CREW CAREER CENTER → Handshake
Student Guide

Welcome to Handshake – the CREW Career Center's

online career management system that helps connect you with employers.

In this Guide:

Need help?

We created this guide to provide you with the information you need to get started with Handshake. If other questions should come up, or if you want 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
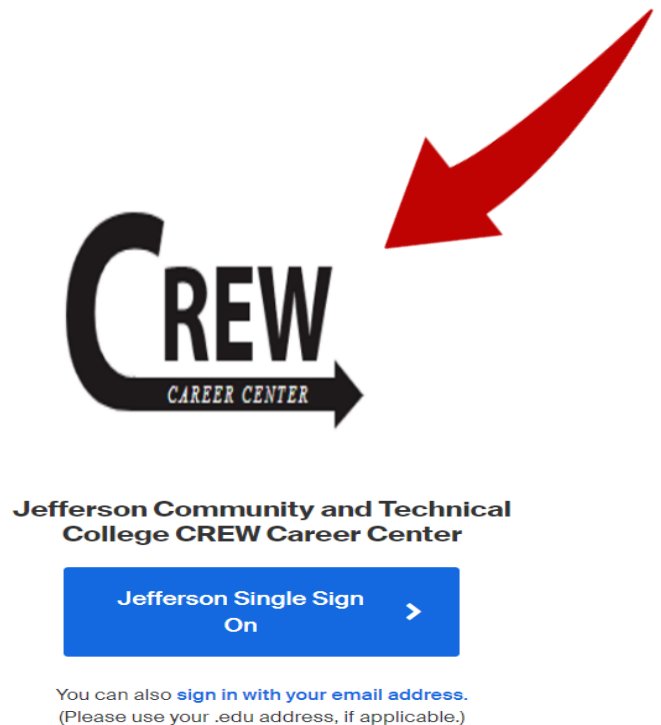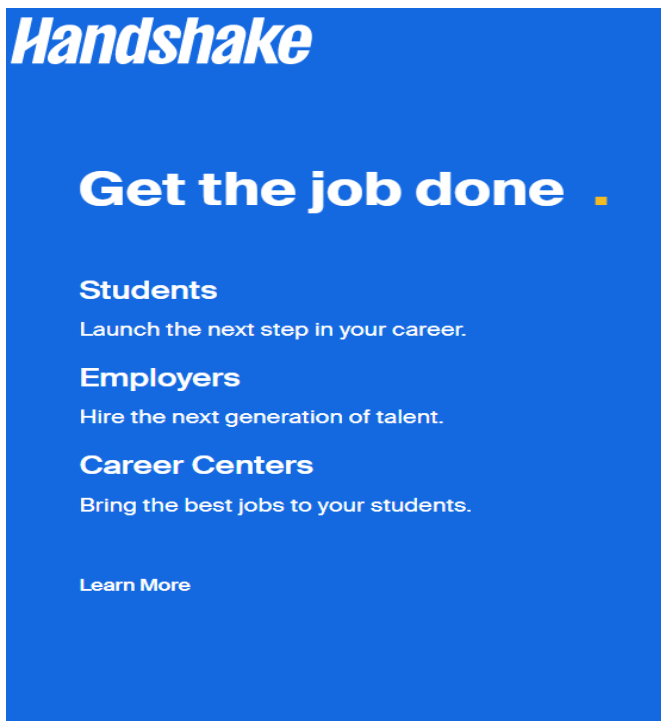
Create Your Profile

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 site will try and have your email read Jefferson.kctcs.edu but please manually change it back to kctcs.edu

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**.

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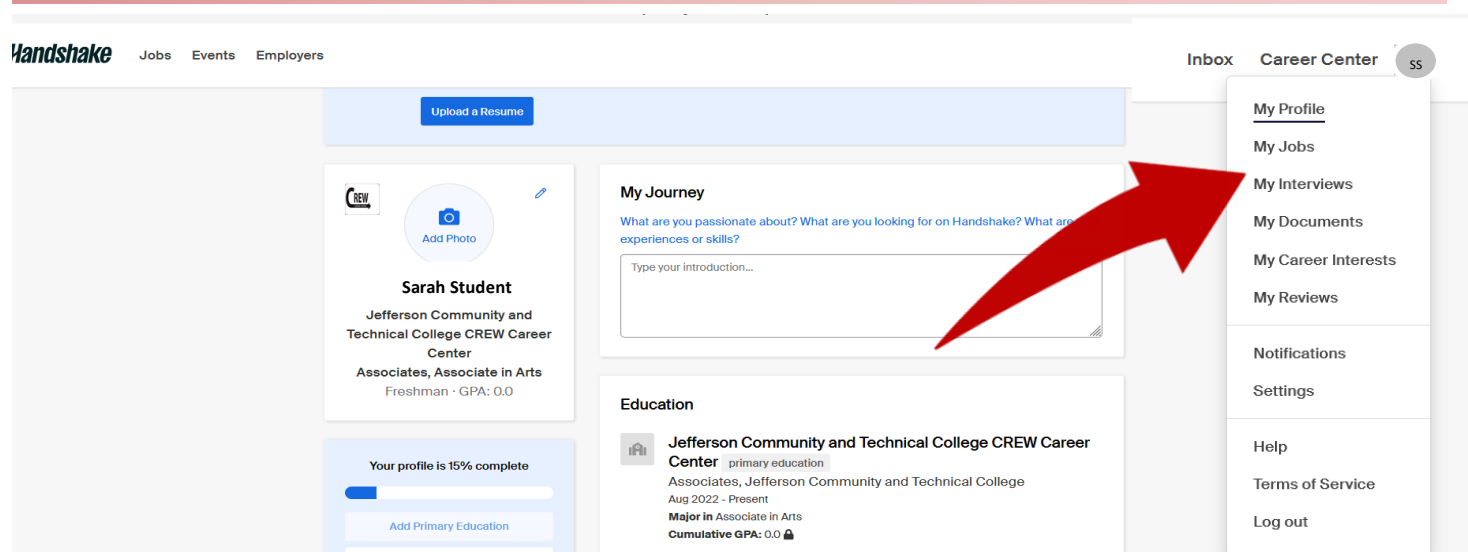
Once you are logged in, click your initials on the top right corner of the page and select "*My Profile.*" Double-check your name and education information for accuracy.

Next, fill in each of the **sections of your profile.** To edit a section, **click the pencil icon**. You also have the option of uploading your resume and Handshake will populate your profile with its contents.

If you do not have your resume yet, that's okay!

Schedule an appointment with the **CREW Career Center** *to create your* 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 **waiting until your profile is complete** to make your profile public.

On the left side of your profile, you will see a **profile completion progress bar** with *additional suggestions* on how to update your profile to make it the **most comprehensive to employers**.

Uploading Documents

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

Before you upload anything, <u>schedule an appointment</u> to get your documents reviewed by a CREW Career Center Counselor.

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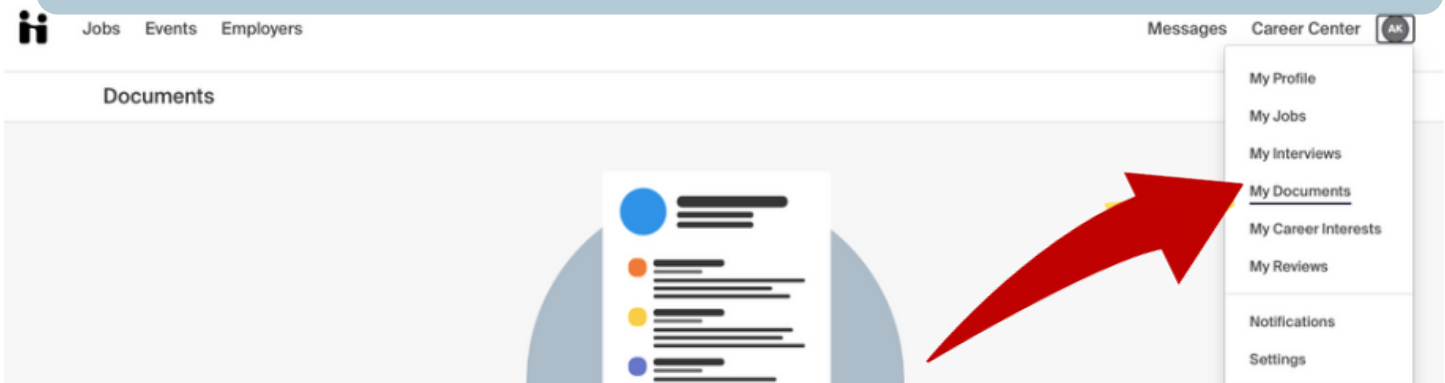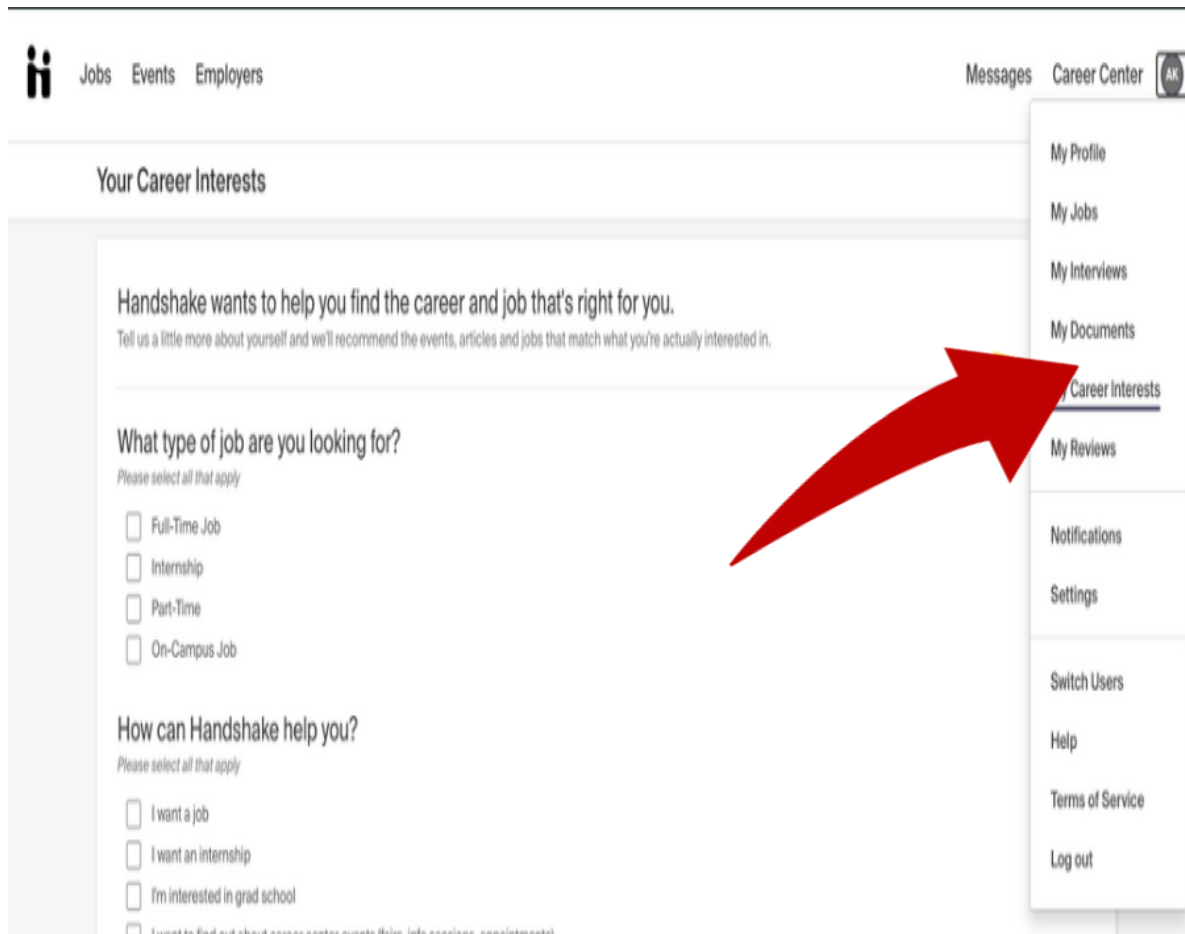
1. Select "**My Documents**."
2. Click "**Select From Computer**."
3. Choose which documents you wish to upload, edit the name if necessary, and select document type (resume, cover letter, etc.).
4. Click "**Add Document.**"
5. You have the option to feature your resume on your profile by clicking the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

Indicate Career Interests

Handshake uses machine learning to **customize opportunities** based on your interests. Help the system learn more about your goals 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** and when you expect to **graduate**.
3. Handshake will recommend **job postings and articles** based on your career interests.

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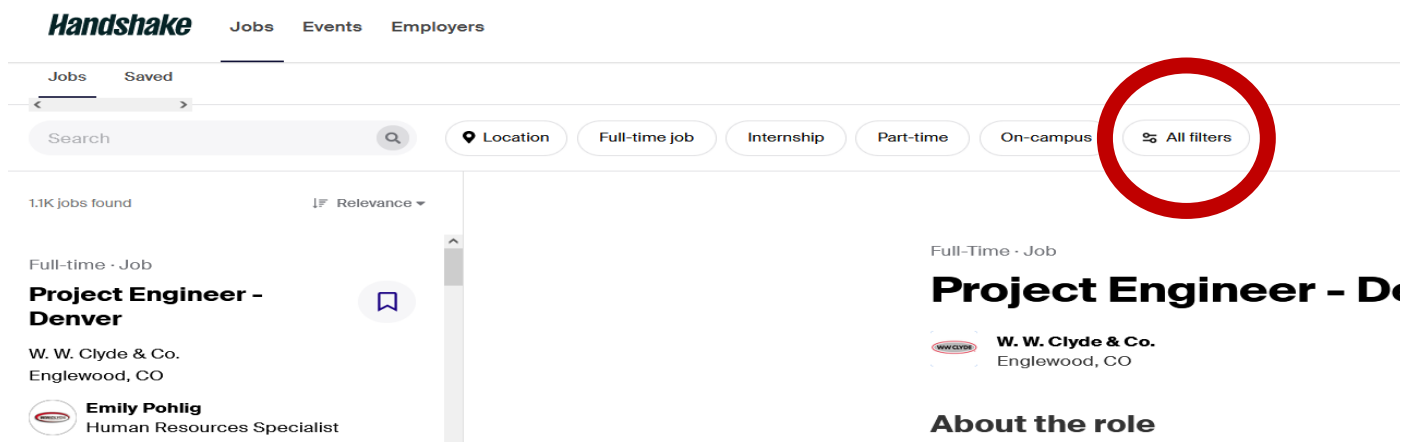
1. From the homepage, click "**Jobs**" on the **top navigation bar**.

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 **apply** for positions, click **Apply** and *follow Handshake's and the employer's instructions exactly.*

Connecting with Employers
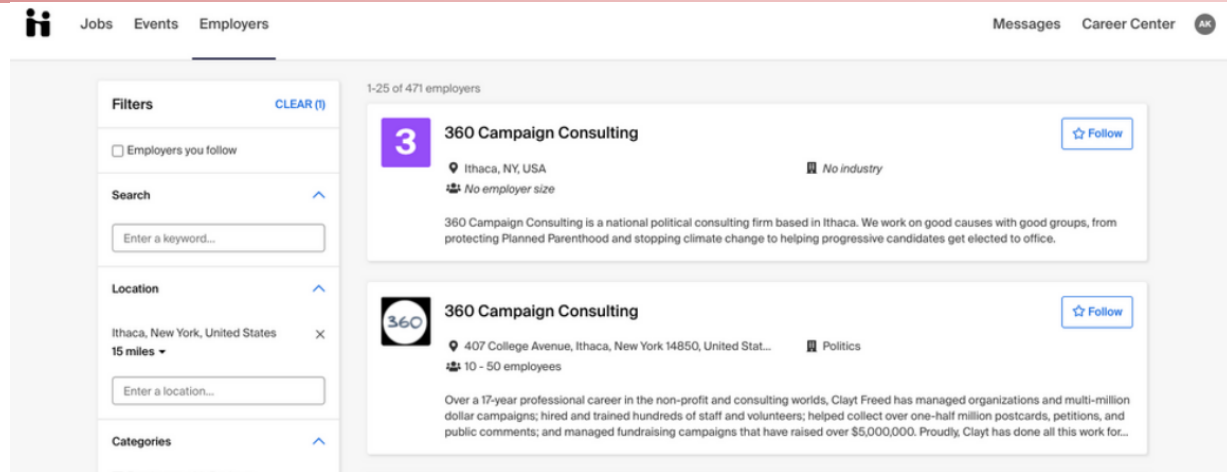
You may be interested in **researching companies** prior to: submitting an application, attending a career fair or Career Connections event, or attending an interview.

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.

Contact Handshake

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

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