



# 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. Once it is reviewed, you'll be informed if you should resubmit it for another review. You are always welcome to visit 1131 Martin Hall M-F 8:30am-4:30pm for drop-in resume reviews or you can 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 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.
  - **"Add Skills"** so that you can appear as a qualified match for positions of interest.
  - **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).
4. **Download the Handshake App** to get notifications and reminders about jobs, interviews, and events.

## Explore Further

5. **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.
6. **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.
7. **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.
  - In the "Jobs" tab, first filter by "Job Role" to see the most relevant postings. Then use the keyword search.
  - See UMD collections for additional recommendations on employers the career services office recommends for your major.
  - Submit an Experience if you need to enroll in ENCO 098/099 to co-op or apply for CPT.

***Turn the page for more Handshake tips.***

# GET STARTED ON HANDSHAKE CONTINUED

## ***Tips for Advising Appointments***

1. For virtual appointments, have the most recent version of your resume uploaded to Handshake.
2. For in person appointments, bring a printed copy of your resume or print one upon arrival in the office.
3. For cover letters, have your resume, the job description, and the cover letter draft prepared.
4. For mock interviews, attach or email your resume as well as the job description of interest.

## ***Tips for Job Searching***

1. For “My career interests,” fill out “What job roles are you interested in,” “Which industries interest you,” and “Which kind of job, or job functions, interest you” so the platform’s algorithm can better show you relevant positions.
2. Within the “Employers” tab, search for an employer. Scroll down to see if any “Public Staff” are listed. If there are, you may reach out to those company contacts/recruiters to introduce yourself.
3. When you search for “Events,” filter by the “enr event” label to see the most relevant opportunities. Note this label is case sensitive, so please use lowercase.
4. Click “Career center,” “Resources,” and then “10 Exclusive Career Resources for UMD Students” to see a link to GoinGlobal, which provides you access to another subscription job search database you can use.
5. Try “Coco,” Handshake’s Beta AI tool.
6. Remember, the more you use the platform, the more relevant content you’ll see. Use the “Hide this content” feature on any post in your feed to help the platform’s algorithm, as well.

## ***Tips for On Campus Interviews***

1. Once you apply for a job, select an interview slot as soon as you are invited to interview by an employer or ASAP if it is an open schedule. Interview schedules are first come, first served. Once the signup period has ended for an interview schedule, the schedule will be locked and you will not be able to take a slot, leave a slot, or make any other changes on your own. Please email [careerengr@umd.edu](mailto:careerengr@umd.edu) to ask for assistance.
2. Read for location carefully. While most on campus interviews for engineering will take place in 1131 Martin Hall, some may take place at the University Career Center on the third floor of Hornbake Library (especially during Fall Career Fair).
3. If you cannot make your interview on time or need to reschedule, please email [careerengr@umd.edu](mailto:careerengr@umd.edu) ASAP.
4. Note that if you miss an on campus interview, without informing career services or the employer directly, your access to career services will be temporarily suspended until you meet with a career advisor.

## ***Tips for Experiences***

1. 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.
2. Remember that this is not an automated process. Please allow for 24 hours (M-F, 8:30am-4:30pm) for review of paperwork between each approval step before emailing our office. This includes initial submission; supervisor approval; and final approval for ENCO enrollment.
3. Use our step by step guides and video tutorials to assist you with any Experience submission questions. Visit [eng.umd.edu/careers/students/register-internship](http://eng.umd.edu/careers/students/register-internship)