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Alumni Guide to Getting Started with Handshake

UNLV is excited to announce its partnership with Handshake, the one-stop-shop for everything related to career development, career programming, job searching, and more. With Handshake you can book appointments with career professionals, view available programming to increase your career knowledge, access information for career fairs, employer interviews, and more.

Handshake also has a network of thousands of schools, tens of thousands of employers, and millions of students and alumni. Active users post about companies they have worked for allowing you to network and ask questions directly to employers and employees. The resources are numerous and we look forward to sharing them with you in the below guide to getting started.

[Sign in to Handshake](#)

Step 1: Activate Your Alumni Account

Getting set up on Handshake as an alumni is easy! You will receive an email directly to your email address established by the Alumni Association ending in @alumni.unlv.nevada.edu to sign up for your handshake account. Accounts registering on the site utilizing their UNLV Alumni email address will receive priority approvals onto the site – guaranteeing you see available resources first.

Step 2: Complete Your Profile

Having a complete and accurate profile is essential for effective and efficient use of Handshake. As you fill out your profile fields, you'll see your completion percentage increase. Most services on Handshake require at least a 75% completion rate.

Step 3: Discover & Apply for Jobs

To look for open positions, start by clicking on *Jobs* on the top navigation bar. You will be taken to the Job Search page. From here, there are various options available to view available jobs and narrow your search:

- To search for jobs using keywords Enter keyword(s) in the search box and click *Search*
- You can also use the filters to search for specific job types, job functions, industries, majors, or employers
- To sort the job listings, use the drop down arrow in the upper-right hand corner of the jobs list on the left side of the screen. Click on the arrow to view options: Relevance, Expiration Date, Date Posted and select the preferred option

Once you have found a position you are interested in, click on it to review the qualifications for the job. Make sure your resume has been approved by the LEE Career & Professional Development Office before applying for a position. Once approved, apply using these steps:

- Click the green *Apply* button in the job description.
- A pop up screen will appear. Select the document you want to upload from your document library or select *Upload Now* to add a document directly from your computer
- Answer any additional questions and select the green Submit Application button. You are all set!

Now you might be wondering how to schedule an appointment for a mock interview. Move on to step 4 to learn how.

Step 4: Request an Appointment

All Career Services appointments will be booked directly through Handshake. Appointments can be requested for resume/cover letter assistance, job search support, mock interviews, major exploration, and more. When you request an appointment, please provide details on what services you would like to cover.

- From the Handshake front page, click on *Career Center*
- Select *Appointments* and then *Schedule a New Appointment*
- Be sure that the title of the appointment has *Lee Business School* in the title
- You'll have the option to speak to someone in-person, over the phone, or virtually
- A staff member will need to approve your appointment. Check for an email, a notification in Handshake, or monitor the appointment status on your Appointments page

Uploading & Editing Documents

Uploading your documents, especially your resume, is an essential part of completing your profile.

- To upload a document, you'll start by clicking on your name in the upper-right hand corner and selecting *Documents*
- Then click *Select from Computer* if you have not added a document or select *Add New Document* in the top right
- Once you drag or choose a document from your computer, you'll see a preview of the document. You can name it, select the document type, and then Click Add Document
 - Uploaded documents can be resumes, cover letters, transcripts, or work samples
 - Files should be in .PDF, .DOC, or .DOCX format.
- You will have an option to feature the document on your profile and the ability to build your profile from this document.

You may wish to edit document when you get a new position or want to make other important adjustments.

- To do this, you'll start by clicking your name in the upper-right hand corner and selecting *Documents*
- Next, find the document you want to edit or delete and click on it
- To edit/replace a document: Documents stored in Handshake are in .PDF format, so you cannot make a change to the document directly within Handshake. You'll need to first make the change in original document (on your computer), save it, and upload it as a replacement
- To feature on profile: all you need to do is select this option, and the document will be set as visible, or public, on your profile page. You can select featured on profile at any time to remove this document from your profile
- For deleting your document: Once you click Delete, you will be prompted to confirm this deletion. Handshake does not store old versions of your documents, so if you edit or delete a document you think you might want to reference in the future, please keep a copy of that document in your own files

Need More Help with Your Account?

Check out the [Handshake Student/Alumni Help Center](#).

For more information about Handshake or general questions, please contact Career Services at careerservices@unlv.edu.

For more information about Lee Business School events or appointments, please contact LEE's Career & Professional Development Office at leecareers@unlv.edu.