GETTING YOUR HANDSHAKE PROFILE READY FOR THE EXPO!

At the Expo, you will have the opportunity to scan a QR code at each employer table to "check-in" with them and they will have access to the information you allow them to see. ***Employers can only view your profile if you've set your profile settings to Community or Employers.***

Handshake will also provide you with personalized job recommendations based on the information you enter on your profile — This allows you to discover jobs and internships that are relevant to you! Employers are also more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete. <u>After the Expo, they may reach out because you scanned their QR code</u>!

To drive your profile to completion, you'll need to add the following information:

- Primary Education
- Work & Volunteer Experience
- Organizations
- Skills
- Documents
- Courses
- Profile Picture
- Journey
- Projects

To add the information individually, click on your icon in the upper-right corner of the page, then click **My Profile**.

Work & Volunteer Experience

Have you had a part-time job, internship, work study, research position, or volunteered? If so, employers like to know that you've taken on responsibility, and that these experiences have helped you develop valuable skills!

Organizations

These signal your specific interests, affinity groups, and participation and involvement on campus.

Skills

Add technical skills (like SQL) along with soft skills (like communication). The more skills you list, the better your chances are of showing up in an employer search!

Documents

Add your resume, cover letters, and other documents to your Handshake profile. This will allow you to apply for jobs more easily, or if your school offers document feedback, your career center will have access to your documents to review them.

You have total control over the visibility of your documents and who can view them in Handshake.

Courses

Add courses you've taken to your profile to express the skills developed throughout your learnings.

Profile Picture

Add a picture to connect with your school's career service center and other students — or add a picture to make your profile standout among employers! If you need a new profile picture, come over to the KSU Career Center between 8am-5pm M-F and take a professional headshot with our IRIS machine! It's **FREE** to use and you can do a drop-by appointment! Pictures are emailed to you within seconds of completing!

If you don't want employers to have access to your profile, you can choose to "**Hide my profile picture from employers or company recruiters**."

Journey

Add a bio to your profile to highlight your skills and add any additional information that you'd like to share with employers and peers! This information can include: What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?

Projects

Add some projects you have been a part of! Some ideas include publications, photos, presentations, pitch decks, websites, etc...

Once everything is added, your profile will reach 100% completion in Handshake!