handshake

RESOURCE GUIDE

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About Handshake

Say Hello to Handshake.
A Full Featured Modern and Intuitive Career Service Management Platform

Everything in your Current RMS – and More

Handshake does everything your current system does and more. Handshake is ready to manage your appointments, job postings, mentorships, events, reporting, interview scheduling, and much more. Schedule a demo and see what Handshake can do for you!

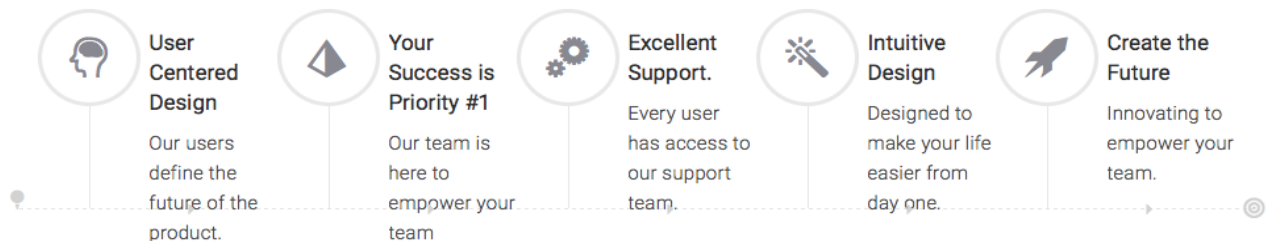**Handshake Drives Student Engagement**

With Handshake, every student on your campus will be activated to engage in the career and job search process. Through social networking technology, students quickly connect to their friends, career resources and events.

Handshake is a cutting-edge online platform that empowers career services, students, and employers to network and connect with each other on a new level. This intuitive, modern software is created to breakdown barriers that have kept students from gaining access to their potential dream jobs.

Our Approach
The Principles Handshake is Being Built On

User Centered Design

Our users define the future of the product.

Your Success is Priority #1

Our team is here to empower your team

Excellent Support.

Every user has access to our support team.

Intuitive Design

Designed to make your life easier from day one.

Create the Future

Innovating to empower your team.

Understanding the Handshake Navigation Toolbar

For You:

A personalized home page with recommended jobs, suggestions from your school, any jobs you have previously favorited, and more.

Jobs:
- Job Search: Access job listings that are open for your to submit an application.
- Applications: Access the list of jobs/employers where you have submitted applications
- Employers: Access a list of employers on Pepperdine's Handshake system. You can filter by options such as size of employer and industry.
- On-Campus Interviews: Access of employers and the date they are interviewing on campus

Events: See a list of all events offered by schools you are associated with.

Students: See a list of other students' profiles at your school

Career Center:
- My school: View information about the school you are associated with
- Appointments: Request appointments with Career Specialists
- Resources: Open a resource library with different information
- Planning: Different resources for planning for the future
- Surveys: Various surveys that are available

Your name:
- Profile: Edit your information about your profile
- Documents: Upload and edit documents such as a resume or cover letter
- Career Interests: Help handshake narrow down searches by imputing career interests
- Notifications: Upcoming events, deadlines, document approvals, and more
- Messages: All messages sent and received
- Setting and Privacy: Basic information about yourself, password resetting, and privacy options
- Help: Various FAQ's
- Sign Out: Log out of your account

Accessing Handshake

Access Site for all Pepperdine: https://pepperdine.joinhandshake.com

<u>Students</u>

1. Log into Wavenet

2. Under the Student Services tab, select Jobs by Handshake

3. Either you will be logged into the system automatically, or it will ask you to provide your Wavenet credentials

4. Answer the provided questions to help build out your profile

5. Complete your profile by adding in your interests, skills, extracurricular activities, etc.

OR

Go directly to https://pepperdine.joinhandshake.com and select Pepperdine Students. Log in with your Wavenet credentials.
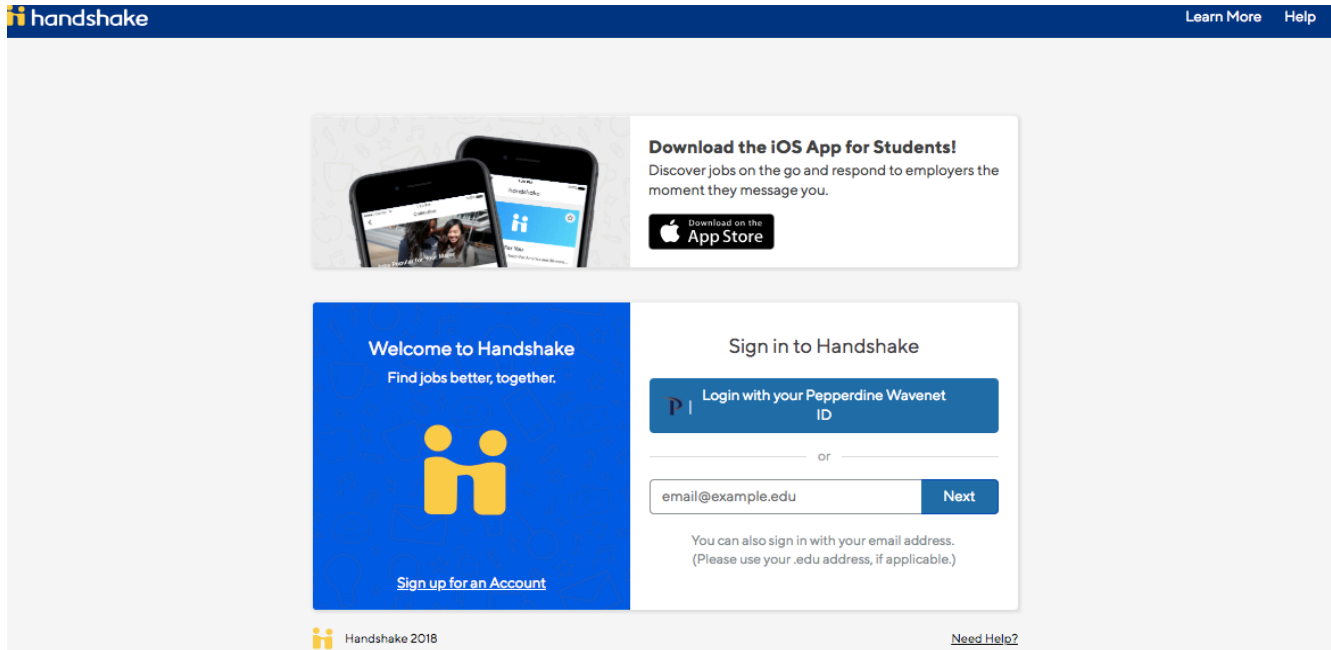
Building Out Your Account in Handshake

1. After you have accessed Handshake (see above for instructions)

2. You will be asked several questions targeted to help you build out your profile.

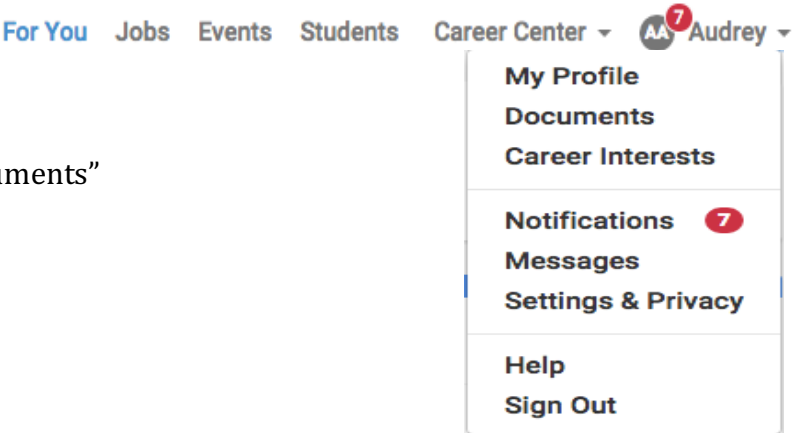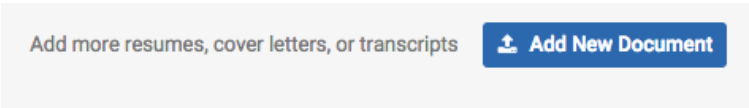3. Once complete, you will be brought to your student dashboard.
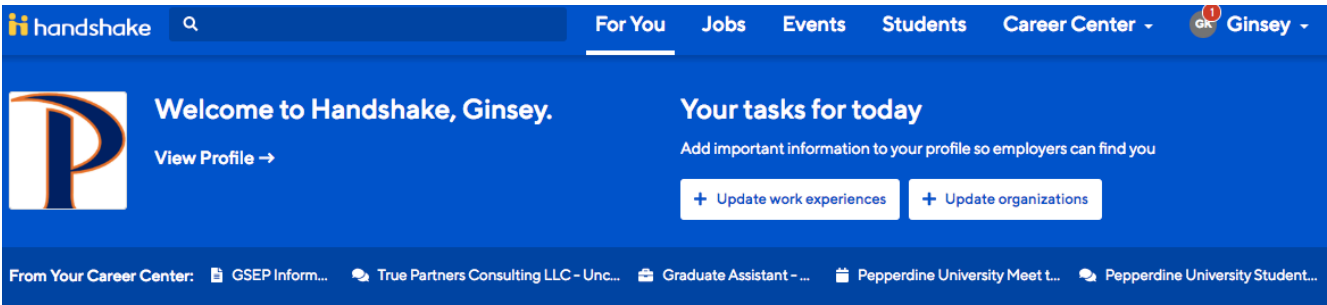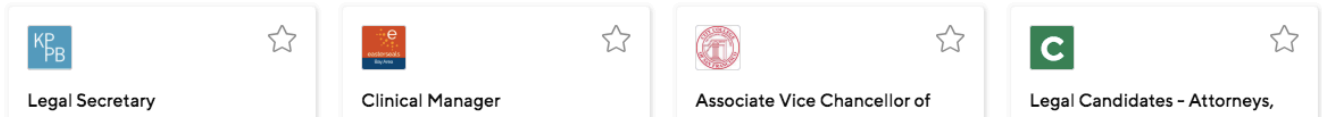
How to Upload Documents in Handshake

1. Log into Handshake – pepperdine.joinhandshake.com

2. Click on the drop-down menu on your name in the upper right-hand corner

3. Select "Documents"

4. Select "Add New Document"

5. Fill in the Document Name and Type, then upload the document. PDF preferred.

6. Select "Add Document." *It is recommended to upload PDFs as it maintains formatting best*

All documents submitted will go into a **pending status** until they are approved by a member of the Seaver College Career Center team. Be on the lookout for any messages or emails regarding your document approval or decline.

If you have are waiting for approval for over three days, please follow-up with student.employment@pepperdine.edu.

Once approved, you will be able to upload your document and use it to apply for jobs.

Searching for Internships and Jobs

1. Log into Pepperdine.joinhandshake.com
2. On the top panel, click on "Jobs"

> For You   Jobs   Events   Students   Career Center ▾

3. Use the "Search" box at the top to look for positions
4. You can specify a location using the "Location" box. Examples include "Malibu" or "Los Angeles."
5. You can also click on "**filters**" and select boxes to narrow your search further. Options include "Internship" or "Job" or "Part-time" or "Paid" and ›the system will automatically suggest opportunities to fit your needs.

> **Q** business consulting   **◉** Malibu, California, United States
>
> (Full-Time Job) (Part-Time) (Internship) (On-Campus) (**▼ Filters · 7**) Clear All
>
> Add majors...
>
> Suggestions
>
> (Juris Doctor)

6. You can also filter your search by "labels" After you select filters, scroll to the end to find the "labeled by your school." Commonly used filters include:
   - *On-Campus Employment*
   - *Off-Campus Employment*
   - *FWS (Federal Work Study)*
   - *PWP (Pepperdine Work Program)*
   - *Departmental*
     - *Commonly used by international students and students without work study awards to find qualifying positions on-campus*

7. Once you have entered the search criteria information that you want, you can save that particular search to automatically populate when you enter the system. If that is useful to you, save the search by "Create Search Alert" on the right panel.
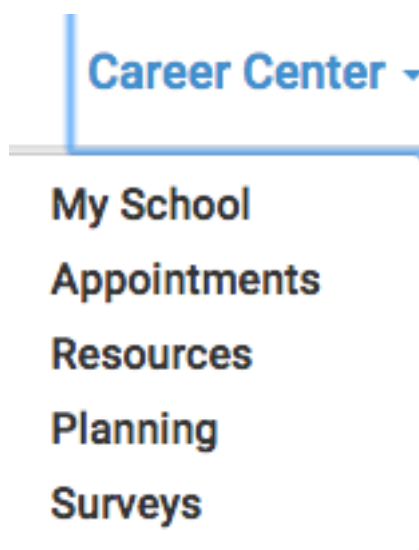

8. Then, all your saved searches will appear on the left-hand side

How to Schedule an Appointment

1. Login to Handshake. http://pepperdine.joinhandshake.com

2. Click "Career Center" for a drop down menu

3. Select "Appointments" from the drop down menu

4. Select "Create an Appointment" or "Scheudle a New Appointment"

5. Select an appointment category based on your need and area of interest and school.

New Appointment

Choose a Category

Industry Specialist: Arts, Media, Entertainment & Marketing (Seaver Only)

Industry Specialist: Business, Human Resources, and Sales (Seaver Only)

Industry Specialist: Non-Profits, Ministry & Social Services (Seaver Only)

Industry Specialist: Education, Government, and Law (Seaver Only)

Industry Specialist: Science, Health Services, Research, and Technology (Seaver Only)

Career Coaching & Counseling (Undecided Students, Seaver Only)

6. Select specific appointment type.

Choose an Appointment Type

Resume & Cover Letter (Business)

Assessments (Business)
Personality, Interests, Values, Skills Assessments

Career Coaching (Business)
Choosing a Major, Career Exploration, Career Planning

Internship Search (Business)

LinkedIn + Networking (Business)

Interviewing Skills + Mock Interview (Business)

Job Search Strategies (Business)

Grad School Planning + Prep (Business)

Group Presentation or Workshop

7. Browse for staff availability by date and time and select an appointment

8. Make sure you book with the right industry specialist per their interest and school – this will happen automatically, but do a double check.

9. Select a date/time that works for your schedule.

10. Fill in the Appointment Request details:
    - **Appointment Medium:** How do you want the meeting to occur.
    - **What can we help you with?:** Describe why you need an appointment.

11. Click "Request" at the bottom of the page.

How to Cancel an Appointment

1. Login to Handshake- http://pepperdine.joinhandshake.com

2. Click "Career Center" for a drop down menu

For You	Jobs	Events	Students	Career Center ▾

3. Select "Appointments" from the drop down menu

Career Center ▾

My School
Appointments
Resources
Planning
Surveys
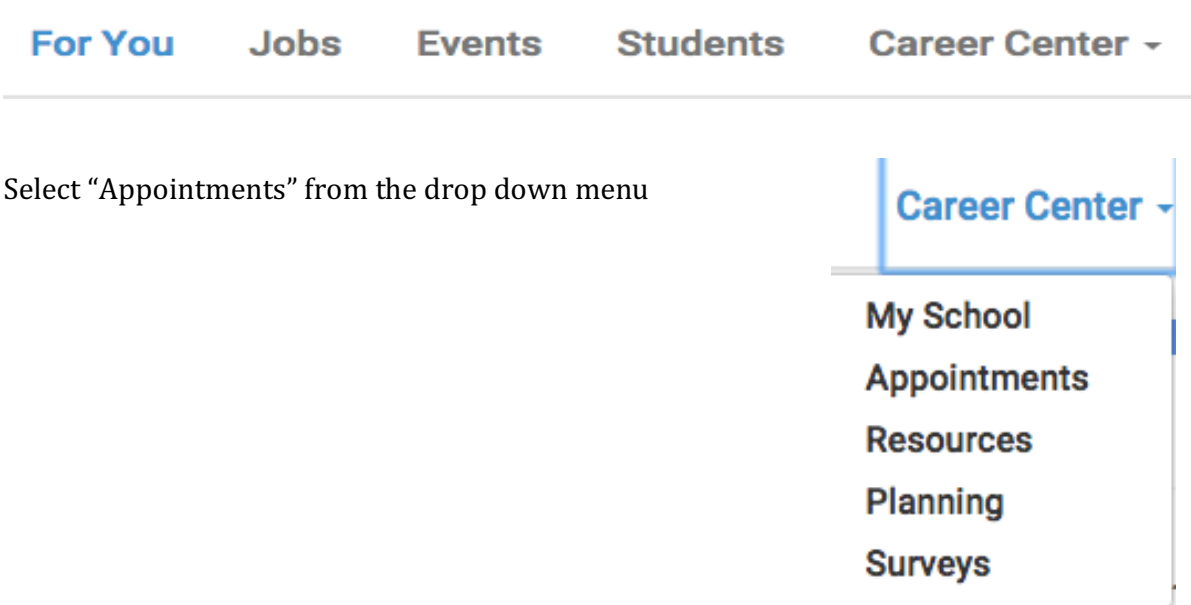
4. Select your **Upcoming Appointment**

Appointments

Schedule A New Appointment

Upcoming Appointments

Appointment	Type	Date	Status
Appointment with Yeneba Smith	Resume & Cover Letter (Arts/Media/Entertain/Mktg)	Monday, September 17th 2018 at 1:30 pm	Approved
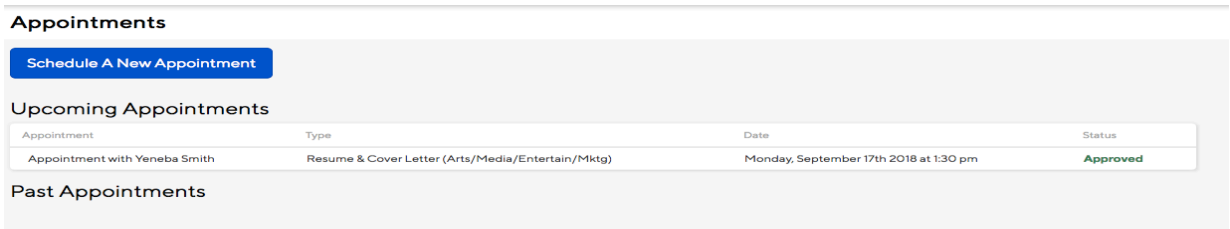
Past Appointments

5. Select the red CANCEL button. If given the option, please provide a reasoning for Cancel and sign up for a new appointment.
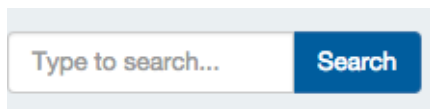
Approved by Student Assistant

Approved

HELP REQUESTED
TEST – will cancel momentarily. Making handbook. Need screenshot!

Request Cancellation
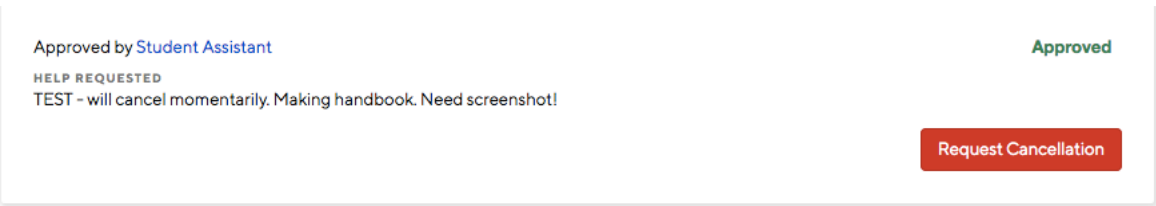
How to Apply for a Job

1. Log into pepperdine.joinhandshake.com

2. On the top panel, click on "**Jobs**".

   For You   Jobs   Events   Students   Career Center ▾

3. You can use the "**Search**" box at the top.

   Type to search...   Search

4. You can input a location using the "**Location**" box. Ex. **Malibu.**"

5. You can also filter by Job Type or Industry via the boxes for "**Internship**" or "**Job**" or other labels and the system automatically filters opportunities for you.

6. Once you find a position that interests you, click on that job and read the information.

7. If the position is of interest to you, click the blue *Apply* button in the top-right of the page or follow the instructions in the job description.
   Note: Some jobs require applying through an external website. Click the green "Apply Externally" which will open a window to complete your application.

   Starr Special Collections Library Student Assistant – Fall 2018
   Pepperdine University Student Employment
   📍 24255 Pacific Coast Highway, Malibu, California 90263, United States   💼 Part-Time On Campus Student Employment   📷 Paid
   🏛 Higher Education   👥 5,000 - 10,000 employees   💬 No on-campus interviews

   📄 Applications close on November 1st at 10:15 am   ☆ Favorite   ⬈ Apply Externally
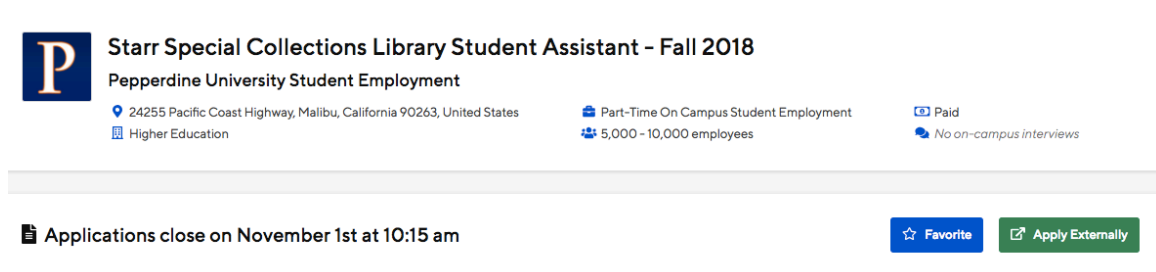
8. A pop-up box will inform you the documents required to apply for the position.

9. Using the first drop-down box, select the required documents for applying.
    > **NOTE:** Only documents that have been **approved** will automatically populate. If you upload an <u>unapproved document</u>, you will **NOT** fully apply for the position until the document has been reviewed and approved. It is recommended to use PDFs only so as to maintain formatting best.

10. Once you have selected the required and appropriate documents, click the green **Submit Application** button.

How to Register for an Event

1. Login to Handshake- http://pepperdine.joinhandshake.com

2. Select "**Events**"

3. Browse the list of events that populate on the main page.

4. Click on an event of interest.

5. Using the blue action button on the right-hand side, select "RSVP for event"

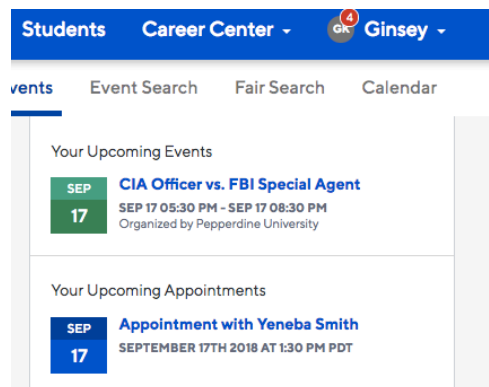

6. Congratulations! You have officially registered for the event.

How to Cancel Registration for an Event

1. Login to Handshake- http://pepperdine.joinhandshake.com

2. Select "**Events**"

3. Browse the list of events that you are registered for on the right-hand panel. Select the one you want to cancel your registration.

4. Hover the clicker over the **Green** "Registered" and you will be able to select the **Red** "Leave Event."

5. Click on "Leave Event."

6. You have officially canceled your registration for the event.

Additional Resources

General Overview:
- [http://seaver.pepperdine.edu/career-services/handshake.htmhttp://seaver.pepperdine.edu/career-services/handshake.htm](http://seaver.pepperdine.edu/career-services/handshake.htm)
- http://seaver.pepperdine.edu/career-services/handshake.htm

Technical Support: Select "Help" on top toolbar, then "Contact Technical Support" to chat with Handshake Support Team.