

CREW *Handshake*

CAREER CENTER

Faculty & Staff Guide

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

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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*.



Get the job done .

Students
Launch the next step in your career.

Employers
Hire the next generation of talent.

Career Centers
Bring the best jobs to your students.

[Learn More](#)



**Jefferson Community and Technical
College CREW Career Center**

**Jefferson Single Sign
On** >

You can also [sign in with your email address](#).
(Please use your .edu address, if applicable.)

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

The screenshot shows the Handshake user interface. At the top left is the Handshake logo and navigation links for Jobs, Events, and Employers. The main content area is divided into several sections: a top bar with an 'Upload a Resume' button; a profile card for 'Professor Pat' from Jefferson Community and Technical College CREW Career Center, showing a 15% completion progress bar and an 'Add Primary Education' button; a 'My Journey' section with a text input field and a pencil icon; and an 'Education' section listing 'Jefferson Community and Technical College CREW Career Center' with details like 'Associates, Jefferson Community and Technical College', 'Aug 2022 - Present', 'Major in Associate in Arts', and 'Cumulative GPA: 0.0'. On the right side, there is a user menu with options: My Profile, My Jobs, My Interviews, My Documents, My Career Interests, My Reviews, Notifications, Settings, Help, Terms of Service, and Log out. A red arrow points from the 'My Profile' option in the menu to the 'My Journey' section.

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.

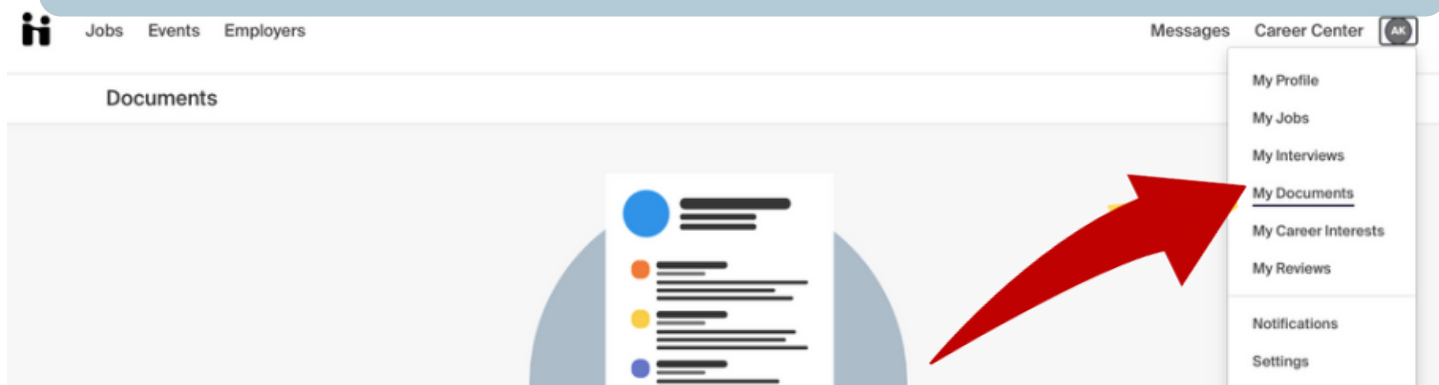
Direct students here as they prepare their profiles.

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.

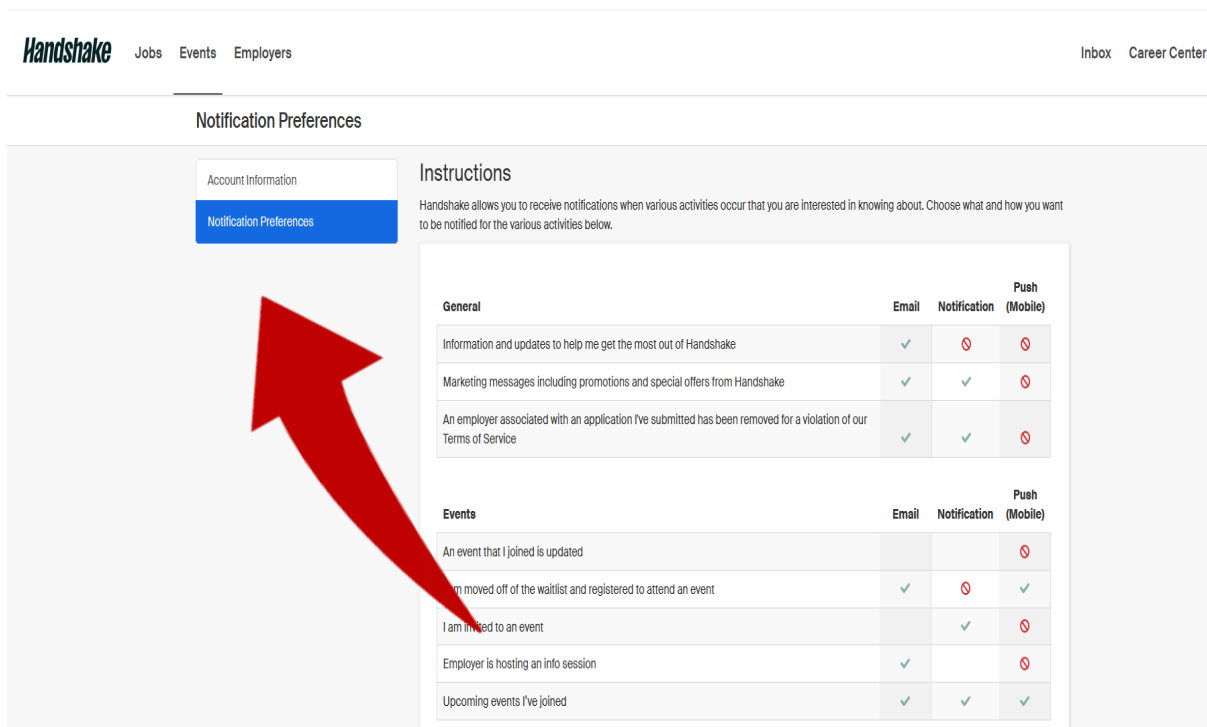
1. Click your initials on the top right corner of the page, and select “**My Career Interests**”.
2. You have the option to fill out each of the **career interest filters**.
3. Handshake will recommend **job postings and articles** based on your career interests.
4. Connect students with **opportunities**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

The screenshot shows the Handshake user interface. At the top left is the Handshake logo and navigation links for Jobs, Events, and Employers. At the top right are links for Inbox, Career Center, and a user profile icon labeled 'AL'. The main content area is titled 'Which industries interest you?' with a sub-instruction 'Please select all that apply'. Below this, there are numerous checkboxes organized into columns for various industry categories: Agriculture & Natural Resources, Education, Government, Law & Politics, Media & Marketing, Retail Stores & Trade, Architecture, Real Estate & Construction, Energy, Healthcare & Services, Non-Profit, Technology, Arts, Entertainment & Recreation, Financial Services, Hospitality, Pharma & Medical Devices, Transportation & Logistics, Food, Beverage & CPG, Manufacturing, and Professional Services. A large red arrow points from the 'My Career Interests' option in the user profile dropdown menu to the 'My Career Interests' section of the form.

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.



Handshake Jobs Events Employers Inbox Career Center

Notification Preferences

Account Information
Notification Preferences

Instructions

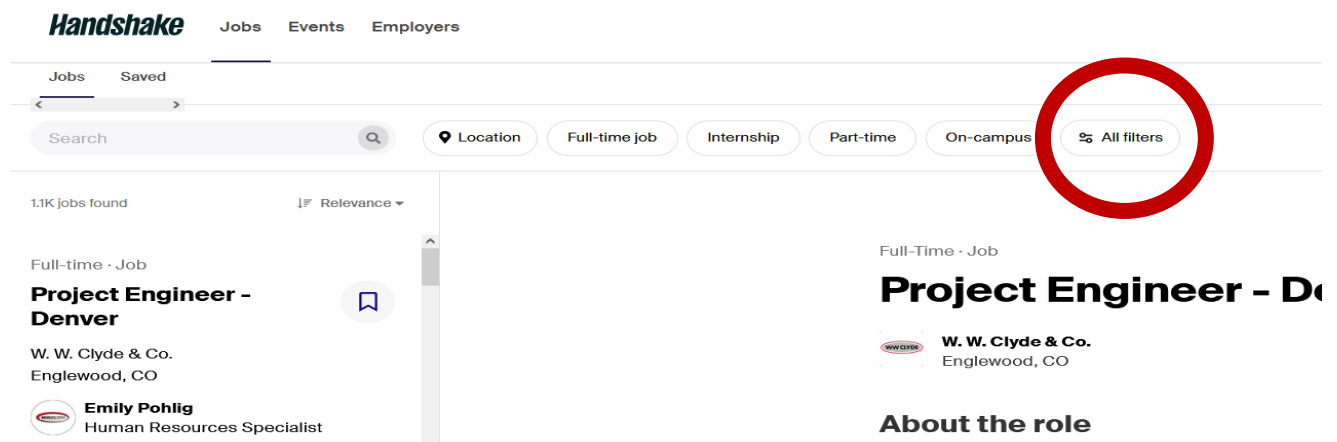
Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

General	Email	Notification	Push (Mobile)
Information and updates to help me get the most out of Handshake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing messages including promotions and special offers from Handshake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
An employer associated with an application I've submitted has been removed for a violation of our Terms of Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Events	Email	Notification	Push (Mobile)
An event that I joined is updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am moved off of the waitlist and registered to attend an event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I am invited to an event	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer is hosting an info session	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Upcoming events I've joined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.**

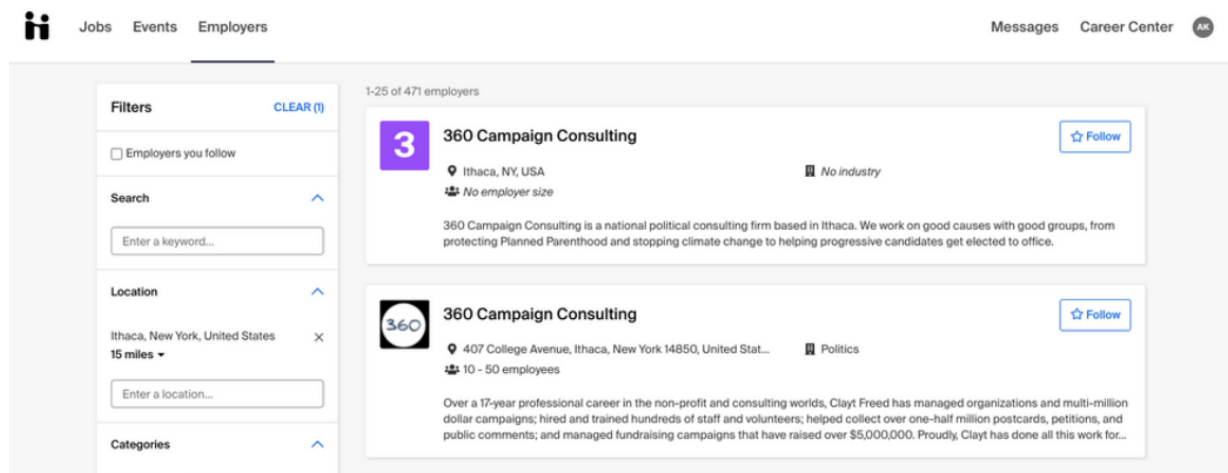


1. From the homepage, click “**Jobs**” on the **top navigation bar**.
2. You can search by **job title, employer, and other keywords**. You can also click items from the “**Popular searches for _____ major**” for job titles popular among your majors.
 - a. We recommend clicking on “**All Filters**” to 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

Contact CREW Career Center

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