Handshake Tutorial for Students

1. Go to **aurora.joinhandshake.com**. Log in with your Aurora University credentials by clicking on "Aurora University Handshake Login." (You may be automatically logged in through Okta.)



2. **Fill out your profile.** The more information you add to your profile, the easier it will be for an employer to find you and to make good decisions about whether or not you might be a good fit for their job postings.

Aurora University auto-populates some of your information into your profile. If you find an error in any of your profile data, contact career@aurora.edu to correct it.

Add Photo Sample Aurora University	My Journey What are you passionate about? What are you looking for on Handshake? What are your experiences or skills? Type your introduction
Your profile is 15% complete	Education
Add Primary Education	Aurora University primary education
Add Work Experiences	Add School
Add Organizations	
	Work & Volunteer Experience

3. Set your privacy settings. (Note: You can switch your privacy status at any time.)

	Community Recommended
	Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.
С	Employers
	Your profile will be visible to employers. You may receive messages about potential job opportunities.
С	Private
	You'll be able to apply for jobs but won't get contacted by any employers.

- 4. Upload a resume:
- Select **"Documents"** from the dropdown menu under your name.
- Select "Add New Document."
- Drag or choose a document from your computer.
- Name your document and choose a document type.
- Click "Add Document."

Note: Your resume will be reviewed by Career Services. If your resume needs additional editing, you will be contacted by Career Services.

5. Search for jobs.

- You can filter your job search to narrow down findings by locations, job type, and more.

6	Career Center	
	My Profile	
	My Jobs	
	My Interviews	
	My Documents	
	My Career Interests	
	My Reviews	

Save your searches in Handshake so finding relevant employers and jobs will be easy. Follow jobs and employers you are interested in.

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