Beginner’s Guide to Handshake

Your one-stop-shop for jobs, internships, career events and much more!
Sign into MyGFU using your George Fox email and password.
Select "IDEA CENTER" to access your Handshake account
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Click here to log in to Handshake
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.
Check “yes” to allow employers to recruit you for open positions that match your skills and interests!
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.
Welcome to your student profile!

Click here to upload your resume, which will also update all the information on your profile. So easy!
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).
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).
Select ADD NEW DOCUMENT to add your other professional documents (Cover Letter, GFU Student Application)
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!)
Wait for Handshake to convert your document into a PDF…

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’
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.