CREW
CAREER CENTER

Handshake
Faculty & Staff Guide

Welcome to Handshake – the CREW Career Center's online career management system that helps connects students with employers.

In this Guide:

Page 2 - Create your Profile

Page 3 - Complete your Profile

Page 4 - Uploading Documents

Page 5 - Indicate Career Interests

Page 6 - Set Notifications

Page 7 - Search for Opportunities

Page 8 - Connect with Employers

Need help?

We created this guide to provide you with the information you need to get started with Handshake. If you have questions or to learn more about career exploration and job seeking, please don't hesitate to contact our office. We're here to help!

Contact CREW Career Center

Website: https://crew.cc
Phone: (502) 213-4520
Email: jf-crew-career-center@kctcs.edu

Follow CREW on Social Media
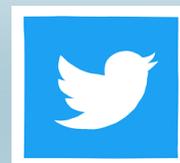
@CREWCareerCenter   @CREW_Career_Center   @CREWCareerCenter

Create Your Profile

Step 1- Visit https://jeffersoncc.joinhandshake.com/login,

enter in your information and click **Jefferson Single-Sign On** and use the

Microsoft Authenticator App to sign in with your *KCTCS email* and *password*.
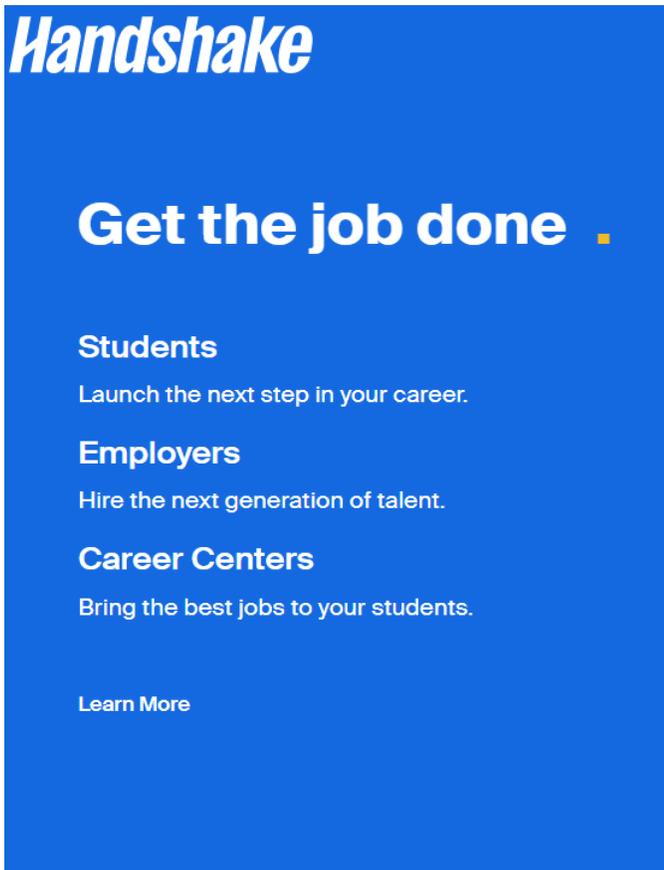
The **CREW Career Center has already created your account**. However,

if you are **unable to login** using the Jefferson Single Sign On method,

reach out to our office at **jf-crew-career-center@kctcs.edu**.

Faculty and Staff accounts are set up as student accounts, so that you
can view the student's experience.

Complete Your Profile

Once you are logged in, click your initials on the top right corner of the page and select "**My Profile.**" Double-check your name and information for accuracy.

Next, students are encouraged to fill in each of the **sections of their profile.** To edit a section, they **click the pencil icon**. They also have the option of uploading their resumes and Handshake will populate a profile with its contents.

If students do not have a resume yet, that's okay!
*Encourage them to schedule an appointment with the **CREW Career Center** to create their resume.*

You also have the option to make your **profile visible** or **hidden** to employers on the *left side* of your page. Making your profile hidden means that *they will not be able to find you in a search or reach out to you.* We recommend keeping your profile hidden so employers *do not reach out* to you as if you were a student.

On the left side of your profile, you will see a **profile completion progress bar** with *additional suggestions* on how to update your profile.
Direct students here as they prepare their profiles.

Uploading Documents

The **CREW Career Center** recommends that students upload documents to their profile, such as their **resume**, **cover letters**, and any other **important professional documents**. This expedites the process to apply for opportunities through **Handshake**.

Before they upload anything, encourage them schedule an appointment to get their documents reviewed by a CREW Career Center Counselor.

PRO TIP: Have them title their documents with their name (ex. Bailee Raber Resume) and save documents as PDFs.
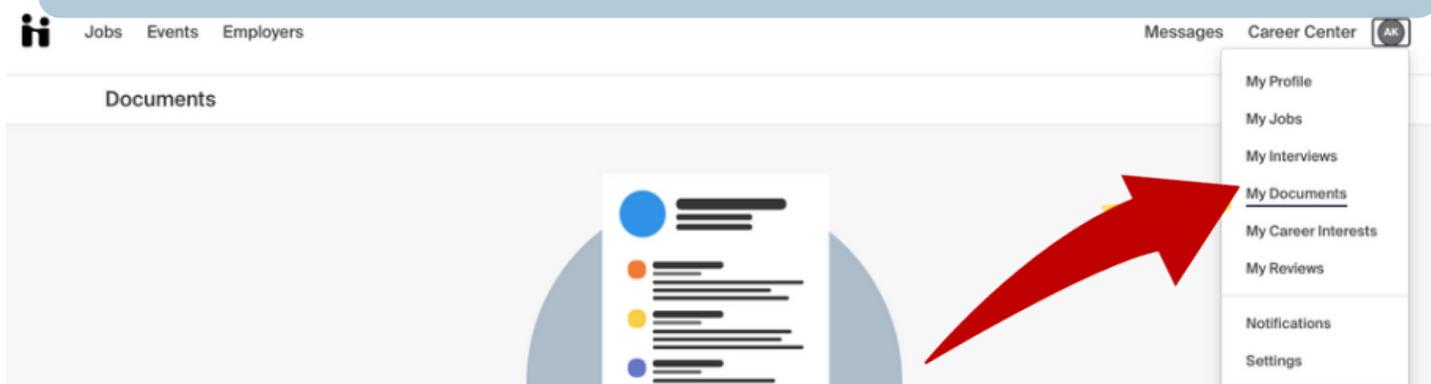
1. Select "**My Documents**."
2. Click "**Select From Computer**."
3. If you are assisting students, have them choose which documents they wish to upload, edit the name if necessary, and select document type (resume, cover letter, etc.).
4. Click "**Add Document.**"
5. They have the option to feature their resume on their profile by clicking the "**Feature on Profile**" button.
6. From the "**My Documents**" page, they can also choose to make any documents **visible** to employers.

Indicate Career Interests

Handshake uses machine learning to **customize opportunities** based on students interests. Help the system learn more about your specialty by completing the **Career Interests section** so things you see in Handshake are customized.

1. Click your initials on the top right corner of the page, and select "**My Career Interests**".
2. You have the option to fill out each of the **career interest filters.**
3. Handshake will recommend **job postings and articles** based on your career interests.
4. Connect students with **opportunities** you discover by directing them to their Handshake account.

Set Notification Preferences

Set up your notification system preferences to receive updates from various parts of Handshake, including **interviews**, **job postings**, etc.

1. Click your initials on the top right corner of the page, and select "**Notifications**."
2. Click "**Edit Notification Preferences**" on the left side of the screen.
3. From here click or unclick the checkmarks to indicate how you would like to receive notifications.

Search for Internships/Co-ops, Jobs, and Volunteer Opportunities

The **CREW Career Center** receives numerous new opportunities every week, including **full and part-time jobs**, **internships/co-ops**, **volunteer roles, and experiential learning opportunities**.
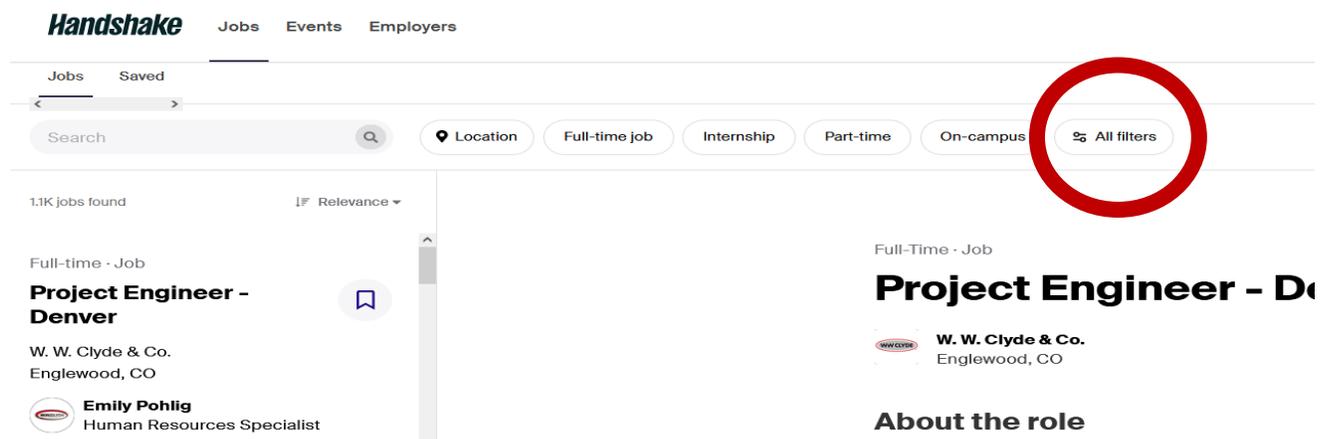

1. From the homepage, click "**Jobs**" on the **top navigation bar**.

2. You can search by **job title**, **employer**, and **other keywords.** You can also click items from the "**Popular searches for _____ major**" for job titles popular among your majors.

    a. We recommend clicking on "**All Filters**" to select all of your search preferences.

3. To have students **apply** for positions, have them click **Apply** and *follow Handshake's and the employer's instructions exactly.*

Connecting with Employers

You may be interested in **researching companies** prior to having student's submit an application or attend an interview.

1. From the homepage, click "**Employers**" on the top navigation bar.

2. You may narrow the results, using various **filters** on the left side of the screen.
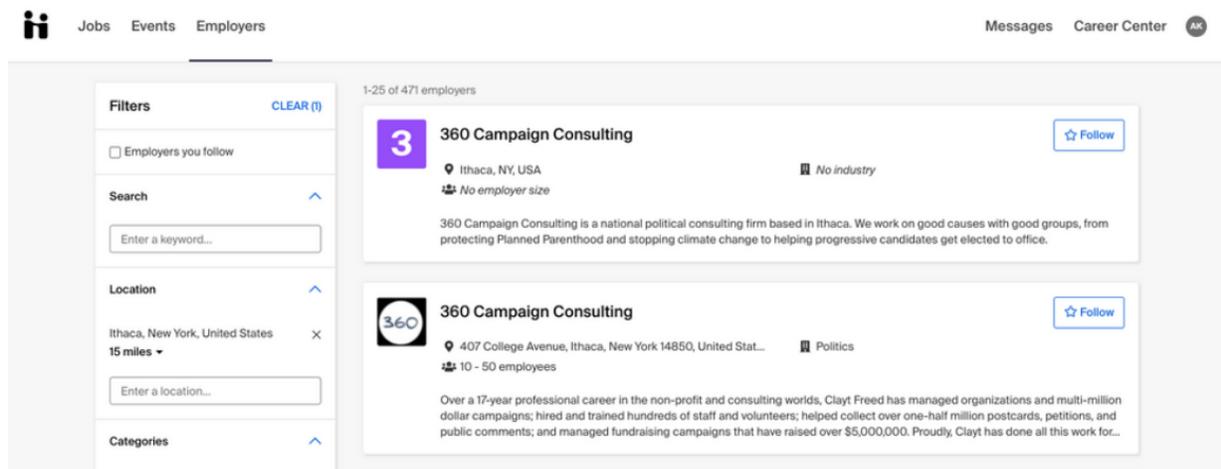
Know an employer in the community that should utilize Handshake?

Refer them to the CREW Career Center's Employer Guide.

Contact Handshake

Use the Handshake *Help Center* for webinars, training, and courses: support.joinhandshake.com

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