



CAREER CENTER

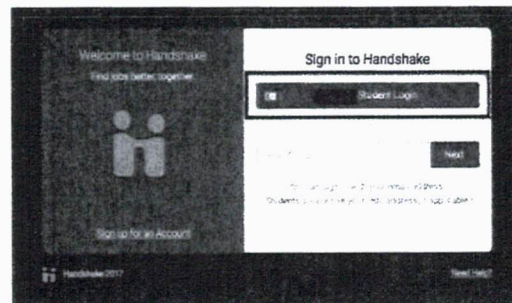
UNIVERSITY OF NORTH CAROLINA PEMBROKE

handshake

WELCOME TO HANDSHAKE, the UNCP Career Center's new fast and powerful recruiting platform for UNCP students and alumni. Handshake uses cutting edge technology to help you more easily connect with employers and source job and internship opportunities, event information, schedule appointments with UNCP career counselors for résumé preparation, career exploration, mock interviews, employment and study abroad, and graduate school preparation.

STEP ONE: Sign Up Signing up for Handshake is easy! Handshake is a user friendly search tool that helps you find the best fit for both jobs and internships. Quickly build a rich profile that helps you stand out to employers. To register for a Handshake account:

1. To get started on Handshake go to **uncp.joinhandshake.com**. You will be connected to the UNCP Handshake account.
2. Click **Sign in to Handshake** at the top of the page.



3. **Fill in** your personal information. This will be your existing UNCP bravemail email address and password.
 - Tip: If you're a current student, you can NOT use any other email address to register for an account or your request will be denied.
 - You must agree to the Terms and Services before you can complete your registration.
4. Next, you should see a screen asking you to confirm your registration.

Thanks for signing up with Handshake!



First things first, let's confirm your registration
Go to your inbox and click the link provided to **confirm your email**

Didn't receive your email?
1. Check your spam folder
2. Add handshake@uncp.edu to your contacts and check there

Still having trouble?
Contact us at uncp@uncp.edu

To confirm your registration, **click** on the **link** that you received in your email. Once confirmed, you can now log in to complete your Handshake profile!

STEP TWO: Build Your Profile Continue building your profile by uploading documents (résumés, cover letters, transcripts, work samples, etc.) **Please allow 2 – 3 business days for your résumé to be critiqued by the Career Center.**

- Files should be in .PDF, .DOC, or .DOCX format. Note: The preferred format is .PDF.
- Check the box for **Public** if you would like your document to be accessible and viewed by employers on Handshake or UNCP's Career Services Center.

Once you've completed these actions, you'll be able to *search and apply for jobs, schedule an appointment with UNCP's Career Center, and look up events!*

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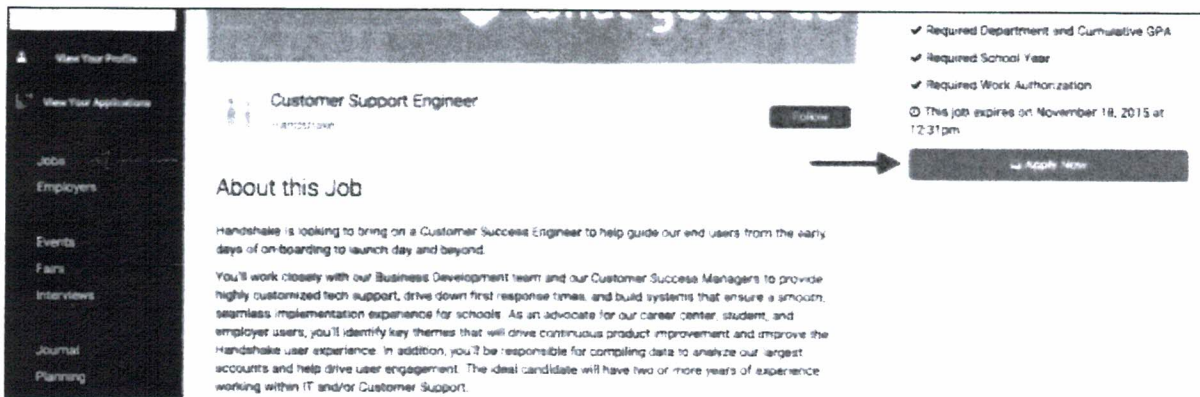
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STEP THREE: Search and Apply For Jobs

- Click **Jobs** on the left hand navigation bar.
- Search for jobs of interest to you.
- Select the job that you are interested in applying to by clicking on the job title.
- Review the details and qualifications for the job to make sure it is a good fit.
 - Tip: You can take notes at the bottom of the page if you would like to come back to this job at a later date.
- If you are ready to apply click **Apply Now** located on the right side of the screen.



- **Select** the documents you would like to upload from your document library or upload documents directly from your computer.

Apply

After applying, Handshake will review your application. Your application is attached to your profile, so make sure your **profile is up-to-date**. You will be notified when a decision has been made.

Choose from existing documents ←

Document

Upload a document

Haven't uploaded a document yet? Do it quickly right here. It will automatically be set to be private, which you can change at your full featured document library at any time.

Document type
Resume

File
Choose File ←
Files uploaded here must be a PDF. To upload

Click the green **Apply** button when you are ready to submit your application.

- *If this job has additional application instructions you will see a message with directions that you will need to follow to complete this application. Click any links here to be directed to external applications.*