HANDSHAKE FOR STUDENTS AND ALUMNI

WHY LOGIN TO HANDSHAKE?

- Learn about full-time jobs, part-time positions, and internship opportunities
- Schedule a career advising appointment
- Access career-related information specific to your interests and skills
- Upload and save your resumes, cover letters, and writing samples
- Schedule interviews with employers visiting the Rollins campus
- Access practice interview software

GETTING STARTED

1. ACCESS HANDSHAKE — Visit www.rollins.edu/careercenter and select the yellow “join us on handshake” tab on the right side of the page. This will take you to the Handshake login page.

2. LOG INTO THE SYSTEM — According to your graduation status:

   **STUDENTS**
   - Use your @rollins.edu email address and password to login to your account (i.e. tommytar@rollins.edu).
   - *Note: This is the same username and password you use to access your Rollins email, FoxLink, BlackBoard, etc. If you don’t know your Email login, please contact: Rollins Informational Technology 407-628-6363

   **ALUMNI**
   - Once on the login page, click “Need an Account?” in the top right corner.
   - Then click the type of account that you would like to create.
   - Enter the required information fields and submit your account request.
   - *Note: Upon reviewing your information, the Career Center will grant you access to your Handshake account.

3. COMPLETE YOUR PERSONAL PROFILE — Select the Profile tab at the top of the left column. You can begin to add and edit your profile information to obtain full access to Handshake. For a tutorial on how to build your personal profile from your resume, watch our tutorials on our RollinsCLP YouTube Channel.

4. UPLOAD YOUR RESUME — See the section below for guidance on how to submit job application materials.

UPLOADING YOUR RESUME AND ADDITIONAL DOCUMENTS

It is strongly recommended that you have your resume reviewed and critiqued by Career & Life Planning before posting it online for employers to view. To upload your resume and additional documents, follow these steps:

- Select the Profile tab at the top of the column on the left side of the main homepage.
- Click the Documents tab at the top right of the screen, then click New Document.
- Title your document, choose the Document Type, adjust the Privacy Settings, and choose your Document.
- In order to accurately Build Your Profile From Your Resume you should upload a PDF version of your resume.
- You will then be able to individually Add and Edit the information from your resume onto your profile.
- You can always Review, Edit, or Delete your documents by choosing the document you wish to view and clicking Edit. There you will be able to make the necessary adjustments or delete the document.
- You may also upload cover letters, transcripts, and writing samples using the above steps.
RESOURCES AVAILABLE ON HANDSHAKE

ON THE HOMEPAGE

A. Jobs – Rollins online database for internships, as well as full-time and part-time positions. Internships are primarily local and pre-approved for academic credit.
B. Request a Counseling Appointment – Facilitates scheduling career advising appointments online by topic, date, and time.
C. Events – Keep track of appointments, career fairs, interviews, and events.
D. Planning – Use the Planning tool to begin your 4-Year Roadmap and track your progress with a checklist.

E. RESOURCE LIBRARY
There are both Career Assessment and Internship and Job Search tools in the Resource Library featured in alphabetical order.

CAREER ASSESSMENT

- Book of Lists – Identifies top employers in various geographic areas across the U.S.
- Careers by Major – Search alumni by Rollins major to view their current industry, position title and company.
- FOCUS 2 – Includes assessments, career exploration resources, and planning tools based on Rollins major.
- InterviewStream – Web-based mock-interview program which facilitates independent practice of interview skills.
- MyCareerShines – Online assessment and career research tool.
- NACElink Network – Use the NACElink Network for additional Job Search opportunities.
- Vault – Vault provides in-depth intelligence on what it’s really like to work in an industry, company or profession—and how to position yourself to land that job.
- What Can I Do With a Major? – Database of college majors, possible career paths, typical employers, and training recommendations.

INTERNSHIP AND JOB SEARCH

- Candid Career Videos – YouTube-style videos of Rollins alumni offering insight about their profession – rewards and challenges, how to prepare, and job specifics.
- Career Spots – Videos covering career and internship searches and resumes.
- CEI Internships – Full, up-to-date information on over 2,800 organizations throughout the U.S. offering internships and summer jobs for students.
- GoinGlobal – International job/internship database, with country-specific information about culture, work permit/visa regulations, job outlook, interviewing advice, and more.
- Jobs for Graduates – Updated daily and maintained year-round, this site offers national internship opportunities specifically geared toward skills and abilities of students studying liberal arts.
- Looksharp – Nationwide database that lists internships and entry-level jobs by career field, location, and/or company name.
- On-Campus Student Employment – Includes work-study, department-funded, part-time and summer jobs.