

# WELCOME TO HANDSHAKE

*It Just Got Easier for **Hospitality Rebels** to Get Hired*

## Step 1: Activate Your Student Account

Getting set up on Handshake as a student is easy! Our system will automatically upload your student information to initially set up your student account. Once you receive a notification via an email to your RebelMail account, you can follow the prompts to join us online!

## Step 2: Complete Your Profile

Having a complete and accurate student profile is essential to be able to effectively use Handshake. Think of it as an extension to your resume! 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 Jobs

Handshake will suggest jobs to you based on your student profile, and you'll be able to search the entire database using key words, employer names, or job types. You can explore employer information within Handshake, read company reviews, and apply directly within Handshake for many opportunities.

## Step 4: Request an Appointment

Appointments with the Boughner Career Center staff can be booked directly through your Handshake student account. They can be requested for resume/cover letter assistance, job search support, mock interview practice, general career development questions, and more. When you request an appointment, please provide details on what services you would like to cover. You can still contact the Boughner Career Center staff directly at 702.895.5554, via [boughnercareerservices@unlv.edu](mailto:boughnercareerservices@unlv.edu), or in Handshake by:

- Clicking on "Career Center" from your Handshake account
- Following the prompts for College of Hospitality Boughner Career Center to book your appointment

## FAQs

1. **Do I need to create a student account?** No! Please do not complete the process to sign up for a new student account. Your student data has been directly uploaded into the Handshake system. Follow the prompts in your RebelMail email to use your ACE credentials and login with ease!
2. **What will I use this system for?** Handshake is your one-stop-shop for everything related to career development, career programming, your job search, and more:
  - a. Booking appointments with Hospitality Career Center professionals
  - b. Viewing programming available for you to develop your career knowledge and connect with other Hospitality Rebels
  - c. Accessing the programming available for your job search, like Hospitality Networking Mixers, on-campus interviews, and more
3. **What other benefits are available?** Handshake has a network of thousands of schools, tens of thousands of employers, and millions of students and alumni. These active users are posting information about the companies for which they have worked, allowing you to network and ask questions directly to employers and employees!

For more information about Handshake or general questions, please contact:

[BoughnerCareerServices@unlv.edu](mailto:BoughnerCareerServices@unlv.edu) or 702-895-5554