



# GET STARTED ON HANDSHAKE

## Start Here

1. **Sign up for your Handshake account** by visiting [umd.joinhandshake.com](http://umd.joinhandshake.com). Log in using your umd.edu email.
2. **Upload your resume to your profile.** Use our resume writing tips: [go.umd.edu/ECSResumeHandout](http://go.umd.edu/ECSResumeHandout). You can pre-fill your profile with your resume. If you want to do this, don't answer the initial questions that pop up when you log in.
  - **Please note:** Engineering Career Services will review the first resume you upload to Handshake and make suggested changes through the system. You will only be able to submit one resume for review through Handshake. However, you are always welcome to visit 1131 Martin Hall M-F 8:30am-4:30pm for drop-in resume reviews or schedule a resume review appointment through Handshake.
3. **Review your profile** and edit/add information as needed. We **HIGHLY** encourage you to do the following to increase your candidacy for internship/co-op/job applications. Navigate to your initials (top right of page) and click "My profile" to edit.
  - **Add your End Date (graduation date)** under "Education". Adding your end/graduation date will qualify you for roles that have academic year requirements.
  - **Make your GPA visible.** By default, your GPA is hidden from employers. To make your GPA visible, **uncheck** the box in the "Education" section. We encourage students who have a 2.8 GPA and above to uncheck this box for best consideration.
  - **Make your profile public** (left side), at least to employers. The employer option ensures employers connected to UMD are able to view your profile information so that they can find you for their top positions. With this option, it is not visible to other students or anyone not connected with UMD. You can have a public profile and keep some information private.
  - **Check your notification settings.** Click your initials (top right of page) and "Notification preferences" to select system alerts for:
    - Events, Interview Schedules, Jobs, Career Fairs, Documents, Messages, Experiences, Appointments, & Applications.
    - Please note: if you turn off email notifications, be sure to check your Handshake notifications (bell at top of page).
5. **Download the Handshake App** to get notifications and reminders about jobs, interviews, and events.

## Explore Further

6. **Schedule a career advising appointment.** Select the "Career center" tab on the left panel and select "Appointments". Click "Schedule A New Appointment" and follow the prompts to select the type of appointment, date, and staff member you'd like to meet.
7. **Attend career fairs, workshops, and other events.** Click on the "Events" tab on the left panel. When you join events, they will be saved to your "Registered" tab.
8. **Search for internship, co-op, on-campus, part-time, and full-time roles.** Click the "Jobs" tab on the left panel. Type in a search term and click "Save your search" to be alerted to new position postings.
  - To find on-campus jobs, enter "UMD" into the search box. Check the resource library on Handshake for additional links.
  - Review applications and track interviews, click your initials at the top of the page, click "My jobs", and toggle between the "Interview Schedule" and "Job" checkboxes on the left hand side.

## Keep Going

9. **Start an Experience.** Once you have an offer letter for an internship or co-op, Click on "Career center" on the left panel → "Experiences" → "Submit an Experience" to begin the enrollment process in ENCO 098/099.
  - Domestic students should select the ENGR ENCO Approval for Co-op/Internship.
  - International students should use the ENGR ENCO Enrollment for CPT.
10. **Explore Resources** for your career development. Click "Career center" → "Resources".