Getting Started
New User

Handshake

Handshake is the official resource for Gateway students to discover job and internship opportunities. Here are a few quick steps you can take to jump-start your **Handshake** experience!

ACTIVATE YOUR ACCOUNT

As a Gateway program student you already have a Handshake account. You just need to claim it.

Use My Gateway and click on the Handshake logo or go to gtc.joinhandshake.com and click the Gateway Login button, then use your Gateway Student ID number and password.

Upon agreeing to the Terms of Service and Privacy Policy, you will need to decide on your profile visability options. (See Profile Privacy Options in Handshake.)

- *Community* – Your profile will be visible to employers, students, and alumni. (full experience option)
- *Employers* – You profile will be visible to employers.
- *Private* – Your profile will be visible to you and employers you apply to.
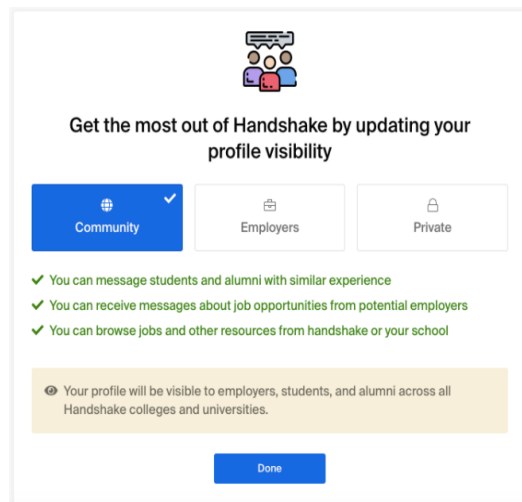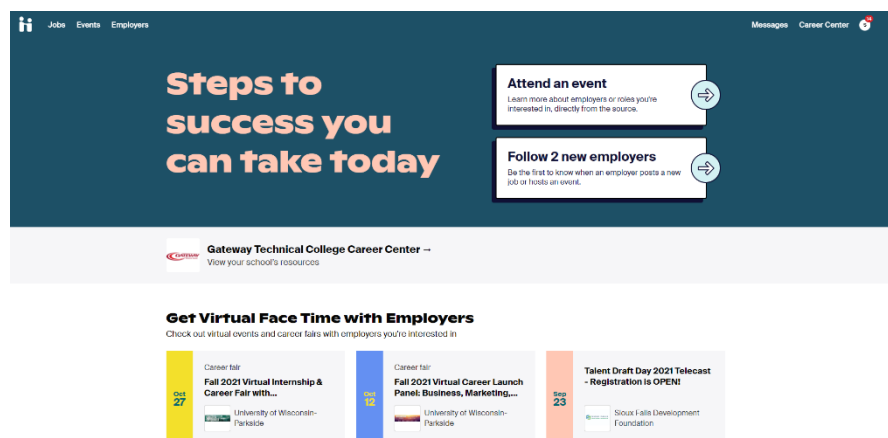
To get the most out of handshake, be sure to answer the short onboarding questions related to employment options, location, types of jobs, skills, etc. (See The Student On-boarding Experience.)

Get the most out of Handshake by updating your profile visibility

Community	Employers	Private

✔ You can message students and alumni with similar experience
✔ You can receive messages about job opportunities from potential employers
✔ You can browse jobs and other resources from handshake or your school

👁 Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

Done

EXPLORE HANDSHAKE

Your home page has simple navigation and calls your attention to important actions to enhance your job search experience. (See Getting Started with Handshake)

Access quick links to search ***Jobs, Events, and Employers*** and see a variety of job recommendations:
- *new jobs*
- *based on interest*
- *based on search activity*
- *suggested by CES*
- *on-campus jobs*
- *much more…*

Jobs Events Employers   Messages   Career Center

Steps to success you can take today

Attend an event
Learn more about employers or roles you're interested in, directly from the source.

Follow 2 new employers
Be the first to know when an employer posts a new job or hosts an event.

Gateway Technical College Career Center →
View your school's resources

Get Virtual Face Time with Employers
Check out virtual events and career fairs with employers you're interested in

Career fair
Oct 27
Fall 2021 Virtual Internship & Career Fair with…
University of Wisconsin-Parkside

Career fair
Oct 12
Fall 2021 Virtual Career Launch Panel: Business, Marketing,…
University of Wisconsin-Parkside

Sep 23
Talent Draft Day 2021 Telecast – Registration is OPEN!
Sioux Falls Development Foundation

Gateway Technical College
CAREER
and Employment
SERVICES

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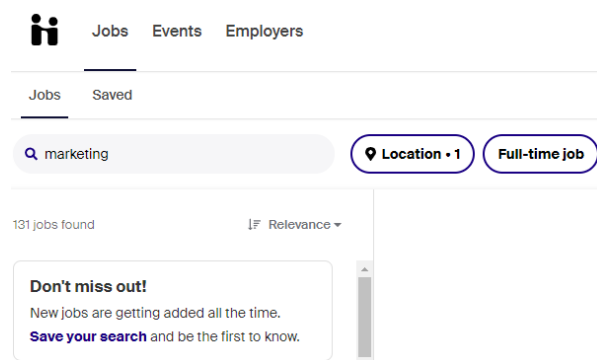
Handshake

SEARCH FOR JOBS AND INTERNSHIPS

Handshake is an incredibly powerful tool for your internship and job searches. Start by clicking on *Jobs* in the upper-left of your home page.

- Search using keywords, job titles, or employers in the upper-left search bar.
- Search by city, state, or zip code by clicking *Location.*
- Click on *All Filters* to see more filter options (Job Type, Job Role, Industry, Employer, etc).

Saved jobs – To save a job for later, click the bookmark icon. (See My Saved Jobs on Handshake)

Saved searches – You have the ability to customize and receive job alert notifications that match your job search criteria. (See Saved Job Searches and Alerts)
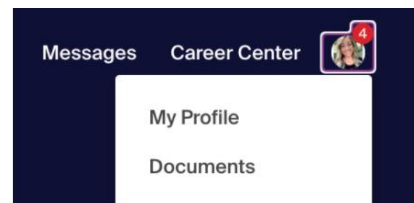
1. Select at least 1 search criteria
2. Click on the *Save your search*, above the list of jobs on the left of page. (The box with *Save your search* will now provide a link to *Edit your notifications*)
3. Click on *Edit your notifications*.
4. A pop-up will load that allows you to change the search title, choose to get notifications via email or in-app, and select the frequency.

UPLOAD YOUR RESUME & FILL OUT YOUR PROFILE

You'll likely want to have a public resume and profile available in Handshake for employers to see. (See How to Upload a New Document and Build Profile from Resume)

1. Click on your account icon in the upper-right corner of Handshake, then click on *Documents*.
2. Drag and drop your file to the screen, or click the blue *Select from Computer* and choose the file on your computer.
3. To help save time filling out your profile, after uploading a resume, select the option "Build Profile from Resume." This will fill in appropriate sections on your profile with details from your resume.
4. Review and approve the changes prior to being visible to Employers.
5. Some of your Gateway program information has been pre-loaded to your profile. Check it over to be sure it is correct.

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