

Student Handshake How to Guide

Career Connected Learning | Center for Workforce Development

[Click here for Tutorial Video](#)

[Click here to Activate your Account](#)

Table of Contents

1. Introduction
2. Activating Your Handshake Account
3. Building a Professional Profile
4. Uploading Career Documents
5. Following Career Pathway Collections
6. Connecting with Employers
7. Student Assessment & Checklist

Handshake

Introduction

Handshake is the primary career networking platform used by CCD students to connect with employers, discover opportunities, and build professional relationships!

Objective and Goals

By the end of this instructional step by step guide, students will have an activated Handshake account accompanied with a completed profile and training for how to outreach industry, apply for jobs and access career resources.

Did you know?

Student who has completed 100% of their handshake account will be entered into a drawing to get free SWAG and school supplies

1. Activating Your Handshake Account

Activating your account is the first step to using Handshake.

How to activate your account through Navigate 360

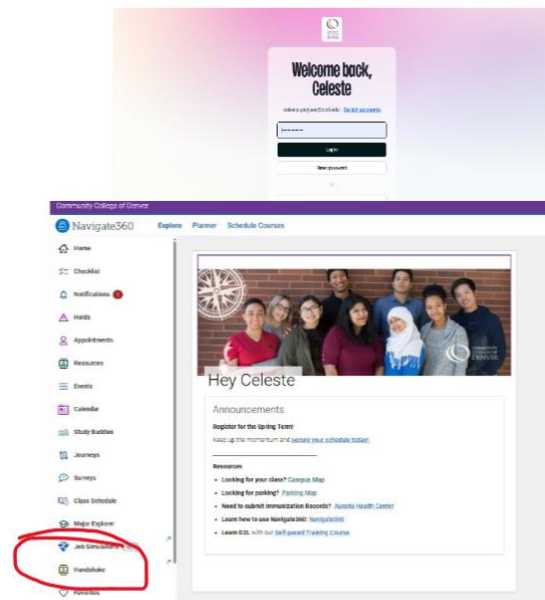
- Step 1: Log in to your Student Navigate360 Portal
- Step 2: On the left-hand side of the screen scroll down the menu and click the Handshake link
- Step 3: Enter your Student email address
- Step 4: Click send one time code
- Step 5: Type your first and last name in the type box under "What should we call you?" and then click continue
- Step 6: Enter one time Code and verify
- Step 7: Enter Community College of Denver
- Step 8: verify your phone number by adding your phone number
- Step 9: Answer the Handshake prompts about your career goals and location
- Step 10: Turn on Job alerts!
- Step 11: Click "Start Exploring!"

How to activate your account online

- Step 1: Open Browser
- Step 2: type <https://app.joinhandshake.com/join> in the search
- Step 3: Enter your student Email address
- Step 4: Click send one time code
- Step 5: Type your first and last name in the type box under "What should we call you?" and then click continue
- Step 6: Enter one time Code and verify
- Step 7: Enter Community College of Denver
- Step 8: verify your phone number by adding your phone number
- Step 9: Answer the Handshake prompts about your career goals and location
- Step 10: Turn on Job alerts!
- Step 11: Click "Start Exploring!"

Activate your Account!

- Log in or Activate your account!
- You can find the link for your Handshake account in your Student Navigate portal, or you can use this link:
- <https://app.joinhandshake.com/join>



Tips & Best Practices

TIP: Answer the Handshake prompt as accurately as possible!

3. Building a Professional Profile

A profile that is at least 70% complete increases visibility with employers and ensures accurate job matches in Handshake

Numbered Procedure

Step 1: Click your name initial in the top right corner of the handshake explore page

Step 2: Click Profile in the drop-down menu

Step 3: Under overview edit the following profile section:

Looking For

About

Skills

Work Experience

Education

Courses

Organizations

Projects

Languages

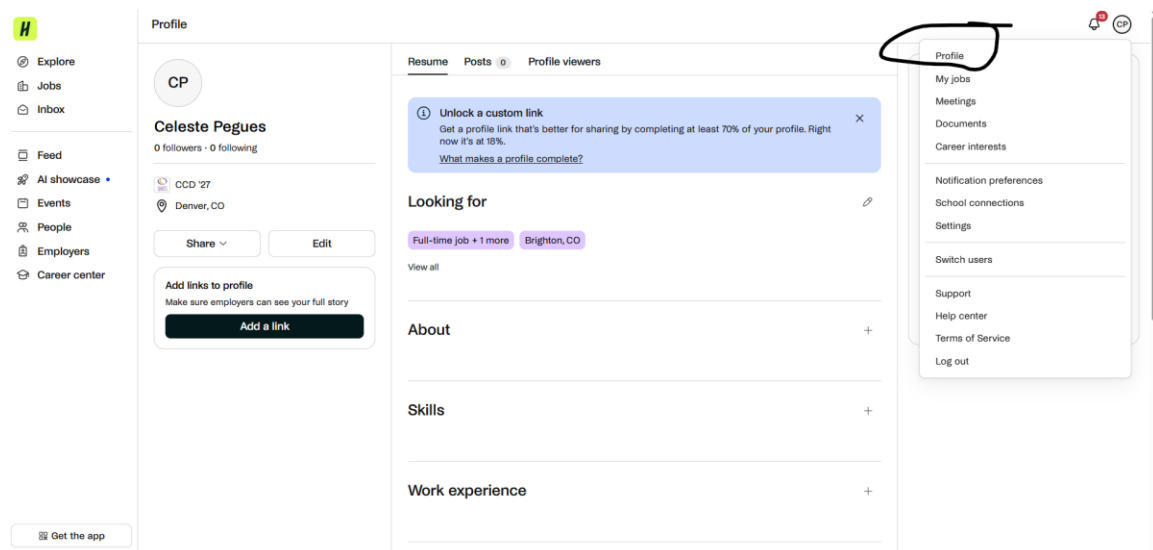
Step 4: Click your initials at the top right corner of the page

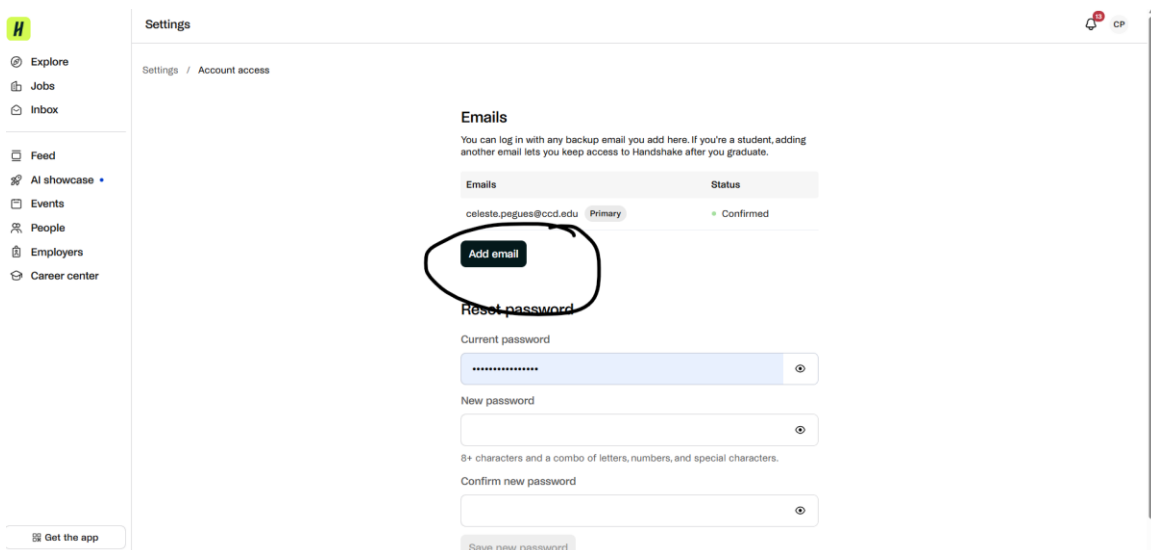
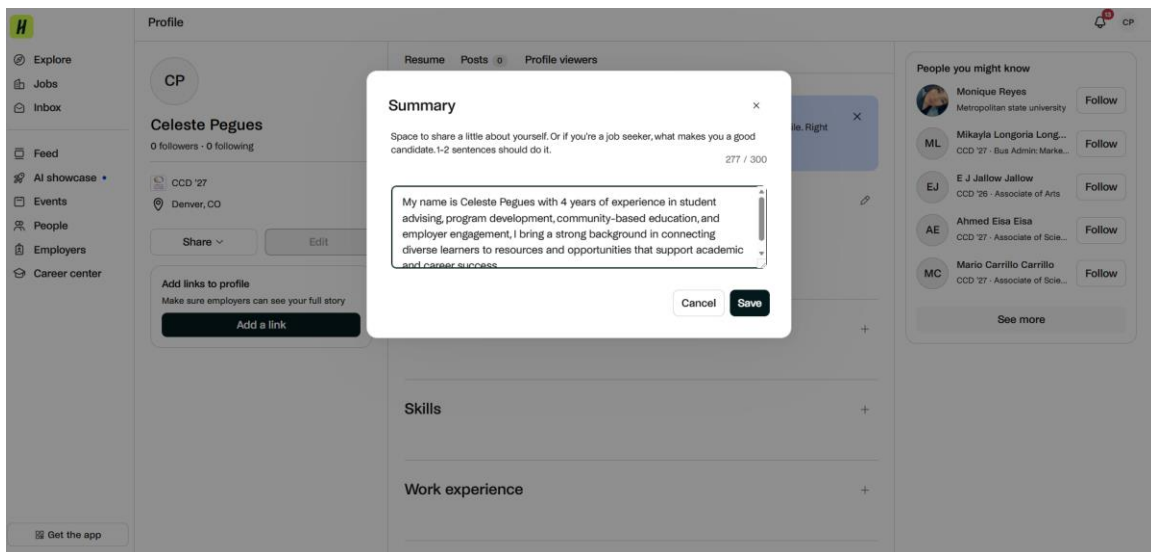
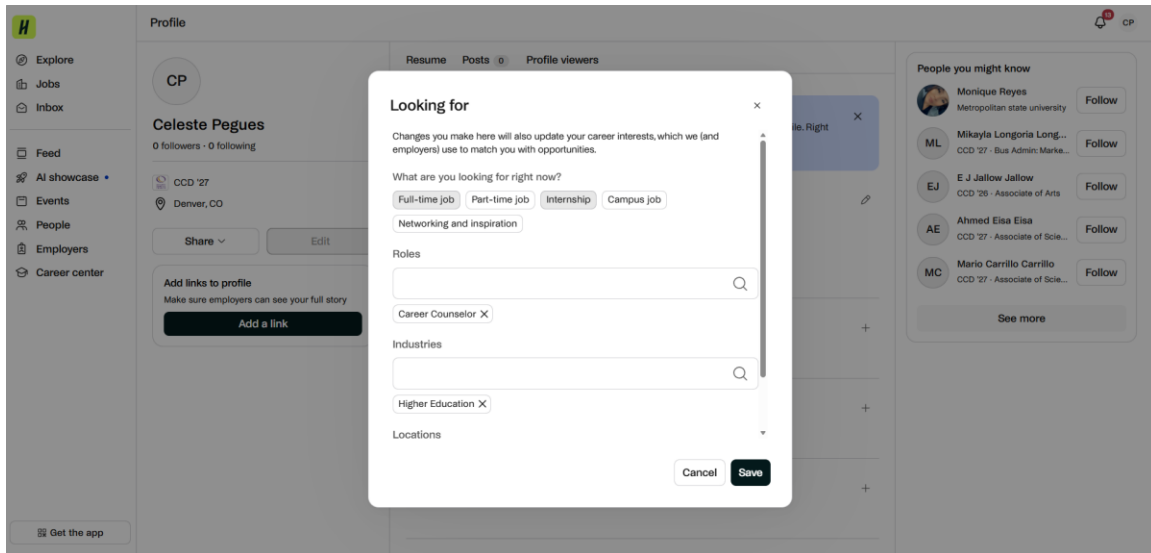
Step 5: Chose Settings on the drop-down menu

Step 6: Click account access

Step 7: Click add Email

Step 8: Type in your personal email address (different from your student email) and click save





Tips & Best Practices

TIP: Make sure to update your profile overview after each semester to keep employers up to date with your educational progress

TIP: Adding your personal email address means you can use Handshake after you graduate!

4. Uploading Career Documents

Upload your resume and cover letter to support applications and networking!

Numbered Procedure

- Step 1: Click your initials at the top right corner of the webpage
- Step 2: Click Documents
- Step 3: Click Upload New Document
- Step 4: Upload Resume into the Document Files
- Step 5: Give it a name and choose Document type
- Step 6: save your Document

Screenshot Placeholder

The screenshot shows the 'Documents' section of the Quinnicia web application. On the left is a sidebar with navigation links: Explore, Jobs, Inbox, Feed, AI showcase, Events, People, Employers, and Career center. At the bottom of the sidebar is a button 'Get the app'. The main content area is titled 'Documents' and contains a form for uploading a new document. The form fields are: 'Document file' (with a file name 'Resume For Associate Director of Black_African Student Engagement.pdf'), 'Name' (with a file name 'Resume For Associate Director of Black_African Student Engagement.docx'), 'Document Type' (a dropdown menu set to 'Resume'), and a 'Public' checkbox (unchecked). Below the 'Public' checkbox is a note: 'Public documents are displayed on your profile, where employers can download them. If kept private, documents will be stored here for use when applying to jobs and interviews.' There is also a 'Description' text area. At the bottom right of the form are 'Cancel' and 'Save' buttons. On the right side of the screen, a user profile menu is open, showing options: Profile, My jobs, Meetings, Documents, Career interests, Notification preferences, School connections, Settings, Switch users, Support, Help center, Terms of Service, and Log out. The user's initials 'CP' are visible in the top right corner.

Tips & Best Practices

TIP: Need resume and cover letter support? Use Quinnicia!

TIP: Make your document visible to employers to help them find and match you with relevant jobs

5. Following Career Pathway Collections

Collection is where the Career Connected Learning Program highlights employers and job postings based on CCD Pathway and Careers. Follow collections aligned with your academic pathway and career interests so that you can be updated with opportunities that align with your degree!

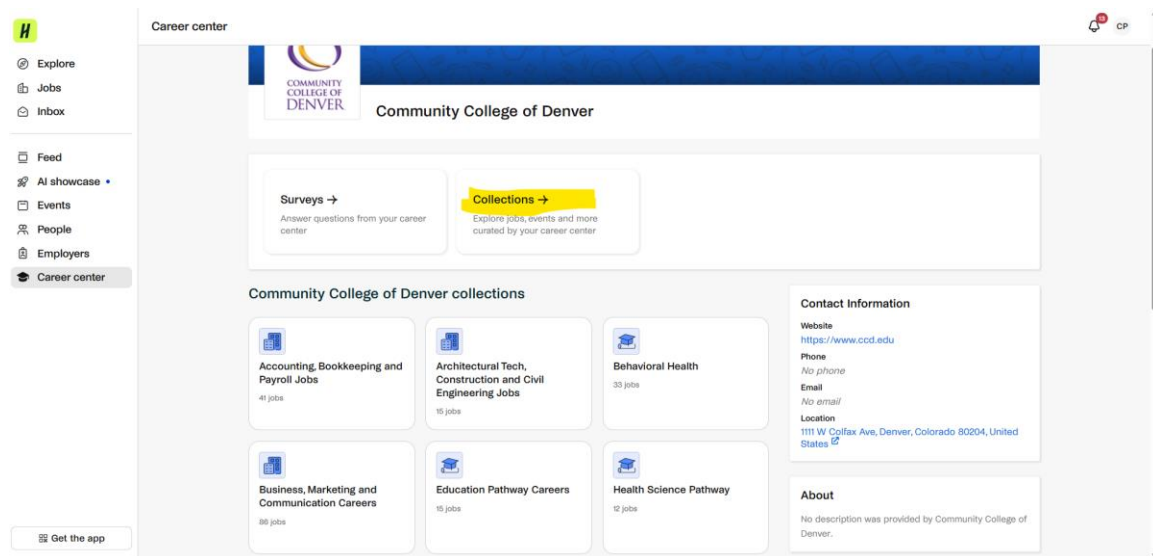
Numbered Procedure

Step 1: Click Career Center on the left side of the webpage

Step 2: Click Collections

Step 3: Chose the career collection that aligns most with your interest.

Step 4: Click Follow at the top right of the collection page



Tips & Best Practices

TIP: Follow more than one collection if you are still undecided

TIP:

6. Connecting with Employers

Use employer search tools and filters to identify professionals in your field. This is a great way to satisfy possible informational interview assignments or follow up with employers after a career fair!

Numbered Procedure

Step 1: Click “employers” on the left side of the screen

Step 2: Use the filter feature to find employers within your interested location, industry and size

Step 3: Click on the employer and click follow on the employer profile page

Step 4:

The image shows two screenshots of the LinkedIn interface. The top screenshot displays the 'Employers' search results page. The left sidebar includes navigation options: Explore, Feed, Inbox, Jobs, Events, People, Employers (selected), and Career center. The main content area shows a list of employers with filters for Location, Industry, Employer size, and Filters. The list includes: Cornerstone Computer Solutions (1 follower), DNC (6 followers), TTeeth (3 followers), Lumen (5,87K followers), Optiv Security (43 followers), LogRhythm (78 followers), COMPUtek Dental Systems (4 followers), and NTT Global Networks (13 followers). The bottom screenshot shows the profile page for 'LUMEN Computer Networking'. The left sidebar is the same. The profile page shows the company name, location (Denver, CO), employee count (25,000+), and a 'Follow' button. Below this, there are tabs for Overview, Jobs, and Posts. The Overview tab is active, showing a welcome message, a brief description of the company, and a list of people associated with the company: Lumen University Relations, Lumen University Relations Recruiting, and Mike Steady. There is also a section for Events, showing a 'University of Colorado Denver' event.

Tips & Best Practices

TIP: Scroll to the bottom of the page to identify people who work for the company, follow them if you are interested in learning more about their role!

TIP: Use clear and respectful communication.

TIP: Respond promptly to employer messages.

TIP: Proofread all written communication.

11. Student Assessment & Completion Checklist

- ☐ Activated Handshake account
- ☐ Added personal email address
- ☐ Completed at least 70% of profile
- ☐ Uploaded resume
- ☐ Followed degree/pathway collection
- ☐ Identified at least three employers