

Need help getting started using Handshake?

Kick off your career future and a great profile with a simple challenge, 10 small steps to full Handshake mastery!

Handshake is designed specifically for current students & recent grads; the best opportunities are right here, for you.

Step 1: Activate your Handshake profile.

This is the easiest step — sign into Handshake at ucmo.joinhandshake.com using your UCMO Single-Sign-On (SSO). Make sure you check your Education section on your profile to make sure it's correct. If it's not, contact the Career and Life Design Center (660-543-4985, careers@ucmo.edu)

Step 2 : Fill out your job preferences and Career Interests Survey.

That means selecting desired locations (or remote) where you'd like to work, preferred job roles, and your ideal job type: part-time, full-time, internship, or on-campus. When you fill in your interests, two really great things happen: 1) Handshake sends you better, more relevant job recommendations. 2) You're more likely to have a recruiter message you (yes, a real person!) 80% of students who share their interests on Handshake receive a message from a recruiter. The more you include, the better your chances of having a recruiter find you.

Step 3: Fill out your My Journey section and add experiences to your profile.

My Journey is a great place to mention what you're looking for on Handshake, what you're passionate about, goals/aspirations, what you have to offer the community/industry you're looking to go into, etc. Tell your story! Add any volunteering, internships, or work that you've already completed (or are presently doing) to your profile. This allows prospective employers to see your previous (or current) responsibilities.

Step 4: Upload your resume.

When you update your privacy settings to community, you can interact with students across other Handshake schools, and employers are able to see your profile and uploaded documents. This is helpful when you attend events through Handshake (ex: UCM's Virtual Job & Internship Fair), and on the occasion that an employer requests batches of resumes for an opportunity they're recruiting for - you could be considered for an interview and potential hire without even applying! Need help creating/developing a resume or need one reviewed/updated? Visit Career and Life Design (WDE 1200)!

Step 5: Fill out relevant past courses and special skills.

Pull up your academic record and fill out specific courses, skills, and talents that could be relevant to your future career. This will help give prospective employers a better idea of the special stuff you have to offer their organization!

Step 6: Add a headshot.

A photo can help put a face to your name — this is particularly useful if you've made a connection with a recruiter on campus at a career fair or event. Visit the Career and Life Design Center's Headshot Central for a free headshot during WISE hours, Ward Edwards (WDE 1200)

Additional steps to use Handshake to job/internship search, or research opportunities:

Step 7: Follow five interesting employers.

Explore different organizations and companies on Handshake and follow them for updates. Often, recruiters check who is following them — it can help you get on their radar and ensure you get first alerts for new opportunities!

Step 8: Message three peers with professional experience you admire.

Use Handshake to build connections by messaging peers. Reach out to alumni from your school, people who have previously held internships you're interested in, and more.

Step 9: Ask one question about a company, job role, or specific opportunity.

There are so many knowledgeable folks on Handshake — hit them with some of your questions about specific career paths, organizations, or opportunities!

Step 10: Apply to five jobs/opportunities that interest you.

This is self-explanatory. Now that you're a Handshake super-user, make sure to apply for jobs and internships!

There you have it: you're a Handshake pro. We can't wait to help you find your next job, internship, or professional opportunity!

Stop by WISE (Walk-In Studio Experience) Monday-Thursday, 12:30pm-4:30pm and Friday, 10:00am-12:00pm for additional free career readiness related coaching and life design assistance! Located in the Career and Life Design Center (Ward Edwards 1200). If you would like to attend WISE virtually, call the front desk at 660-543-4985 to be connected with a Coach.



WHERE CURIOSITY INSPIRES PURPOSE

- Handshake/LinkedIn
- Life Design
- Resume and Cover Letter Assistance
- Internship, Part-Time and Full-Time Job Search Assistance
- Graduate/Professional School Preparation (incl. Personal statements, letter of purpose, etc.)
- Interview Coaching
- Mock Interviews
- Professional Clothing Studio
- Headshot Central

Why do I need to fill out my Handshake profile?

Your profile is the key to finding a job or internship on Handshake, or attending a virtual event (such as a Virtual Career Fair, Q&A, or Information Session). When you fill out your profile:

Handshake gives you personalized job recommendations based on the information you provide on your profile—so you can find jobs and internships that are right for you.

You increase your chances of having a recruiter message you directly with job opportunities and event invitations. In fact, 80% of students who fill out their profile receive a message from a recruiter.

Which parts of my Handshake profile are most important to include?

In addition to your major, Handshake also uses your job interests to recommend opportunities to you. Your job interests include:

Job type: select part-time job, full-time job, or internship.

Job location: choose the cities that you'd like to live and work in.

Job roles: select at least three positions that interest you.

TIP: You can change and update your interests at any time.

What are the top things employers search for?

After job interests, these are the most popular fields that employers use to find students they'd like to message:

Work experience: Have you had a part-time job, internship, work study, research position or volunteered?

Employers like to see that you've taken on responsibility, and that these experiences have helped you develop valuable skills.

Skills: Add technical skills like SQL and soft skills like communication. The more skills you list, the better your chances are of showing up in an employer search.

Clubs and organizations: These highlight your unique interests and involvement on campus.

Can I use Handshake on my phone? Yes! Download the Handshake App from the App Store or Google Play, to search and apply to jobs, or attend virtual events right from your phone. You'll also be notified when you receive a message from an employer, be first to see new job postings, and can apply to jobs in two clicks with Quick Apply.