

Build Your Handshake Profile

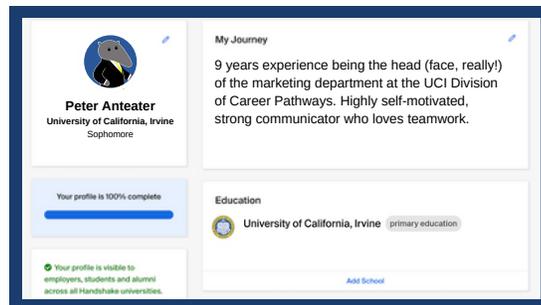


Why should you have a Handshake Profile?

- A complete profile makes you 5x more likely to be proactively sourced by a recruiter
- 40% of students with a public profile have received a message from an employer
- 66% of juniors / seniors with a public profile have received a message from an employer
- Handshake uses artificial intelligence to customize your search based on your profile information, career interests, and search patterns
- DCP emails information about upcoming events, jobs, and internships based on profile data

What makes a profile “complete”?

According to Handshake, a complete profile includes:
1 skill, 1 organization, and 1 work experience



Build a Strong Handshake Profile

A lot of information can be pulled from your resume and populated into your Handshake profile:

Basic Information

- **Name** – can be edited, but keep to your legal name with preferred name in parenthesis (ex. Samuel (Sam) Smith)
- **Professional Photo** – be sure you are making a professional impression
- **Class Year** – can change / edit this
- **College / School within UCI** – ex. School of Social Sciences
- **Time Period** – months and years enrolled at UCI
- **Graduation Date** – the term and year you expect to complete your degree
- **Major** – add the major(s) you expect to complete
- **Minor** – add the minor(s) you expect to complete
- **GPA** – this comes from the Registrar’s Office. DCP updates information from the Registrar once per quarter
- **School** – can add if transferred from a community college or other university
- **Work Authorization** – select your work authorization status

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Build Your Handshake Profile



More About You

- **Work Experience**
- **Organizations / Extracurricular**
- **Skills** – Include both technical and non-technical skills because employers may use specific key words in their searches. This can be languages you speak, computer skills, as well as using multiple words to describe the same skill (ex. Marketing, social media marketing, digital marketing, online marketing, product marketing, etc.)
- **Courses** – List courses that are related to the types of positions you are targeting
- **Projects** – List projects that are related to the types of positions you are targeting
- **Upload Documents** – Including resume, unofficial transcript, cover letters, or other documents. Cover letters should be tailored. You have the option to publicize your default resume, allowing employers to view and download the document. You can upload multiple versions of any of your documents to apply to specific positions
- **Short Bio** – This is your space to express yourself. Include your goals, experiences or skills and maybe one or two fun facts about yourself. This could be similar to your summary on LinkedIn
- **Social Links** – Be sure to link to professional sites only such as LinkedIn, online portfolio of your work, etc.

Your Career Interests

This is an important aspect for UCI Division of Career Pathways to more effectively communicate with you and also impact AI results. Career interests are questions prompted on login, but students can also access all career interest questions through the drop down menu under their name.

Your Career Interests

Handshake wants to help you find the career and job that's right for you.
Tell us a little more about yourself and we'll recommend the events, articles and jobs that match what you're actually interested in.



Making Your Profile Public

By making your profile public, it will allow employers that are connected to your school to view your profile.

👤 Your profile is visible to employers, students and alumni across all Handshake education institutions.

You'll be able to message students and alumni who have similar interests or experiences.

This can be changed anytime in [settings](#).

[See Employer View](#)

Note: Your profile will not be public to employers that have not been approved by your school or anyone without a Handshake account. UCI Division of Career Pathways does our best to evaluate every employer request in an effort to ensure legitimacy and accuracy of information provided.

Approved employers will see the following fields in your profile:

- Name, Photo, Education, Work Experience, Classes, Projects, Skills, Bio, Organizations / Extracurricular, and Social Links.

Employer cannot see anything with this symbol  **such as:**

- Work Authorization, Gender, Ethnicity, and Email Address.