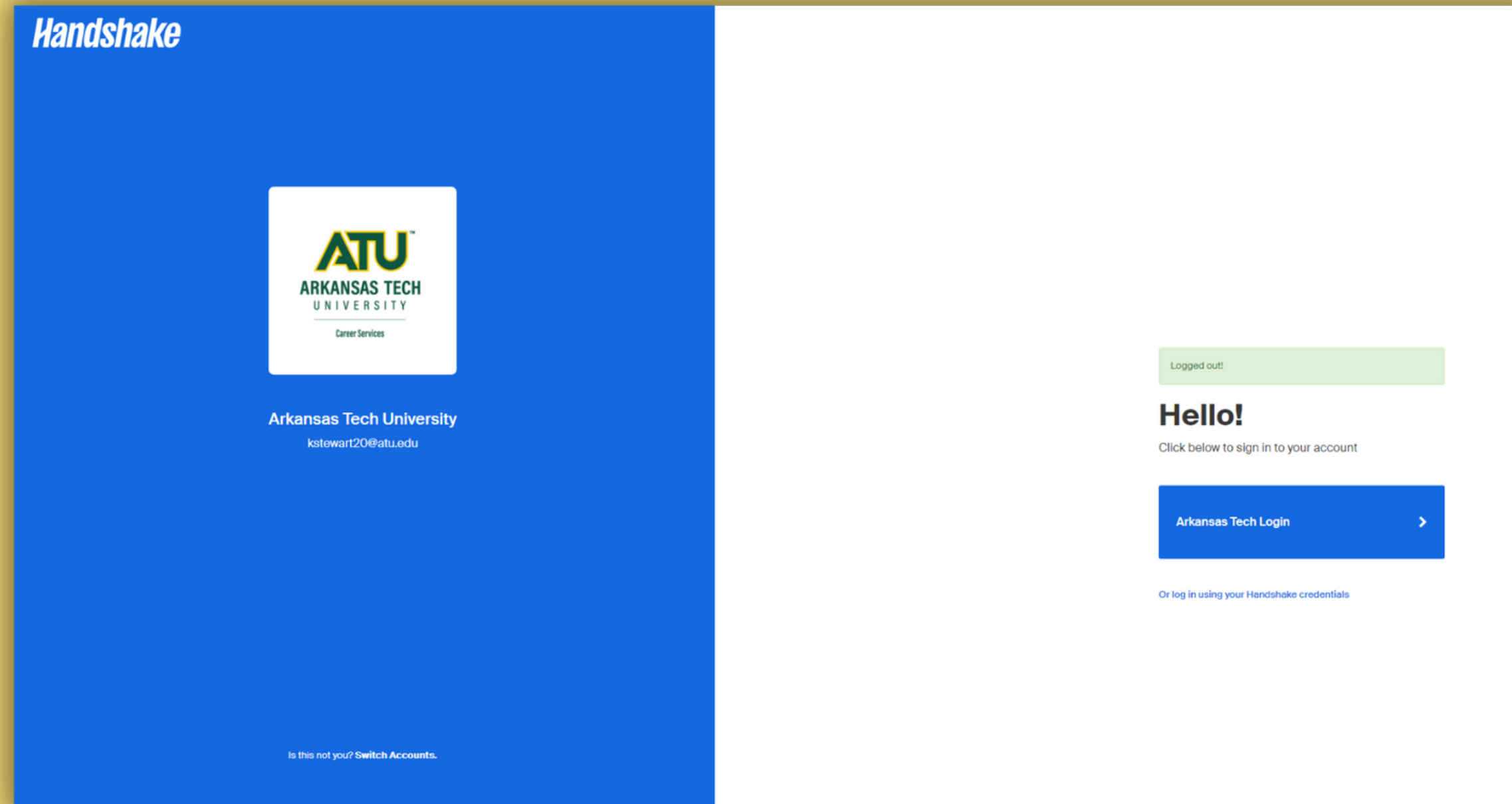
Waiting for responses ...

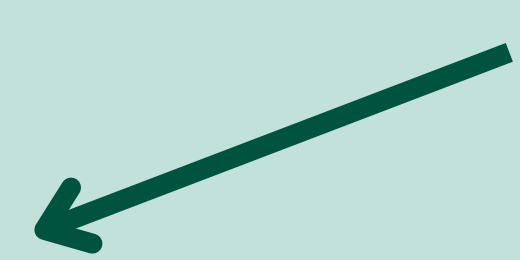
Navigation icons: back, forward, and a person icon.

# Activate Handshake Account

**atu.joinhandshake.com**

**Log in with your ATU credentials  
- ATU email and password**





Fully complete your profile to attract more employers.

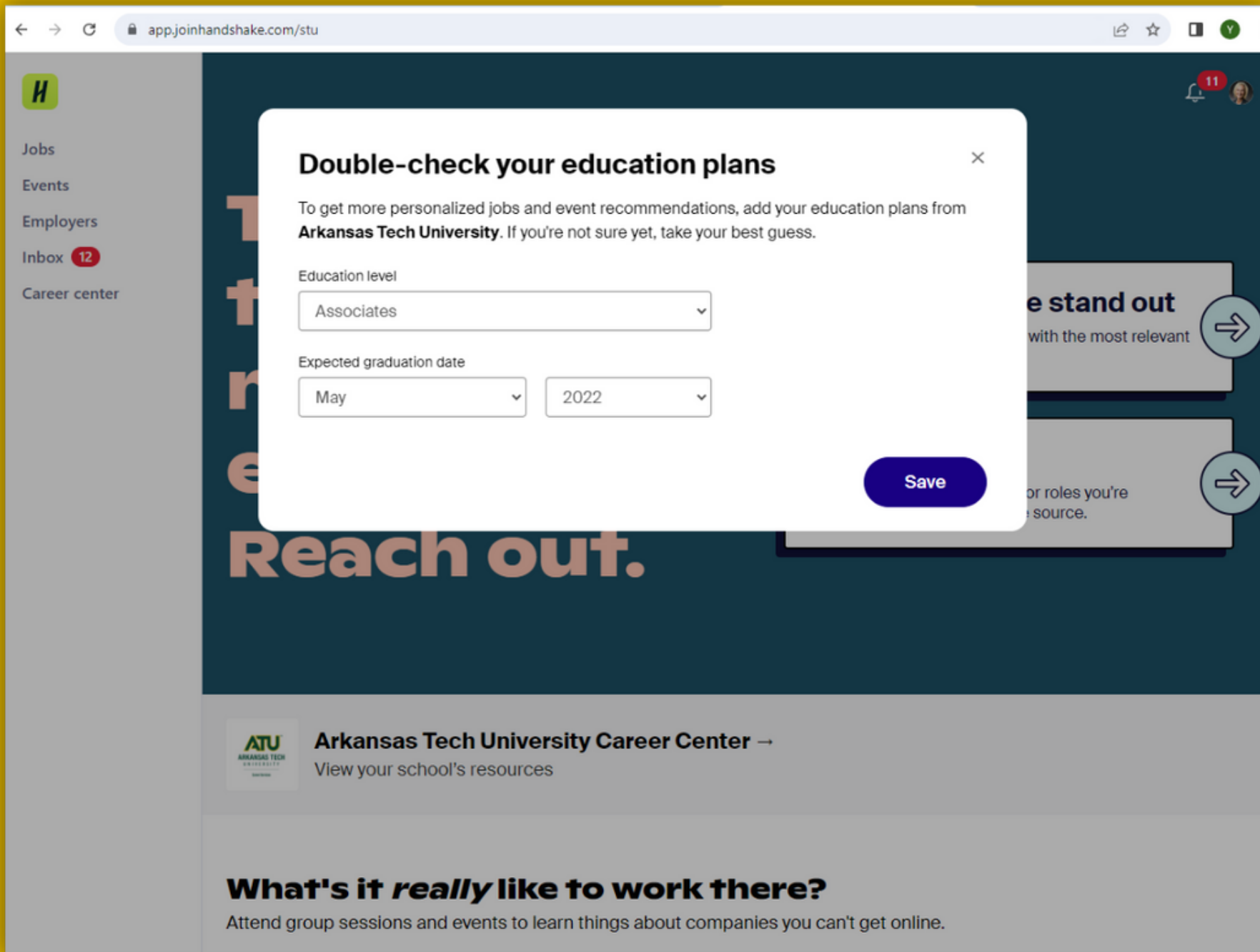
Upload your resume for employers.

Set your profile to "public" for employers and contacts to access your information.

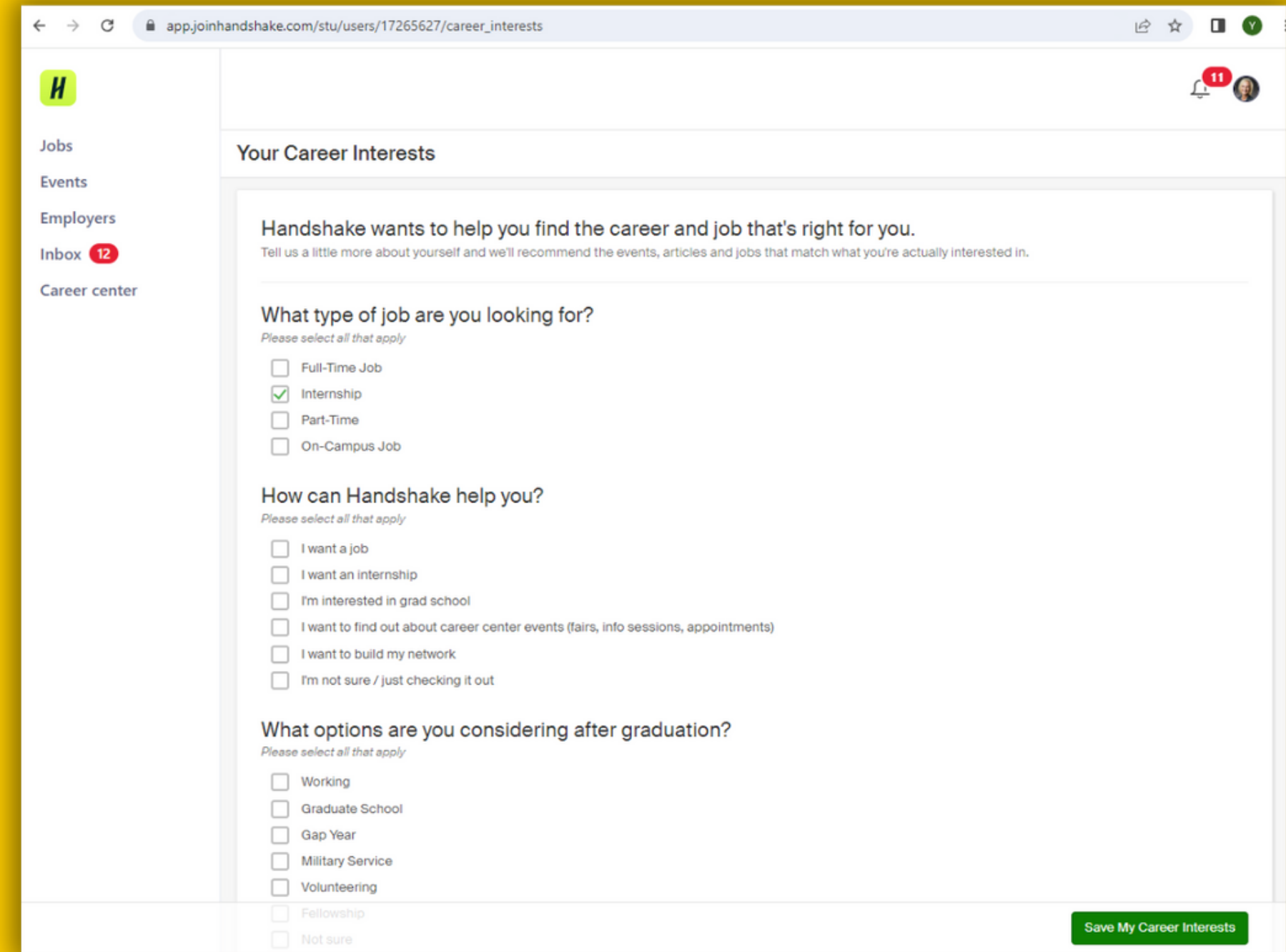
The screenshot shows a web browser window with the URL `app.joinhandshake.com/stu`. On the left is a navigation sidebar with links for Jobs, Events, Employers, Inbox (with a red notification badge showing '12'), and Career center. The main content area has a dark blue background with large white text: "The best way to get noticed by employers? Reach out." Below this are two white boxes with dark borders. The first is titled "Attend an event" and the second "Reply to Tyson Foods". A user profile dropdown menu is open in the top right corner, with "My profile" highlighted by a red rectangle. The menu items are: My profile, My jobs, My meetings, My documents, My career interests, My reviews, Notification preferences, Settings, Switch users, Help, Terms of Service, and Log out. At the bottom of the page, there is a section for "Arkansas Tech University Career Center" with a right-pointing arrow and the text "View your school's resources". Below that is a section titled "What's it really like to work there?" with the subtext "Attend group sessions and events to learn things about companies you can't get online."



You can also update your profile here.



Follow the prompts to fill out the information for your profile.



Fill out all of the information that applies to your major/career choice.

app.joinhandshake.com/stu/users/17265627/documents

**H**

Jobs  
Events  
Employers  
Inbox **12**  
Career center

### Documents

Add more resumes, cover letters, or transcripts

#### Resumes

Name	On Profile	Visible
<a href="#">KYLIA STEWART RESUME Revised 10.14.21.doc</a>	<input type="radio"/>	Visible
<a href="#">KYLIA STEWART RESUME 2 10.14.21.doc</a>	<input checked="" type="radio"/>	Visible

#### Cover Letters

You don't currently have any cover letters uploaded. Why not [upload one?](#)

#### Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)

#### Other Documents

You don't currently have any other documents uploaded. Why not [upload one?](#)

Add more resumes, cover letters, or transcripts [Add New Document](#)

- My profile
- My jobs
- My meetings
- My documents**
- My career interests
- My reviews
- Notification preferences
- Settings
- Switch users
- Help
- Terms of Service
- Log out



Click "My Documents" to upload your resume and other relevant documents.

When uploading multiple documents, click on the one you want to be visible.



# Purpose of Handshake

**Connect with employers.**

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**Apply for available positions.**

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**Attend relevant events.**

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**Stay informed.**

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# **What You Learn!**

**Learn industry specific resumes**

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**Learn the process of applying and  
interviewing**

---

**Learn industry specific information**

---

**Learn networking**

---

**Learn about multiple opportunities**

# Connect with Employers

**Search employers**

---

**Follow employers of interest**

---

**Contact employers**

---

**Message students who have previously worked at the organization.**

---

**Research employers before  
Opportunity Fairs**

H

Jobs

Events

Employers

Inbox **12**

Career center



✓ Logged in!

# The best way to get noticed by employers? Reach out.

## Make your profile stand out

Add key information to match with the most relevant jobs and opportunities.



## Attend an event

Learn more about employers or roles you're interested in, directly from the source.



**Arkansas Tech University Career Center** →

View your school's resources



Jobs

Events

Employers

Inbox **9**

Career center



Search for jobs and internships



Search for events related to your major, career, and interests



Search for employers



Regularly check YOUR inbox



Connect with Norman Career Services for valuable information

Filters are used to limit your search criteria.



app.joinhandshake.com/stu/employers

# Employers

Jobs  
Events  
**Employers**  
Inbox 12  
Career center

### Filters

Employers you follow

**Search** [^](#)

Enter a keyword...

**Location** [^](#)

Enter a location...

**Categories** [^](#)

Employers with Reviews

**Employer Size** [^](#)

+ Add Employer Size

1 - 10 (334,605)  
 10 - 50 (256,540)  
 50 - 100 (84,337)  
 100 - 250 (71,382)

**Industry** [^](#)

+ Add Industry

Healthcare (70,836)  
 Other Industries (65,945)  
 Non-Profit - Other (51,907)

## Employers you follow

**Energy** [Following](#)  
Utilities and Renew...  
10,000 - 25,000 e...

**Tyson Foods, Inc.** [Following](#)  
CPG - Consumer P...  
25,000+ employees

**Walmart & Sam's Club** [Following](#)  
Retail Stores  
25,000+ employees

[See more employers >](#)

## Discover more employers

Find and follow companies you're interested in to stay up-to-date on jobs and events.

1-25 of 869,315 employers

**"A Platform that Shares!" - TripleE** [2 Reviews](#) [Follow](#)

17th Floor, Phase 1, Overseas Student V... Higher Education  
10 - 50 employees

Who We Are TripleE (Lingxun) represents Experience, Education and English (Language), the most vital three things we learnt during our studies in the US, UK and Canada. We are a global sharing platform founded by an experienced group of passionate educators whose vision was...

**"Boston Pete" at Coastal Chevrolet Cadillac** [Follow](#)

8559 Ocean Highway, Pawleys Island, S... Sales & Marketing  
1 - 10 employees

**Filters**

Employers you follow

**Search** [^](#)

Enter a keyword...

**Location** [^](#)

Enter a location...

**Categories** [^](#)

Employers with Reviews

**Employer Size** [^](#)

+ Add Employer Size

1 - 10 (331,734)

10 - 50 (254,676)

50 - 100 (83,772)

100 - 250 (70,980)

**Industry** [^](#)

+ Add Industry

Healthcare (70,034)

Other Industries (65,456)

Non-Profit - Other (51,585)

Internet & Software (35,945)

**Labels** [^](#)

+ Add Labels



Filter employers you currently follow



Search employers by name or keywords  
Examples: counseling, engineering, logistics



Search locations from 5 miles to 100 miles of a city  
and state, country



Search multiple industries to expand opportunity options

**Filters** [CLEAR \(2\)](#)

Employers you follow

**Search** [^](#)

**Location** [^](#)

Russellville, Arkansas, United States [x](#)

**Distance from Russellville**

- 5 miles
- 15 miles
- 30 miles
- 50 miles
- 75 miles
- 100 miles

100 - 250 (1)

**Industry** [^](#)

Architecture and Planning (1)

**Labels** [^](#)



Search employers by name or keywords  
Examples: Entergy, Blue Cross Blue Shield, counseling, engineering, logistics




Search locations from 5 miles to 100 miles of a city and state, country



Search multiple industries to expand opportunity options

1-1 of 1 employer



**Cushman & Wakefield. Inc.** [3 Reviews](#) [Follow](#)

[Little Rock, Arkansas, United States](#) [Architecture and Planning](#)

[100 - 250 employees](#)

Cushman & Wakefield provides commercial real estate services to help clients turn fixed assets into dynamic assets.

[<](#) [1/1](#) [>](#)

The more specific and least amount of filters placed will produce more options available.

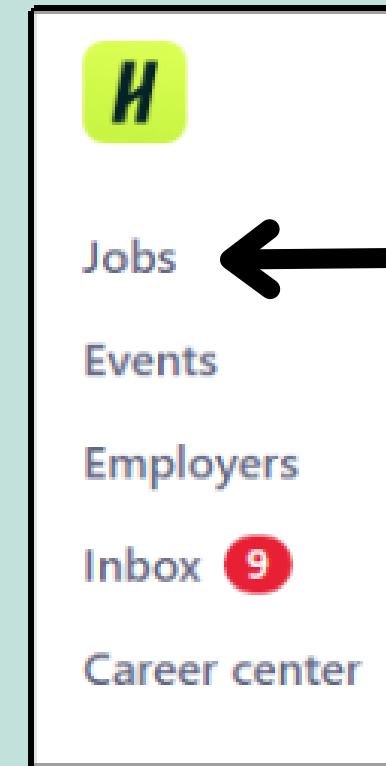
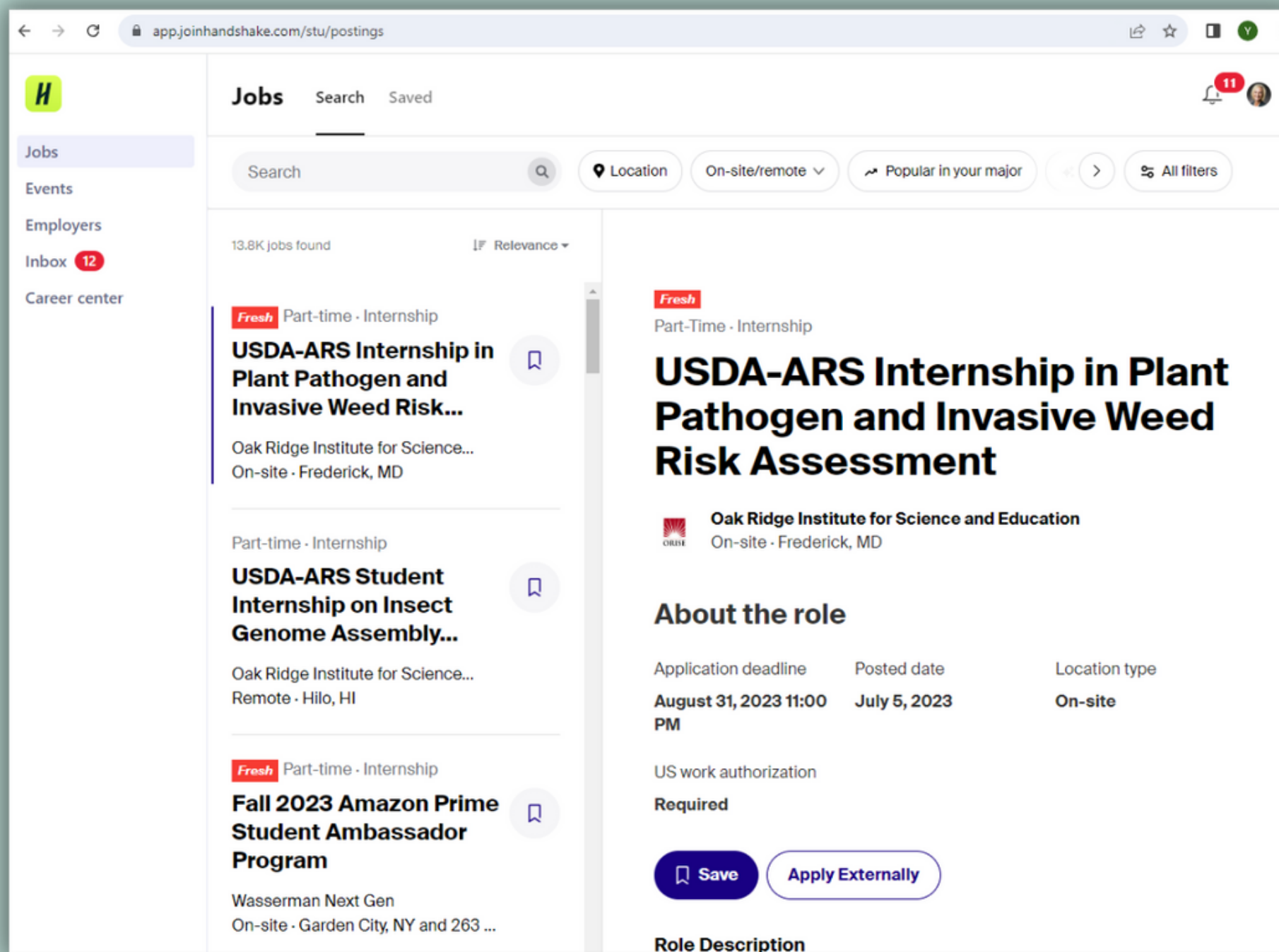


# Search Career Opportunities

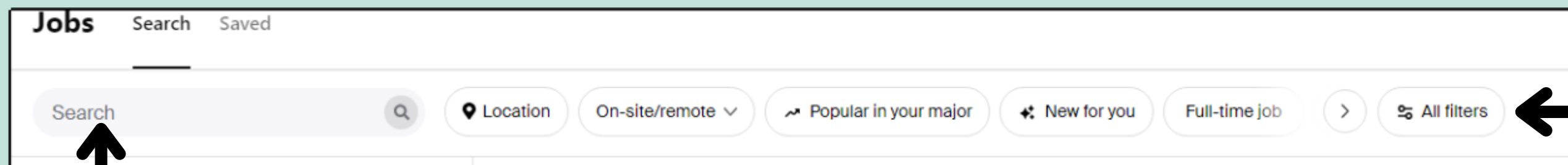
**Search for internships and jobs**

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**Flag specific jobs for reminders**



Click to start your search for posted jobs and internships



You can narrow your search criteria by entering your major, location, full or part-time jobs, internships, etc.

The all filters tab allows you to select the appropriate criteria from one page.

Enter your search criteria.



Use multiple phrases for more job options.

Example: marketing, advertising, graphic design, etc.

The screenshot shows a web browser window with the URL `app.joinhandshake.com/stu/postings?page=1&per_page=25&sort_direction=desc&sort_column=default&query=Marketing`. The page features a navigation sidebar on the left with options: Jobs, Events, Employers, Inbox (12), and Career center. The main content area is titled 'Jobs' and includes a search bar containing 'Marketing', a location filter, and other filters like 'On-site/remote' and 'Popular in your major'. Below the search bar, it indicates '2.5K jobs found' and a 'Relevance' sort option. A 'Don't miss out!' notification states 'New jobs are getting added all the time. Save your search and be the first to know.' The job listings are as follows:

- Content Marketing Intern - Summer/Fall 2023** (Fresh, Part-time · Internship · Unpaid) by Hagos Marketing, Remote · Dallas, TX.
- UI/UX Designer - Summer 2023** (Fresh, Part-time · Internship · Unpaid) by Hagos Marketing, Remote · Dallas, TX.
- UI/UX Designer - Summer 2023** (Fresh, Part-time · Internship · Unpaid) by Hagos Marketing, Remote · Dallas, TX.

The right-hand side of the page provides details for the selected 'Content Marketing Intern' role:

- Role:** Content Marketing Intern - Summer/Fall 2023
- Employer:** Hagos Marketing, Remote · Dallas, TX
- About the role:**
  - Application deadline: July 29, 2023 12:00 AM
  - Posted date: June 30, 2023
  - Location type: Remote
  - US work authorization: Accepts OPT/CPT
- Buttons:** Save, Quick Apply
- Role Description:** Location: Remote, Position: Part-Time Internship

**Jobs** Search Saved

advertising

316 jobs found | IF Relevance

**Don't miss out!**  
New jobs are getting added all the time.  
[Save your search](#) and be the first to know.

**Content Marketing Intern - Summer/Fall 2023**  
Hagos Marketing  
Remote · Dallas, TX

**Advertising Representative**  
DPPeriod  
Remote · Atlanta, GA and 7 more  
**Desmick Perkins**  
Director

**UI/UX Designer - Summer 2023**  
Hagos Marketing  
Remote · Dallas, TX

**UI/UX Designer - Summer 2023**  
Hagos Marketing  
Remote · Dallas, TX



**Fresh**  
Part-Time · Job

# Advertising Representative

**DPPeriod**  
Remote · Atlanta, GA and 7 more

## About the role

Application deadline	Posted date	Estimated pay
January 14, 2024 11:00 PM	June 27, 2023	\$500-2,000 per month
Location type	US work authorization	
Remote	Not required	

[Save](#) [Apply](#)

**Applications open on July 16, 2023 11:00 PM**

**See if this job is right for you**  
Ask about a role, company culture, or how to succeed in the application process.

**DP**  
**Desmick Perkins**  
Director

[Send a message](#)

## Role Description

We are looking for individuals who have sales experience. Candidates need to be able to work independently, but must also be team players. Ideally, the individuals will have some sales experience with a proven track record of success. These individuals will be able to build long-lasting relationships, overcome objections and create sales. Representatives who are professional, ethical, accountable, and reliable are a must!

**You match some of DPPeriod's candidate preferences**

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✗ Majors
- ✓ School Year

Employer does not require work authorization.

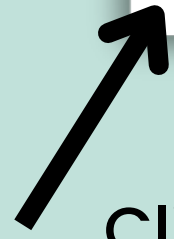
## About DPPeriod

[Follow](#)

Employees	Industry	Headquarters
1 - 10	Journalism, Media & Publishing	Atlanta, GA

DesmickPerkins., a brand concierge in the fashion, entertainment, and lifestyle industries. DesmickPerkins. has been committed to providing a broad spectrum of content and information to help keep you informed on what's happening, what's upcoming, and exclusive offers for over ten years in packaging and branding products and services. He offers a blended variety of content that includes fashion, entertainment, music, politics, technology, business, community, and much more. DesmickPerkins. provides resources to

[View full description](#)



Click to view the full job description

# Attend Relevant Events

**Search on campus events**

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**Search virtual events**


# Attend Relevant Events

Attend events on campus and online events.

Hosted by:  
Norman Career Services

## CIVIL RIGHTS & SOCIAL JUSTICE CAREERS

**MONDAY, FEB 20**  
12-1PM  
ROTHWELL 456 @ ATU



**GERALD HANKERSON**  
Guest Speaker

**ABOUT GUEST SPEAKER**  
Gerald Hankerson has over 21 years of nonprofit leadership experience in advocacy, community outreach, public education, global exchanges, and civic engagement efforts.

Contact: [career.services@atu.edu](mailto:career.services@atu.edu) **FREE GIVEAWAYS**

NORMAN CAREER SERVICES PRESENTS

## HOW TO BUILD A CAREER IN INTERNATIONAL LAW

**WEDNESDAY**  
January 25th  
12 - 1PM

WEBEX

<https://tinyurl.com/4y3nvd8a>

**SPEAKERS**

**Sara Al Awadhi**  
Senior Legal Counsel  
ADOC Group

**Shiva Ameli**  
International Associate  
Varian and Partners

**CONTACT :**  
[@ATUCAREERS](https://www.instagram.com/atucareers) [career.services@atu.edu](mailto:career.services@atu.edu)

## SCHWARZMAN SCHOLARSHIP

Friday, Jan 20th  
Webex  
12-1PM



**ABOUT THIS SEMINAR**

Learn how to travel the world and go to graduate school for FREE!!!

**Webex Link:**  
<https://tinyurl.com/ykxty2r>

**Guest Speaker Info**  
Alexander MacKay is a Business Analyst at McKinsey & Company and was a Schwarzman Scholar at Tsinghua University in Beijing where he explored China's role in global climate change.

[@ATUCAREERS](https://www.instagram.com/atucareers)  
E : CAREER.SERVICES@ATU.EDU

## FALL 2023 OPPORTUNITY FAIRS




Don't miss your chance to connect with top employers and explore your career options at our upcoming Opportunity Fairs!

**OCTOBER 17 THRU OCTOBER 19**  
1:00 - 4:00 PM  
HULL STUDENT UNION

Please feel free to visit the Career Closet for professional clothing needs in Rothwell 107!

**CONTACT US**

[kstewart20@atu.edu](mailto:kstewart20@atu.edu)  
[@atucareers](https://www.instagram.com/atucareers)



Jobs

Events ←

Employers

Inbox 9

Career center

Search for on campus and virtual events

app.joinhandshake.com/stu

**H**

Jobs  
Events  
Employers  
Inbox **12**  
Career center

# The best way to get noticed by employers? Reach out.

**Make your profile stand out**  
Add key information to match with the most relevant jobs and opportunities.

**Attend an event**  
Learn more about employers or roles you're interested in, directly from the source.

**ATU** Arkansas Tech University Career Center →  
View your school's resources

**What's it *really* like to work there?**  
Attend group sessions and events to learn things about companies you can't get online.



Event information can also be accessed here.

Use filters to narrow your search for events

Examples: Category = Nursing, Employer = Acxiom



# Events

Search [ ] Filter [ ] Category [v] Medium [v] Date [v] Employer [v] More filters [v]

Saved · 0 Registered · 0

**Federal Bureau of Investigation**

**FBI San Francisco Division- Diversity Recruiting Event ( In...**

Hybrid · Tue, Aug 29 · 8 PM CDT

HIRING EMPLOYER INFO

163 students going

**2023 Project Lead**

In-person · Sun, Aug 20 · 9 AM CDT

GUIDANCE GENERAL

Event in 45 days

**Morgan Stanley**

**Morgan Stanley Asia Webinar Series - Introduction to...**

Virtual · Thu, Jul 6 · 8:30 PM CDT

HIRING EMPLOYER INFO

373 students going

**Goldman Sachs**

**Talk with GS Part 2: Spotlight on Businesses - Register by July 6**

Virtual · Mon, Jul 10 · 2:30 AM CDT

HIRING EMPLOYER INFO

235 students going

**Northwest Arctic Borough Scho...**

**Teaching in Alaska-Say What!**

Virtual · Mon, Jul 10 · 6 PM CDT

HIRING EMPLOYER INFO

6 students going

**Duke Health**

**Allied Health Virtual Information Sessions**

Virtual · Tue, Jul 11 · 11 AM CDT

HIRING EMPLOYER INFO

36 students going



Events based on previous job search criteria



Category: Nursing

Medium: Virtual

The screenshot shows an 'Events' page with a search bar and several filter buttons: 'Category · 1', 'Medium · 1', 'Date', 'Employer', and 'More filters'. Two arrows point from the text 'Category: Nursing' and 'Medium: Virtual' to the 'Category · 1' and 'Medium · 1' buttons respectively. The page displays a grid of event cards, each with a title, date, time, and tags like 'GUIDANCE' or 'NETWORKING'. Some cards also show the number of students going.

The more filters applied, the less opportunities will show.

# Attend Opportunity Fairs

**Search Opportunity Fair schedule  
and registered employers**

---

**Network with employers**

---

**Secure internships and jobs**

# Events

Saved · 0 Registered · 0

Category Medium Date Employer More filters

### Category

FBI Seal <b>FBI Seal</b> Diversity Hybrid-T HIRING	<input type="checkbox"/> Career fair Hiring events with numerous employers at your school.	<input type="checkbox"/> Networking Social events with people who can help grow your professional network.
Hiring Find opportunities with employers that want to hire you now.	<input type="checkbox"/> Hiring	<input type="checkbox"/> Employer info Info sessions and talks about day-to-day life, culture, and teams.
Guidance Resources for your career, job skills, resume, interviewing, and more.	<input type="checkbox"/> Guidance	<input type="checkbox"/> Academic Resources and info related to your school.
Talk with Business All-day and multi-day events like expos, summits, and tradeshows. Virtual-M HIRING	<input type="checkbox"/> Conference	<input type="checkbox"/> General General topics of interest.

Reset View 30+ results

**2023 Project Lead**  
In-person · Sun, Aug 20 · 9 AM CDT

GUIDANCE GENERAL

Event in 44 days

**Duke Health**

**Allied Health Virtual Information Sessions**  
Virtual · Tue, Jul 11 · 11 AM CDT

HIRING EMPLOYER INFO

41 students going

**Bright Horizons**

**OPEN INTERVIEW TUESDAY AT GROWING TOGETHER...**  
In-person · Tue, Jul 11 · 2 PM CDT

HIRING

23 students going

**Northwest Arctic Borough School District**

**Northwest Arctic Borough School District-Join the Team!**  
Virtual · Tue, Jul 11 · 5 PM CDT

HIRING EMPLOYER INFO

Event in 4 days

**Morgan Stanley**

**Morgan Stanley Asia Webinar-Introduction to Sales & Tradin...**  
Virtual · Tue, Jul 11 · 8 PM CDT

HIRING EMPLOYER INFO

98 students going

Click on  
"Career Fair"  
to filter



Click on other  
appropriate  
filters relevant  
to your needs.

### Category ✕

<b>Career fair</b> <input type="checkbox"/>	<b>Networking</b> <input type="checkbox"/>
Hiring events with numerous employers at your school.	Social events with people who can help grow your professional network.
<b>Hiring</b> <input type="checkbox"/>	<b>Employer info</b> <input type="checkbox"/>
Find opportunities with employers that want to hire you now.	Info sessions and talks about day-to-day life, culture, and teams.
<b>Guidance</b> <input type="checkbox"/>	<b>Academic</b> <input type="checkbox"/>
Resources for your career, job skills, resume, interviewing, and more.	Resources and info related to your school.
<b>Conference</b> <input type="checkbox"/>	<b>General</b> <input type="checkbox"/>
All-day and multi-day events like expos, summits, and tradeshow.	General topics of interest.

[Reset](#) [View 30+ results](#)

# Opportunity Fair Prep

1. Research companies.
2. Research company contacts.
3. Contact students previously employed at companies.
4. Have multiple copies of reviewed resume and cover letter.
5. Have a notebook for contact information and additional information learned.
6. If possible, prepare business cards.

# Stay Informed

Don't delete or unsubscribe!

Check your Handshake inbox regularly for information and opportunities.

Read emails from Norman Career Services.



# Handshake Communications

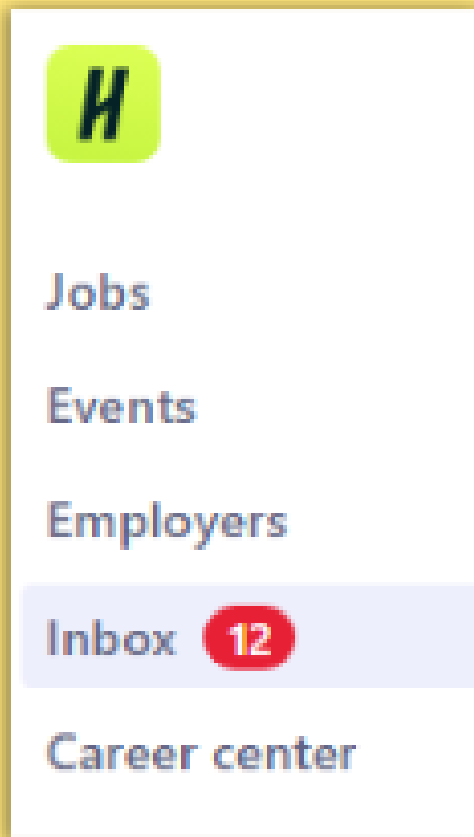
**Regularly check Handshake inbox**

---

**Read all Norman Career Services  
and Handshake email  
announcements**

---

**Handshake and Norman Career  
Services emails are specific to your  
career opportunity needs**









app.joinhandshake.com/stu/conversations?ref=sidebar

### Inbox

Jobs  
Events  
Employers  
Inbox **12**  
Career center

No conversation selected.

Inbox		...
	<b>Brandon Orozco</b> Tyson Foods, Inc. Kylia, I hope you've had a...	6/28/23
	<b>Kyla Vanchieri</b> Social Security Administration Hi Kylia, Interested in a...	6/28/23
	<b>Kari Brown</b> Richmond County School System Greetings, I hope your day...	5/26/23
	<b>Phill Carpenter</b> Specialist Staffing Group (SThree) Hi Kylia, Friendly reminder...	4/10/23
	<b>Kelly Kirkland</b> Circle K Stores, Inc. Hi Kylia Click on any of the...	3/28/23
	<b>Kate Fox</b> U.S. Environmental Protection Agency (EPA) Hi Kylia! Don't forget! The...	3/26/23

Type here to search

2:24 PM 7/7/2022



The screenshot shows an Outlook window with a blue header bar. The ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Help', and 'Acrobat'. The left sidebar shows a 'Favorites' list with folders like 'Inbox' (30 items), 'Sent Items', 'Drafts' (7 items), and 'Deleted Items' (880 items). The main pane displays an email from 'handshake@mail.joinhandshake.com' to 'Kylia Stewart' with the subject 'ATU Fall 2023 Opportunity Fair Week Registration Is Open!'. A red warning banner reads: 'EXTERNAL SENDER. Only open links and attachments from known senders. DO NOT provide your username, password, or any other personal information.' Below the warning is a registration poster for 'ARKANSAS TECH UNIVERSITY OPPORUNITY FAIRS FALL 2023'. The poster lists three events: 'OCTOBER 17 : 1:00 TO 4:00 PM HEALTH INDUSTRY', 'OCTOBER 18 : 1:00 TO 4:00 PM SCIENCE, TECHNOLOGY, ENGINEERING, AND MATH', and 'OCTOBER 19 : 1:00 TO 4:00 PM ALL MAJORS'. The location is 'HULL STUDENT UNION'. A green arrow points from the warning banner to the text 'EXTERNAL SENDER'.



This warning comes with all external mail.

Emails can come from Norman Career Services and Handshake.

# Norman Career Services Team

Academic Advising and Career Development Center – Rothwell 107



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**THANK YOU!**

# Visit our Website

