Handshake Student User Guide

Handshake is UTC's career services platform and includes postings for jobs and internships – both on/off campus and full/part time. You can access your account from our homepage at utc.edu/career or by visiting utc.joinhandshake.com/login.

Here are some tips to maximize your use of Handshake, giving you the best chance of connecting with jobs and employers that are right for you!

Update your profile

Note: students with a full profile are 5x as likely to be messaged by employers!

- Log into Handshake using your UTC log in information
- In the drop-down menu under your initials in the top right corner, click "My Profile."
- Update your education section with your major(s), GPA, and expected graduation date. Stand out to employers by completing the 'Your Work Interests' form and updating your work & volunteer experience, organizations & extracurriculars, etc.
- You can use the "Upload Resume" tool to autofill your profile

Make an Appointment

- Click "Career center" in the left-hand menu
- Click "Appointments" and "Schedule a New Appointment"
- Select the type of appointment and meeting modality you want
- You will see a calendar of available dates and times, select the one you prefer. Try to pick a day **1-2 days** in advance

Searching for Jobs/Internships

- Click "Jobs" along the left side menu
- Click "View all filters" in the top menu bar. Some of the filters you can use include:
  - Part or Full Time jobs and Internships (on or off campus)
  - Onsite, Remote, or Hybrid
  - By industry or major
- "Favorite" a position by clicking the ribbon to the right of the job posting

Find Events and Career Fairs

- Click "Events" along the left side menu
- You can either view all events, or you can narrow it down to "Career fairs at your school" or "Events hosted by employers." Register for events ahead of time so the organizers can prepare for you!

Questions? Go to utc.edu/career or email career@utc.edu for more information!