

Beginner's Guide to handshake

Your one-stop-shop for jobs, internships, career events and much more!



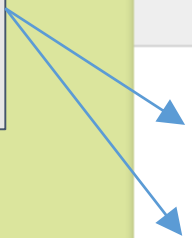
GEORGE FOX
UNIVERSITY

myGFU.georgefox.edu

[FORGOT PASSWORD](#)

[→ SIGN IN](#)

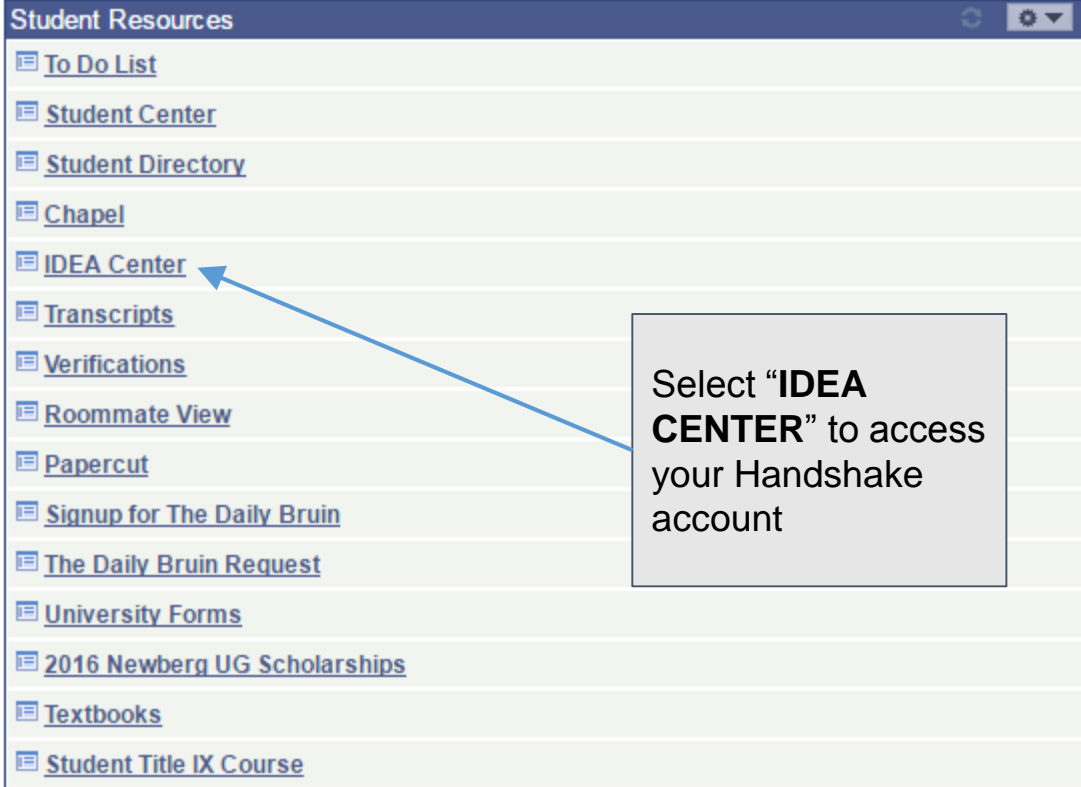
Sign into
MyGFU using
your George
Fox email and
password



Student Resources


- [To Do List](#)
- [Student Center](#)
- [Student Directory](#)
- [Chapel](#)
- [IDEA Center](#)
- [Transcripts](#)
- [Verifications](#)
- [Roommate View](#)
- [Papercut](#)
- [Signup for The Daily Bruin](#)
- [The Daily Bruin Request](#)
- [University Forms](#)
- [2016 Newberg UG Scholarships](#)
- [Textbooks](#)
- [Student Title IX Course](#)

Select **“IDEA CENTER”** to access your Handshake account


The image shows a screenshot of a web application's 'Student Resources' menu. The menu is a vertical list of links, each preceded by a small icon of a document with a list. The links are: 'To Do List', 'Student Center', 'Student Directory', 'Chapel', 'IDEA Center', 'Transcripts', 'Verifications', 'Roommate View', 'Papercut', 'Signup for The Daily Bruin', 'The Daily Bruin Request', 'University Forms', '2016 Newberg UG Scholarships', 'Textbooks', and 'Student Title IX Course'. A blue arrow points from a grey instruction box on the right to the 'IDEA Center' link. The instruction box contains the text: 'Select “IDEA CENTER” to access your Handshake account'. The top of the window has a dark blue header with the title 'Student Resources' and some small icons on the right.

Click here to log
in to Handshake

[Main Menu >](#)


 **IDEA Center**

IDEA Center Resources

 [IDEA Center Website](#)

 [Login to Handshake](#)

 [Bruin Boards \(Local PT Jobs\)](#)

 [How to Use Handshake](#)

Welcome to Handshake

Find jobs better, together.



[Sign up for an Account](#)

Please Sign In

Enter your email address

email@example.edu

Continue

 [George Fox University Sign In](#)

Handshake will recognize your GFU email address, so type it here.

*The first time you log in, you will be asked you to create a password, so make sure it's easy to remember



Student

George Fox University

@georgefox.edu

Not you? [Switch Accounts](#)

Welcome Back

Enter your password to log in

Password

Log In

Keep me logged in

[Forgot your password?](#)

Check **“yes”** to allow employers to recruit you for open positions that match your skills and interests!



Do you want your profile information to be searchable by companies?



Yes, I want employers to be able to find and view my profile.

Save



By the time you've read this opportunity.

Thousands of recruiters search through every day, looking for the right candidate. Complete your profile today and you might be discovered tomorrow!

I'll do this later

Complete my profile

- Education
- Work Experience
- Extra Curriculars
- Your Skills

Upcoming Events

Show All Events

- | | |
|-----------|--|
| SEP
15 | Handshake
12:00 PM - 1:00 PM
Organized by George Fox University |
| OCT
3 | Fred Ruff - Careers in Media Event
6:30 PM - 8:30 PM
Organized by George Fox University |
| OCT
13 | Leading with Strengths
12:00 PM - 1:00 PM
Organized by George Fox University |

Recommended Resources

View More

There are currently no articles.

Search...

Your email has been confirmed.

Your career center requires you to have your profile submitted



By the time you've read this opportunity.

Thousands of recruiters search through every day, looking for the right candidate. Complete your profile today and you m



Great!

Now let's fill out your profile. You have to do this before applying to jobs & other opportunities.

Yes! Let's go to my profile.

or

Check out the dashboard.

Complete your profile **before** searching and applying for jobs. The system will learn more about your skills and interests, then show you opportunities that best match you.

Complete your profile now

Set up your Profile

Upload Resume

Profile Info

Education

Work Experience

Extra-Curriculars

OCT 3
Fred Ruff - Careers in Media Event
6:30 PM - 8:30 PM
Organized by George Fox University

OCT 13
Leading with Strengths
12:00 PM - 1:00 PM
Organized by George Fox University

Recommended Resources [View More](#)

Welcome to your student profile!

0 logins this week

0 recent applications

0 events this month





Sally Student

George Fox University

Junior
GPA:



Click here to upload your resume, which will also update all the information on your profile. So easy!

Why type everything again?  

We can snag your education, work experiences, and skills from your resume so you don't have to waste time typing it all in.

[Select Resume](#)

Education

 **George Fox University** primary education 

[Add School](#)

Work Experience

 **Unknown Title** 
Unknown Employer
Jul 2016 - (5 months)

Summer Intern, Habitat for Humanity, City, State. Summer 20xx
• Organized ~15 volunteers every Saturday for 3 months. Completed phase one 3 weeks ahead of schedule.

Personal Information


Work Authorization 
U.S. Citizen

Email Address  
idea@georgefox.edu

 Locked by school
 Hidden from employers

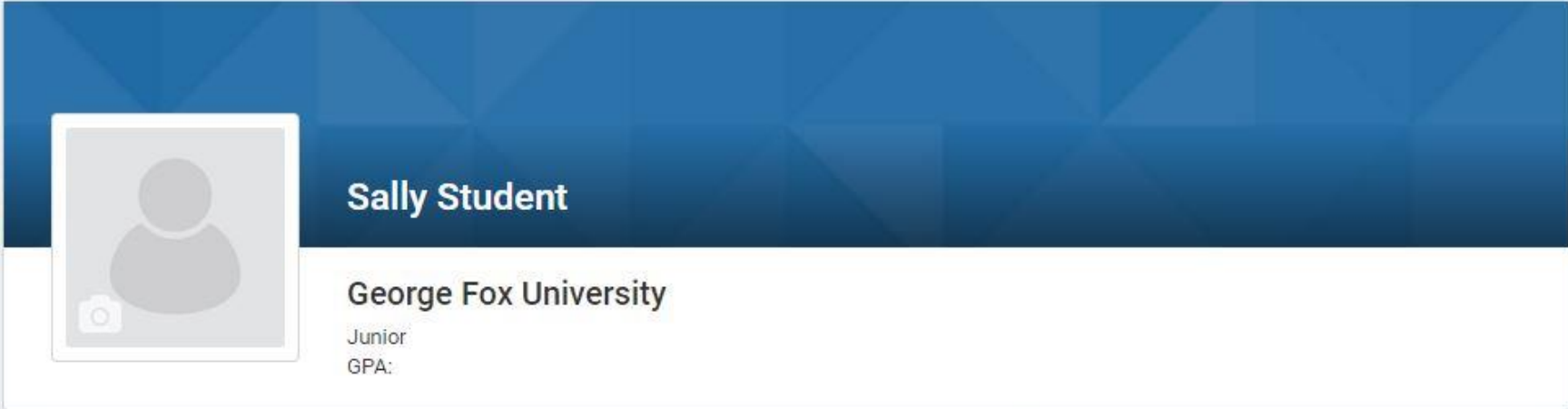
Labels

Normal Labels


gfu employee 

[Create New Label](#)

Once you **choose a resume file to upload** (shown on previous slide) you can either **add all items to your profile** or **add each one manually** (second option shown on next slide)



A user profile card for Sally Student. On the left is a placeholder for a profile picture, showing a grey silhouette of a person with a camera icon in the bottom-left corner. To the right of the picture, the name "Sally Student" is displayed in a large, bold, white font. Below the name, "George Fox University" is written in a smaller white font. Underneath the university name, the text "Junior" and "GPA:" is shown in a very small, light grey font.



A green banner with a white border. On the left is an icon of a hand holding a resume. To the right of the icon, the text "Build Profile from Resume" is written in white. Below this, in a smaller white font, it says "You have 3 work experiences and 14 skills from your resume that you need to approve." On the right side of the banner are two white buttons with green text: "Approve All" and "Review".



A section titled "Personal Information" enclosed in a dashed white border. The title is in a dark grey font and has a small edit icon to its right. Below the title, the text "Work Authorization" is followed by a small icon of a document with a checkmark. Underneath, it says "U.S. Citizen".

W

Event Hospitality and Development Intern

Word Made Flesh

Sep 2014 - Dec 2016 (2 years, 4 months)

- Strategizing ways to improve attendee engagement at events
- Creating, organizing, and coordinating the event space design and catering
- Developing a hospitality plan and recruiting people to host mini advocacy house events
- Managing all communication and logistics with speakers
- Collaborated with event planner to designate responsibilities and a timeline for fall banquet

**G**

Materials Coordinator - Event Services

George Fox University

Jun 2014 - Aug 2014 (3 months)

- Assisted guests with event and conference logistics through electronic communications and strategic organization
- Managed check in and check out process for housing guests to promote a positive experience and maintain a positive reputation for the university
- Resolved client issues through active listening and prioritizing desired outcomes to efficiently achieve exceptional outcomes for a department customer satisfaction rating of 86%

**C**

Peer Educator/Intern - SAAFE

California State University Stanislaus

Jun 2012 - Jun 2014 (2 years)

- Designed presentations for a sexual assault prevention and education program to inform and spread awareness regarding sexual assault in higher education
- Collaborated with program director, and internal and external organizations to plan a campus outreach event to raise awareness of sexual assault and available resources
- Organized student volunteers for coordinated activities and a mobile marketing strategy for awareness programming



Add Work Experience

Tell us a little about yourself!

What are your goals? What are your experiences or skills?
What are one or two fun facts about yourself?

Add Bio

Show examples

Skills

Parsed Skills

- Excel x Illustration x Illustrator x
- Logistics x Marketing x
- Marketing strategy x Microsoft office x
- Ms office x Powerpoint x
- Qualitative analysis x Quantitative x
- Recruiting x Satisfaction x Word x

Approve All Decline All

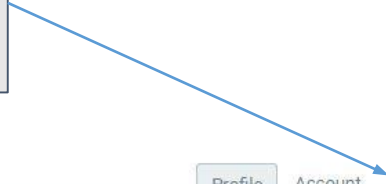
Your Skills

- Budgets x Exchange x Inspections x
- Inventory x Osha safety x Painting x
- Proposals x Safety standards x

Add more skills Add

Handshake even takes key words from your resume and adds them as skills!

Now it's time to upload the other documents you'll need to apply for jobs (Cover Letter, Student Employment Application, etc)



Sally Student [Follow User](#)

[Profile](#)

[Account](#)

[Documents](#)

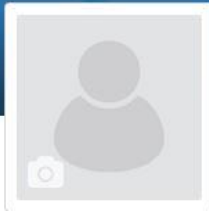
[Calendar](#)

[Student Record](#)

0 logins this week

0 recent applications

0 events this month



Sally Student

George Fox University

Junior
GPA:

Select ADD NEW DOCUMENT to add your other professional documents (Cover Letter, GFU Student Application)

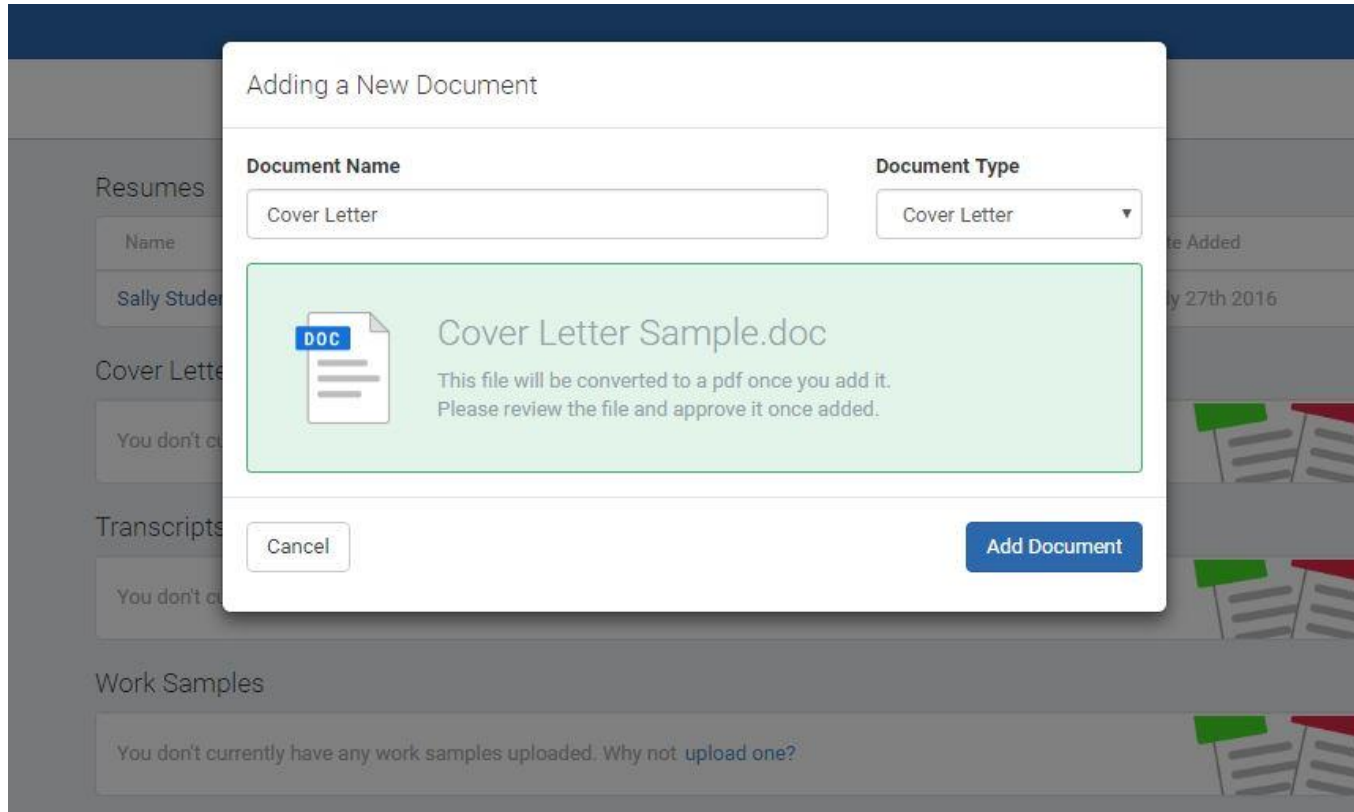
Add New Document

Documents

Resumes

Name	Date Added
Liberal_Arts_Soc_Resume_Example.docx Review PDF	December 30th 2016
Sally Student Resume	July 27th 2016

Upload any document from your computer, name it and identify which document type it is (these will now be documents you can submit when you apply for positions in Handshake!)



The image shows a modal window titled "Adding a New Document" overlaid on a background interface. The modal has a white background and a thin border. At the top, the title "Adding a New Document" is displayed in a light gray font. Below the title, there are two input fields: "Document Name" and "Document Type". The "Document Name" field contains the text "Cover Letter". The "Document Type" field is a dropdown menu with "Cover Letter" selected. Below these fields is a large light green rectangular area containing a document icon with "DOC" on it, the filename "Cover Letter Sample.doc", and a message: "This file will be converted to a pdf once you add it. Please review the file and approve it once added." At the bottom of the modal, there are two buttons: a "Cancel" button on the left and an "Add Document" button on the right. The background interface is dimmed and shows sections for "Resumes", "Cover Letters", "Transcripts", and "Work Samples".

Adding a New Document

Document Name: Cover Letter

Document Type: Cover Letter

DOC Cover Letter Sample.doc

This file will be converted to a pdf once you add it.
Please review the file and approve it once added.

Cancel Add Document

Wait for Handshake to convert your document into a PDF...

! We're still converting your document. You will need to approve the generated PDF before it can be used to apply to jobs.

Cover Letter

Cover Letter, uploaded December 30th, 2016



Activity and Comments

Comment on Cover Letter

Add Comment

Document Information

Doc uploaded December 30th, 2016 9:06 am

File Size: 126.5 KB

Delete Document

Edit Document

Tip: *Wherever you end up applying for jobs, it's always better to submit a PDF than a Word doc. They're not editable and look more professional to the person who opens and reads it.*

If it looks good, click
'Approve PDF'



Approve your PDF

Your document has been converted to a PDF. Please review it below and click 'Approve PDF' if it looks good.

Approve PDF

Cover Letter

Cover Letter, uploaded December 30th, 2016

FORMAT EXAMPLE

Cover Letter Example for Posted Positions

Date

Willa Fred
Human Resources Clerk
THINK Together
1234 Fifth Way
Sixth Town, OR 78912

Mr./Ms. _____:

As a soon to be graduate of George Fox University with a Bachelor of Arts in Sociology, with a focus in Community and Families, I am seeking an opportunity to utilize my skills for working

Document Information

📅 Doc uploaded December 30th, 2016 9:06 am

📄 File Size: 126.5 KB

Delete Document

Edit Document

Now that your profile is created, you're ready to search and apply for jobs! See the next link on our [Handshake Resources](#) page for instructions on how to do that.