

Handshake Workshop



What do you know about Handshake?

Get career ready all in one place!



Job Postings



Employer
Network



Advising
Appointments



Employer
Messaging



Interviews
& Info Chats



Peer-to-Peer
Messaging



Experiential
Learning



Events &
Career Fairs



Alumni
Ambassadors



Virtual Recruiting



Company
Reviews



Career Profile



First Destination
Survey

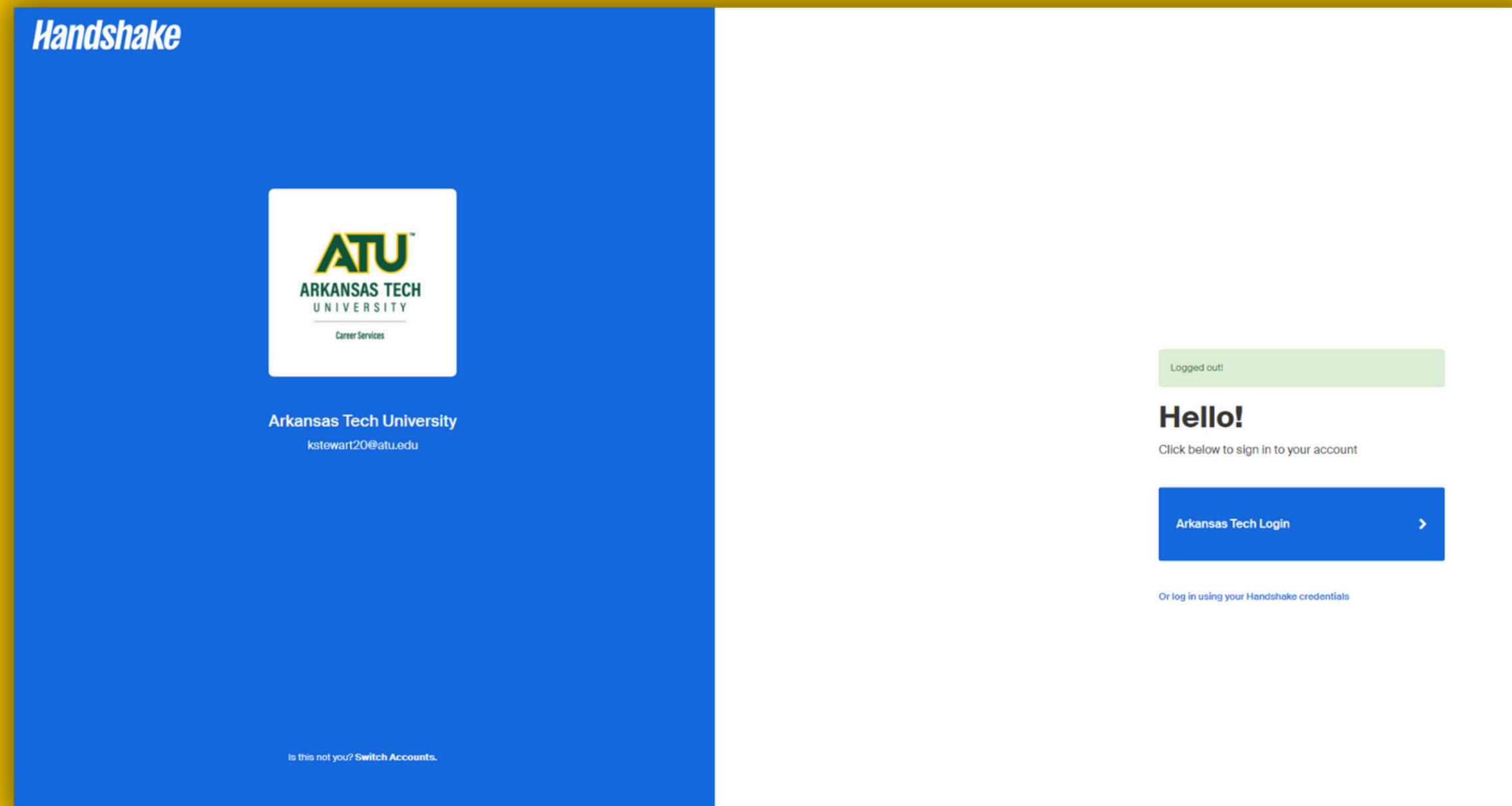


On-Campus Jobs

Activate Handshake Account

atu.joinhandshake.com

Log in with your ATU credentials
- ATU email and password



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.

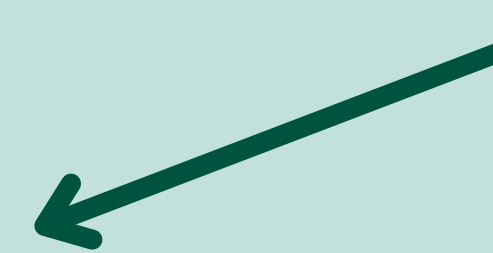
Attend an event

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?

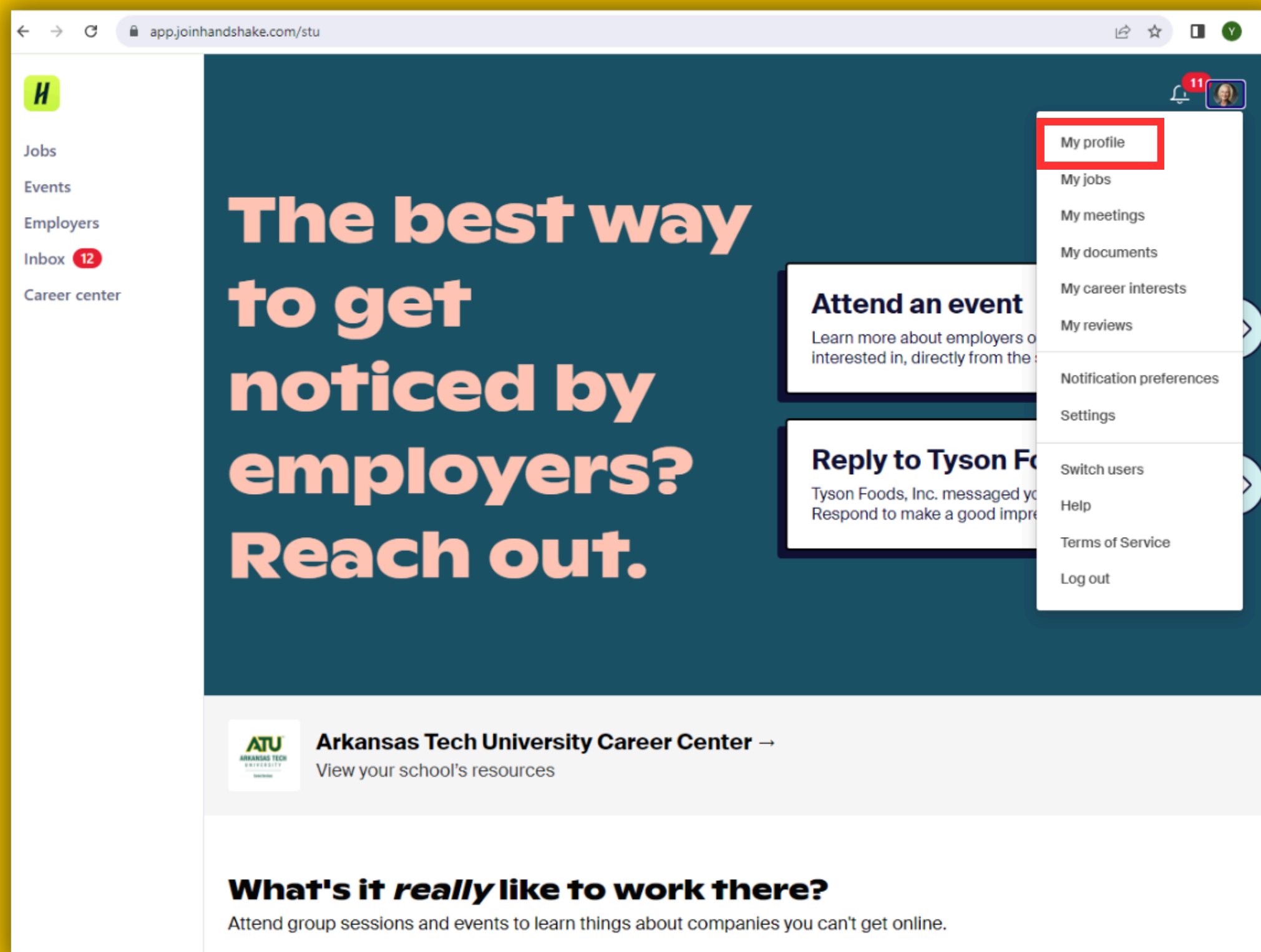
Attend group sessions and events to learn things about companies you can't get online.



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.



You can also
update your
profile here.

app.joinhandshake.com/stu

Double-check your education plans

To get more personalized jobs and event recommendations, add your education plans from **Arkansas Tech University**. If you're not sure yet, take your best guess.

Education level
 Associates

Expected graduation date
 May 2022

Save

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.

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

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

Your Career Interests

Handshake wants to help you find the career and job that's right for you.
 Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually interested in.

What type of job are you looking for?
 Please select all that apply

- ☐ Full-Time Job
- ☒ Internship
- ☐ Part-Time
- ☐ On-Campus Job

How can Handshake help you?
 Please select all that apply

- ☐ I want a job
- ☐ I want an internship
- ☐ I'm interested in grad school
- ☐ I want to find out about career center events (fairs, info sessions, appointments)
- ☐ I want to build my network
- ☐ I'm not sure / just checking it out

What options are you considering after graduation?
 Please select all that apply

- ☐ Working
- ☐ Graduate School
- ☐ Gap Year
- ☐ Military Service
- ☐ Volunteering
- ☐ Fellowship
- ☐ Not sure

Save My Career Interests

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

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

H

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Documents

Add more resumes, cover letters, or transcripts

Resumes

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

What You Learn!

Learn industry specific resumes

**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**



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

H

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

Following

Entergy
Utilities and Renew...
10,000 - 25,000 e...

Following

Tyson Foods, Inc.
CPG - Consumer P...
25,000+ employees

Following

Walmart & Sam's Club
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 [CLEAR \(2\)](#)

☐ Employers you follow

Search [^](#)

Location [^](#)

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

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, Google
counseling, engineering, logistics, computer science

Name	Requested	Industry	Active Job Postings
Entergy New Orleans, LA	06/28/17	Utilities and Renewable Energy	1

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

Search multiple industries to expand
opportunity options

Entergy
Utilities and Renewable Energy

New Orleans, LA 10,000 - 25,000 employees

jobs@entergy.com Premium employer: No

4 employer alumni
0 recently active 22 employer contacts
2 recently active

[View alumni](#) [View contacts](#)

Active Job Summary [View all 2 jobs](#)

Job role group	Location	Position type
Mechanical Engineers		1
Occupational Health and Safety Specialists and Technicians		1

Employer Activity
Fairs and events: 0 upcoming, 2 past

0 upcoming fairs 0 upcoming events

2 fairs in the past year 0 events in the past year

Student Engagement

55 followers
All time 0 applications
In the last 6 months

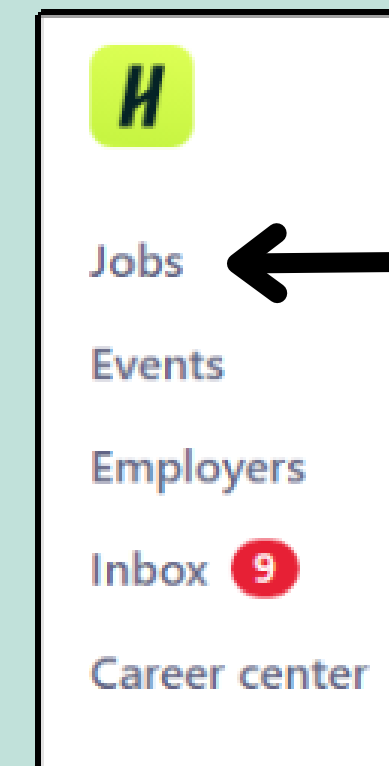
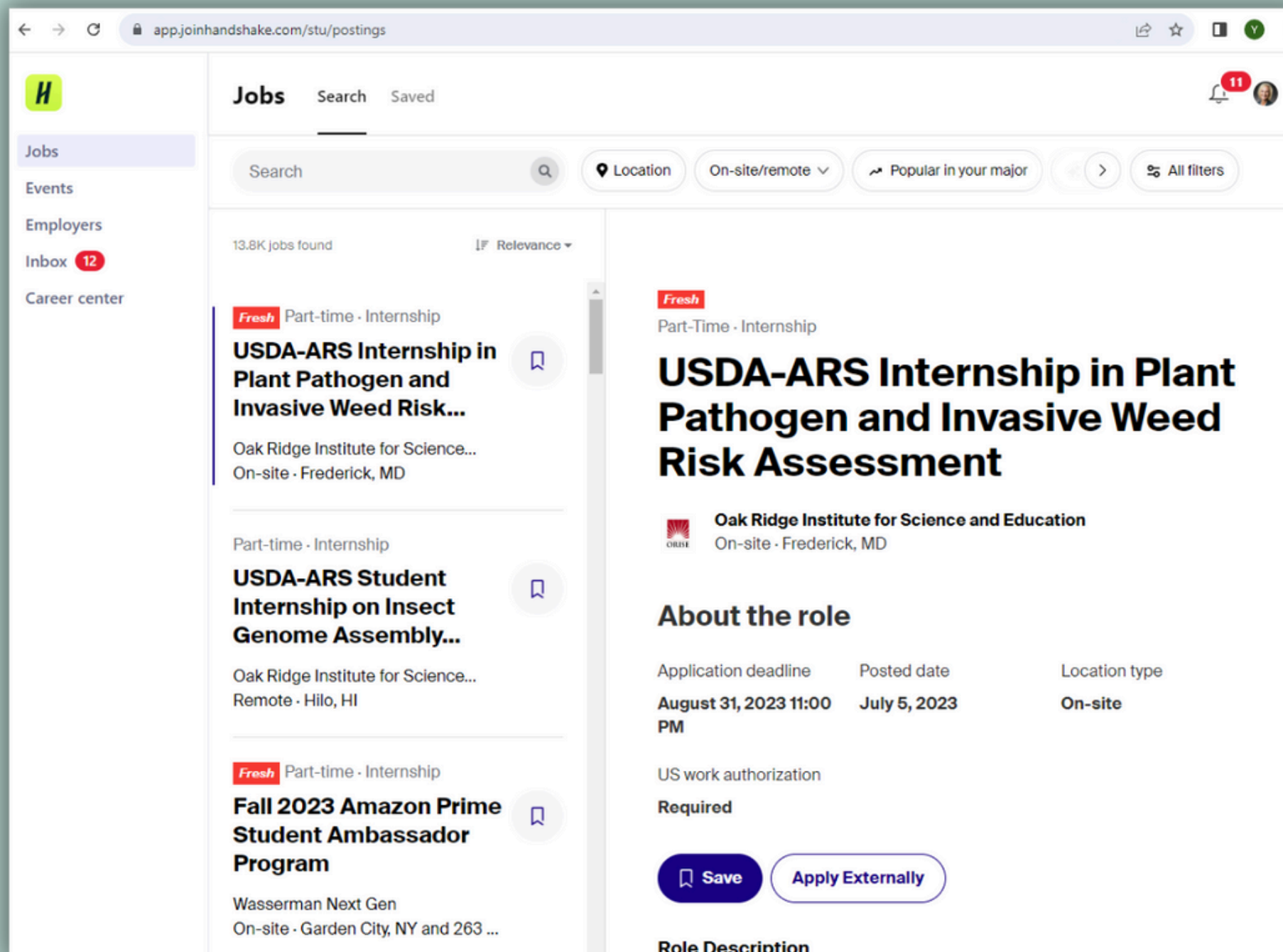
0 messages sent
In the last 6 months 0.00% message open rate
In the last 6 months

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

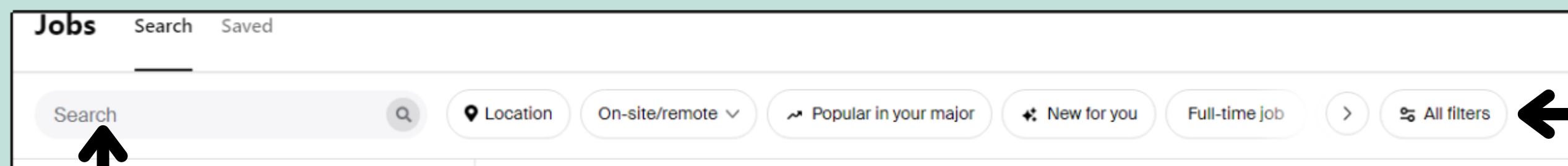
Search Career Opportunities

Search for internships and jobs

Flag specific jobs for reminders



Click to start your search for posted jobs and internships



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

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

Enter your search criteria.



Use multiple phrases for more job options.

Example: marketing, advertising, graphic design, etc.

The screenshot displays the job search interface on app.joinhandshake.com. The search bar at the top contains the text "Marketing". Below the search bar, there are filters for "Location", "On-site/remote", and "Popular in your major". The search results show 2.5K jobs found, sorted by Relevance. The first job listing is "Content Marketing Intern - Summer/Fall 2023" by Hagos Marketing, Remote - Dallas, TX. The second job listing is "UI/UX Designer - Summer 2023" by Hagos Marketing, Remote - Dallas, TX. The third job listing is "UI/UX Designer - Summer 2023" by Hagos Marketing, Remote - Dallas, TX. The right sidebar shows details for the first job, including application deadline, posted date, location type, and role description.

Jobs Search Saved

Marketing

2.5K jobs found

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

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

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

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

About the role

Application deadline	Posted date	Location type
July 29, 2023 12:00 AM	June 30, 2023	Remote

US work authorization
Accepts OPT/CPT

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

Role Description

Location: Remote
Position: Part-Time Internship

Jobs

Search

Saved

advertising

316 jobs found

Relevance

Don't miss out!

New jobs are getting added all the time.

Save your search and be the first to know.

Fresh

Part-time · Internship · Unp...

Content Marketing Intern - Summer/Fall 2023

Hagos Marketing

Remote · Dallas, TX

Fresh

Part-time · Job

Advertising Representative

DPPeriod

Remote · Atlanta, GA and 7 more

DP

Desmick Perkins

Director

Fresh

Part-time · Internship · Unp...

UI/UX Designer - Summer 2023

Hagos Marketing

Remote · Dallas, TX

Fresh

Part-time · Internship · Unp...

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

January 14, 2024 11:00 PM

Posted date

June 27, 2023

Estimated pay

\$500-2,000 per month

Location type

Remote

US work authorization

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

1 - 10

Industry

Journalism, Media & Publishing

Headquarters

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

Search virtual 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

FREE GIVEAWAYS

NORMAN CAREER SERVICES PRESENTS

HOW TO BUILD A CAREER IN INTERNATIONAL LAW

WEDNESDAY
January 25th
12 - 1PM

GUEST SPEAKERS



SPEAKER
Sara Al Awadhi
Senior Legal Counsel
AUC Group



SPEAKER
Shiva Ameli
International Associate
Ivanyan and Partners

WEBEX

<https://tinyurl.com/4y3nvbda>

 @ATUCAREERS

CONTACT :
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/ykxtym2r>

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

[E : CAREER.SERVICES@ATU.EDU](mailto:career.services@atu.edu)



ATU
ARKANSAS TECH
UNIVERSITY
Norman Career Services



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

 @atucareers

Attend events on campus
and online events.



Jobs

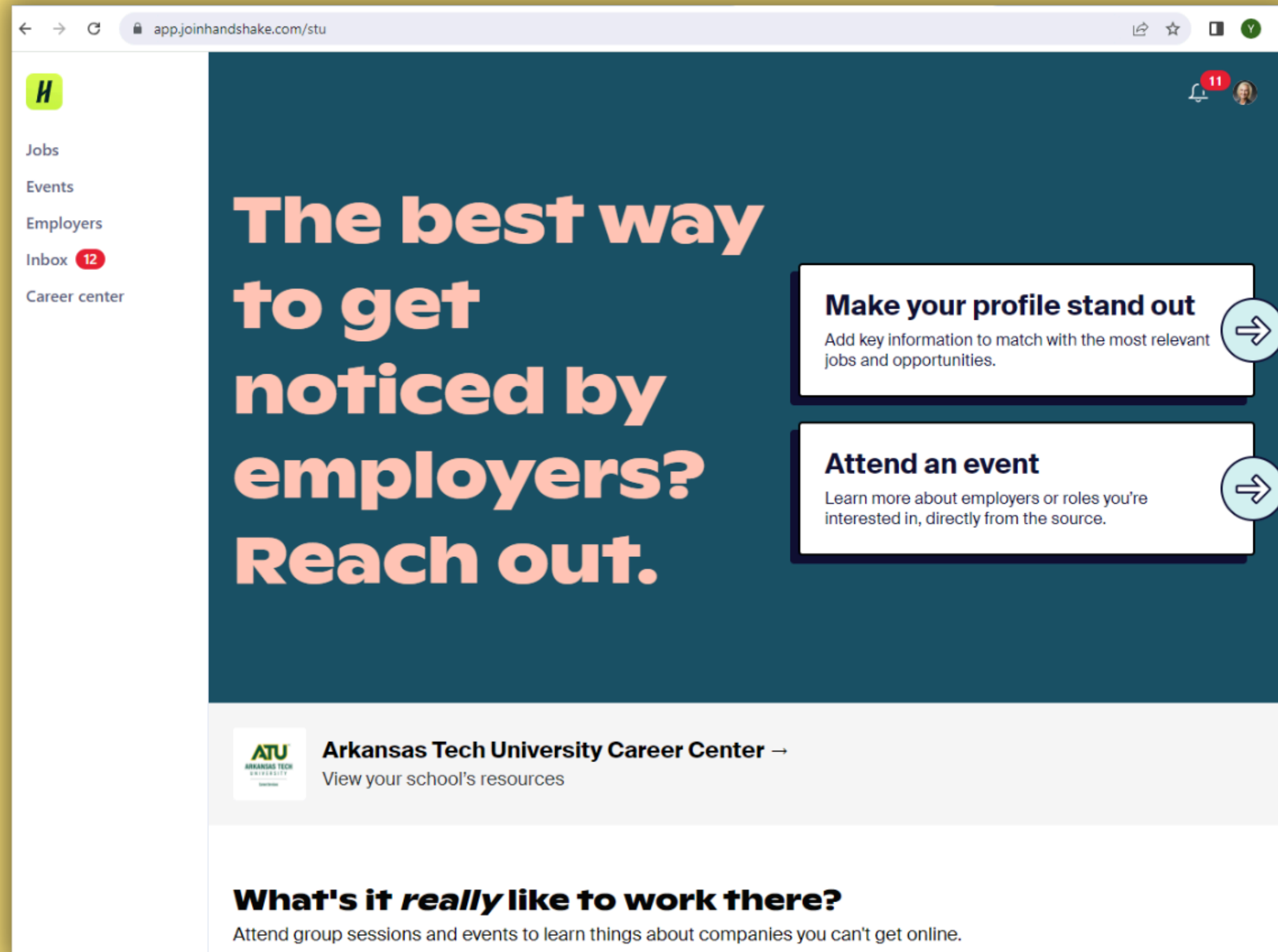
Events

Employers

Inbox **9**

Career center

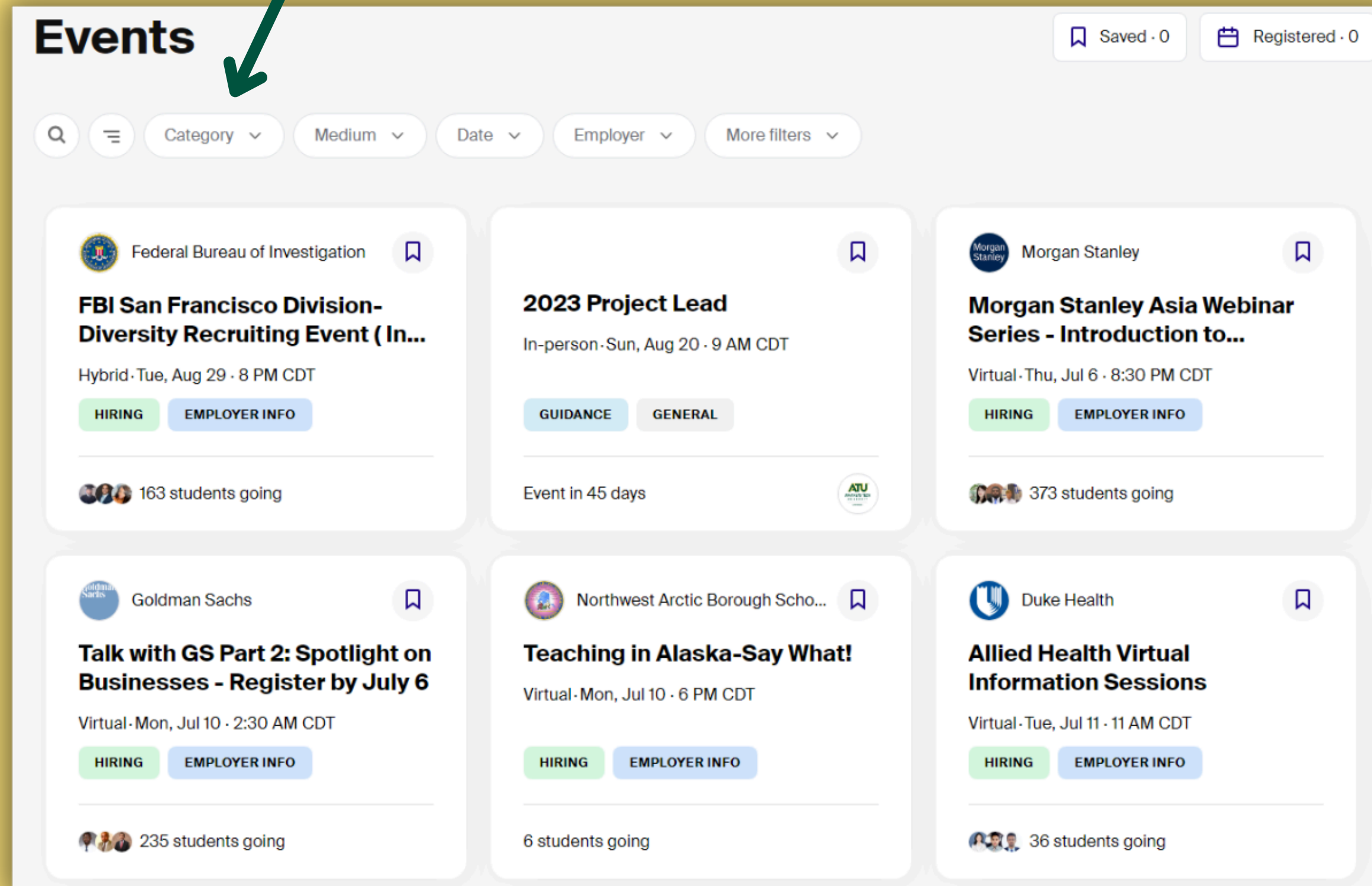
Search for on campus
and virtual events



Event information
can also be
accessed here.

Use filters to narrow your search for events

Examples: Category = Nursing, Employer = Acxiom



The screenshot shows the 'Events' page interface. At the top left is the title 'Events'. To its right are two buttons: 'Saved · 0' and 'Registered · 0'. Below the title is a search bar and a row of filter buttons: 'Category', 'Medium', 'Date', 'Employer', and 'More filters'. A green arrow points from the text 'Use filters to narrow your search for events' to the 'Category' filter button. Below the filters is a grid of six event cards. Each card displays the event title, date, time, and format. The first card is from the 'Federal Bureau of Investigation' titled 'FBI San Francisco Division- Diversity Recruiting Event (In...)' on Aug 29. The second is '2023 Project Lead' on Aug 20. The third is from 'Morgan Stanley' titled 'Morgan Stanley Asia Webinar Series - Introduction to...' on Jul 6. The fourth is from 'Goldman Sachs' titled 'Talk with GS Part 2: Spotlight on Businesses - Register by July 6' on Jul 10. The fifth is from 'Northwest Arctic Borough Scho...' titled 'Teaching in Alaska-Say What!' on Jul 10. The sixth is from 'Duke Health' titled 'Allied Health Virtual Information Sessions' on Jul 11. Each card also shows the number of students going and has 'HIRING' and 'EMPLOYER INFO' buttons. A green arrow points from the text 'Events based on previous job search criteria' to the right side of the event grid.

Event Title	Employer	Date & Time	Format	Students Going
FBI San Francisco Division- Diversity Recruiting Event (In...	Federal Bureau of Investigation	Hybrid · Tue, Aug 29 · 8 PM CDT	Hybrid	163
2023 Project Lead		In-person · Sun, Aug 20 · 9 AM CDT	In-person	Event in 45 days
Morgan Stanley Asia Webinar Series - Introduction to...	Morgan Stanley	Virtual · Thu, Jul 6 · 8:30 PM CDT	Virtual	373
Talk with GS Part 2: Spotlight on Businesses - Register by July 6	Goldman Sachs	Virtual · Mon, Jul 10 · 2:30 AM CDT	Virtual	235
Teaching in Alaska-Say What!	Northwest Arctic Borough Scho...	Virtual · Mon, Jul 10 · 6 PM CDT	Virtual	6
Allied Health Virtual Information Sessions	Duke Health	Virtual · Tue, Jul 11 · 11 AM CDT	Virtual	36

Events based on previous job search criteria

Category: Nursing

Medium: Virtual

Events

Q

≡

Category · 1

Medium · 1

Date

Employer

More filters

Saved · 0

Registered · 0

Tech Talent & Strategy

Tech Talent & Coffee - Accelerating Your Career...

Virtual · Wed, Jul 19 · 11 AM CDT

GUIDANCE

NETWORKING

38 students going

Columbia University Data Scien...

Summer 2023 COVID Information Commons Webin...

Virtual · Wed, Jul 26 · 1 PM CDT

NETWORKING

Event in 20 days

CohnReznick LLP

CohnReznick's Virtual PYRAMID Series: Affordable...

Virtual · Thu, Jul 27 · 12 PM CDT

EMPLOYER INFO

NETWORKING

Event in 21 days

Columbia University Data Scien...

COVID Information Commons Student Working Group

Virtual · Fri, Aug 4 · 10 AM CDT

GUIDANCE

NETWORKING

Event in 29 days

Webtoon Entertainment Inc.

WEBTOON CANVAS Creator Summer Summit

Virtual · Fri, Aug 18 · 11 AM CDT

NETWORKING

CONFERENCE

Event in 43 days

Columbia University Data Scien...

COVID Information Commons Student Working Group

Virtual · Fri, Sep 1 · 10 AM CDT

GUIDANCE

NETWORKING

Event in 57 days

Columbia University Data Scien...

2023 National Student Data Corps (NSDC) Data Science...

Virtual · Fri, Mar 31-Mon, Jul 31

GUIDANCE

NETWORKING

27 students going

Columbia University Data Scien...

2023 COVID Information Commons Student Paper...

Virtual · Fri, Mar 31-Mon, Jul 31

GUIDANCE

NETWORKING

Event is today!

The more filters applied, the less opportunities will show.

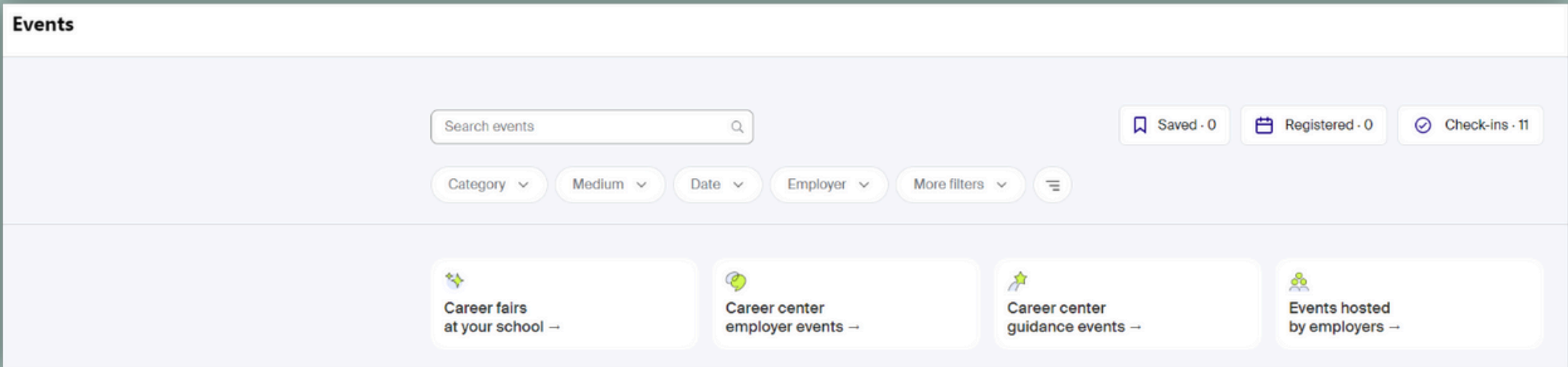
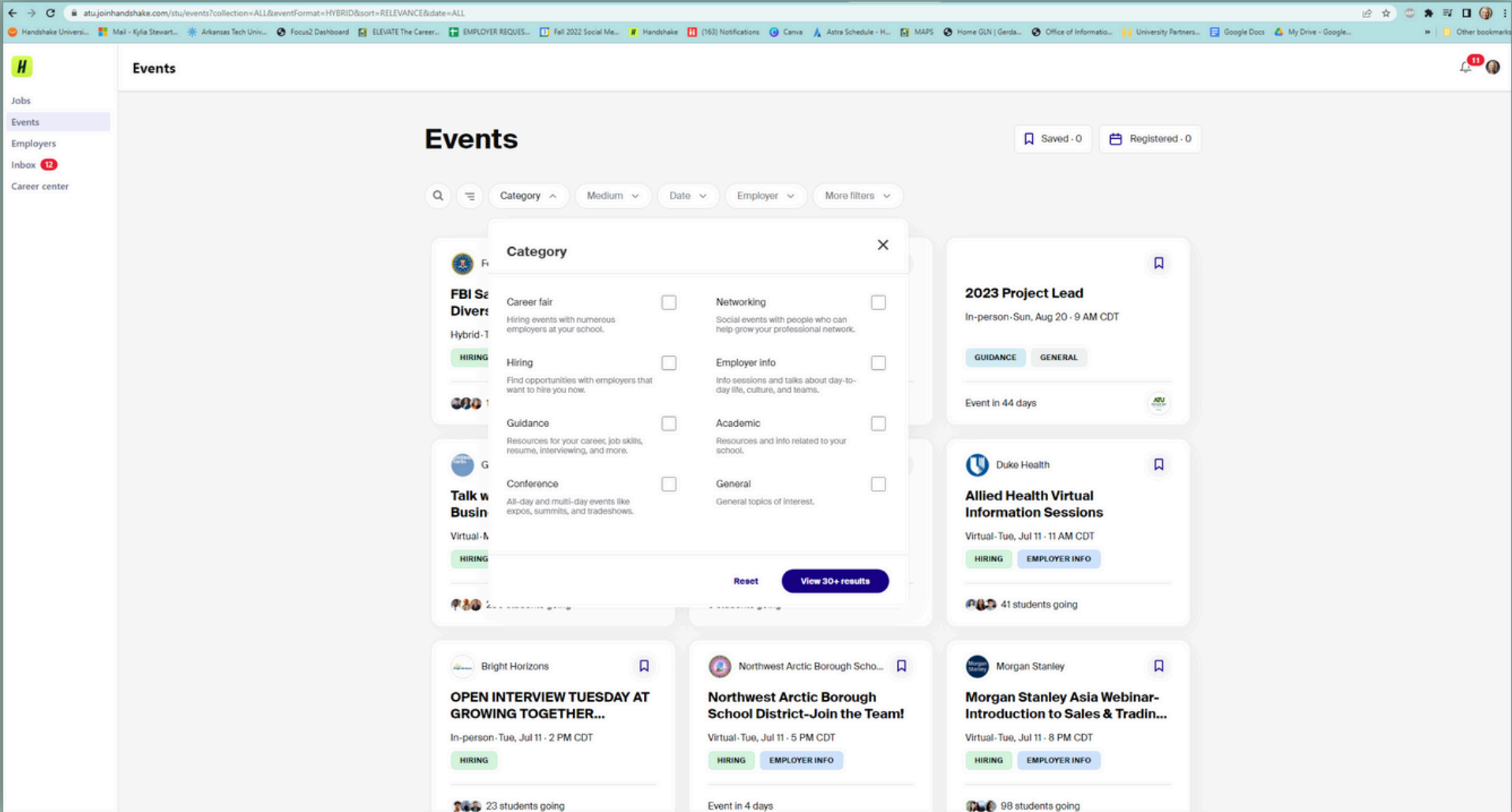
Attend Career Fairs

**Search Opportunity Fair schedule
and registered employers**

Network with employers

Secure internships and jobs

Note:
There are two
ways to access
events and career
fair information



Career 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.

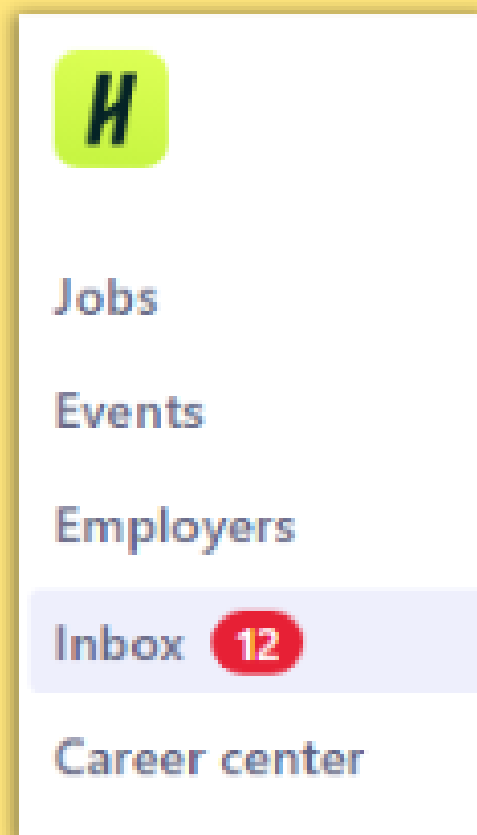


Handshake Communications


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



Jobs


Events

Employers

Inbox 12

Career center

Inbox




Brandon Orozco

Tyson Foods, Inc.

Kylia, I hope you've had a...

6/28/23




Kyla Vanchieri

Social Security Administration

Hi Kylia, Interested in a...

6/28/23




Kari Brown

Richmond County School System

Greetings, I hope your day...

5/26/23




Phill Carpenter

Specialist Staffing Group (SThree)

Hi Kylia, Friendly reminder...

4/10/23




Kelly Kirkland

Circle K Stores, Inc.

Hi Kylia Click on any of the...

3/28/23



Kate Fox

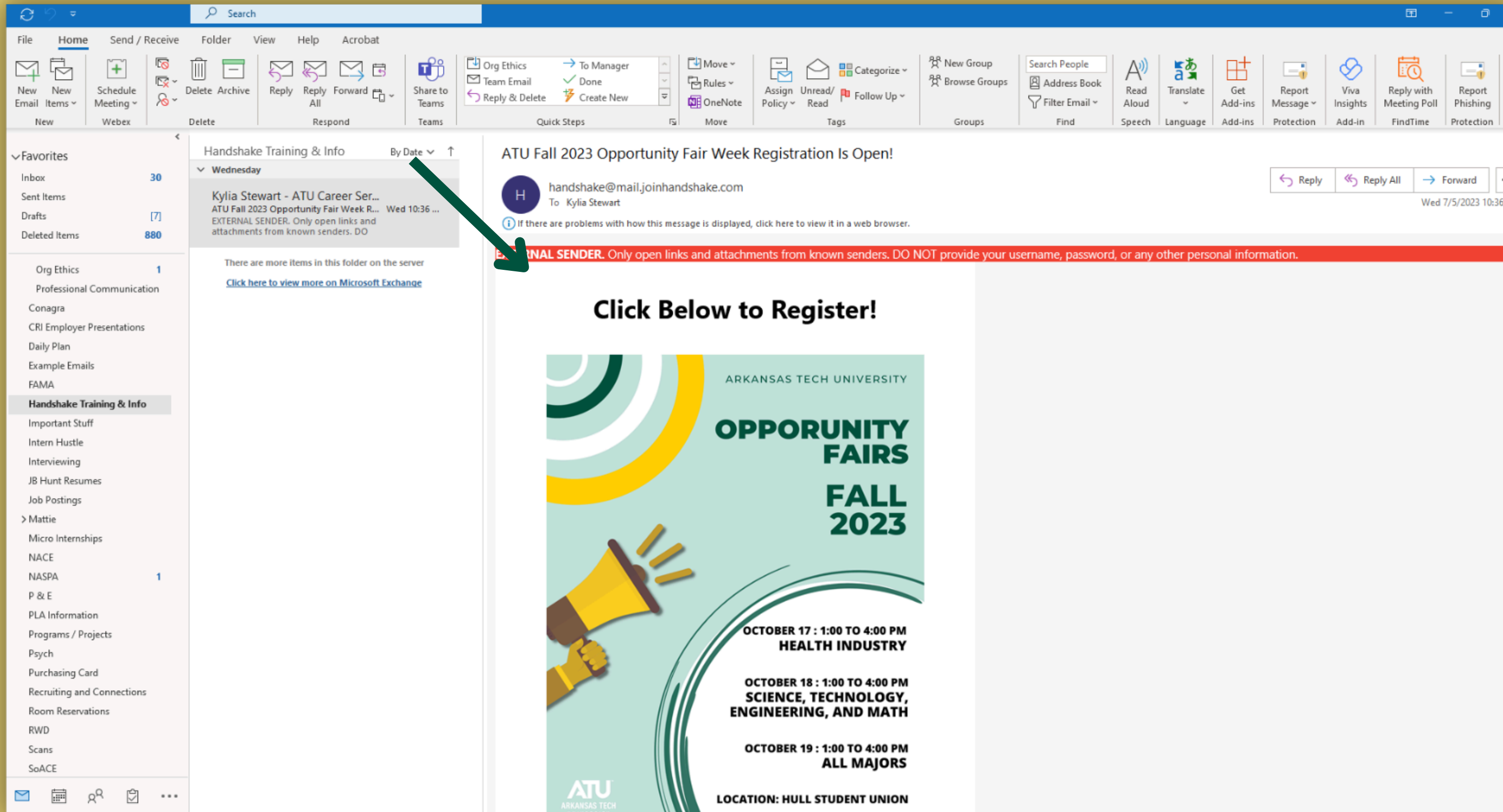
U.S. Environmental Protection Agency (EPA)

Hi Kylia! Don't forget! The...

3/26/23

No conversation selected.

Windows taskbar: Type here to search, 2:24 PM 7/7/2022



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



Kyla Stewart-Davenport
Employer Relations Coordinator
kstewart20@atu.edu



Kristen Merritt Beck
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kbeck12@atu.edu



Yushia "Yoshi" Thao
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THANK YOU!

Visit our Website

