Get started on UMass Amherst's new job & internship database!

1) **LOG IN** with your UMass Net ID and password

Currently registered students have access to UMass Handshake. Access the site at https://umass.joinhandshake.com or via the Chase Career Center home page.

2) **FILL OUT** your career interests

Click your name on the top right menu and select *Career Interests.* Fill out the survey completely so Handshake can provide you with postings, news, and events customized to your specific interests.

3) **SET UP** your profile

Click your name on the top right menu and select *My Profile.*

The default setting of your profile is private to employers and other UMass Amherst students. To make your profile public to UMass Amherst-approved employers and/or other UMass Amherst students, click your name on the top right menu, select *Settings and Privacy*, and check the appropriate box(es) in the Privacy section. If your profile is public, UMass Amherst-approved employers may send you communications directly within Handshake.

To hide your GPA while keeping your profile public to employers, return *to My Profile*, click the icon next to *Primary Education* and select *Hide from Employers.*

4) **UPLOAD** your resume and other documents

Click your name on the top right menu and select *Documents.* Then click on *Select from Computer.* Be sure to upload documents as PDFs to preserve your formatting.

Resume Privacy: You have the option to make documents "visible" on your profile, which will allow employers to view and download them. For a visible/public resume, we suggest you **DO NOT** include personal information such as cell phone number, address, or email address. Resumes not set as visible can be attached to specific job applications so that only the employer who receives the application will be able to view it.

5) **SEARCH** for jobs and internships

Click *Jobs* on the top menu bar.

For jobs and internships, filter by keyword, location, job type, employment type, job function, or employer industry. Select *All Employer Preferences Match* to see best matched opportunities based on the employer's preferred majors, GPA, school years, and work authorization. Keep in mind that you may apply to any opportunity even if you do not match all employer preferences.

To save jobs, click *Favorite (star icon).* To view saved jobs, click *My Favorite Jobs.*

To save your search for job alerts, click on *Save Your Search*.

To change your job alert, type existing job search in to search bar, then click on *Edit your notifications.*

NEED HELP?

Visit https://support.joinhandshake.com to access the Handshake Help Center. You may also visit the Chase Career Center (Room 101) for assistance.

GO MOBILE!

Go mobile with Handshake for access to:
- Career Fairs
- Events
- Job and Internship Postings

Handshake learns as you interact with it! Search for opportunities and update your profile and Handshake will cater to what you're looking for.

Chase Career Center