

## ACTIVATING AN ACCOUNT ON HANDSHAKE

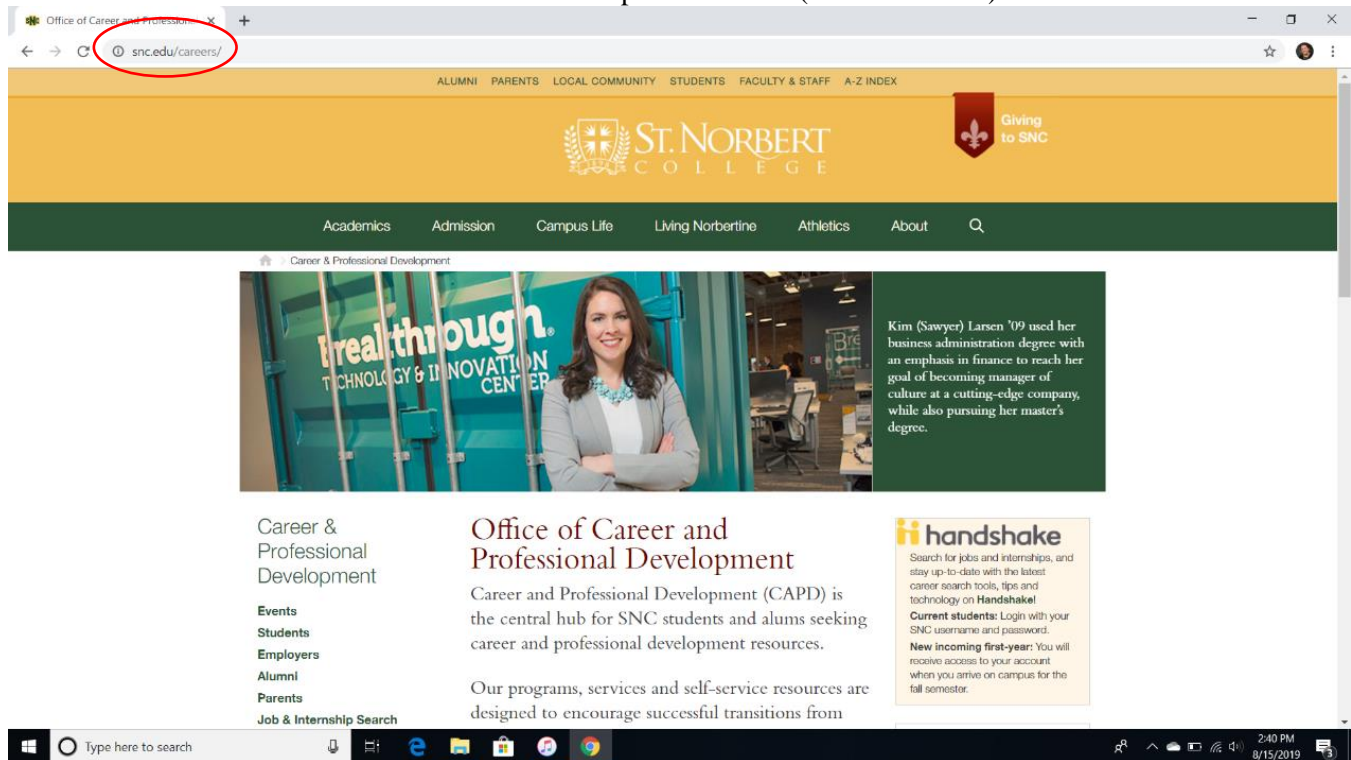
The Office of Career & Professional Development utilizes Handshake to help you:

- Explore local and national job and internship postings.
- Make appointments with office staff.
- Upload professional documents (such as resumes and cover letters) for electronic review.
- Allow employers to search for and reach out to students with a public profile to inform them of new opportunities.

Follow these options to access Handshake:

1) Log into Handshake using our campus website:

a. Go to the Career & Professional Development website ([snc.edu/careers/](http://snc.edu/careers/)):



b. Click on the Handshake information on the right side of the page:

Office of Career and Professional Development

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ST. NORBERT COLLEGE

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Career & Professional Development

breakthrough. TECHNOLOGY & INNOVATION CENTER

Kim (Sawyer) Larsen '09 used her business administration degree with an emphasis in finance to reach her goal of becoming manager of culture at a cutting-edge company, while also pursuing her master's degree.

Office of Career and Professional Development

Career and Professional Development (CAPD) is the central hub for SNC students and alums seeking career and professional development resources.

Our programs, services and self-service resources are designed to encourage successful transitions from

handshake

Search for jobs and internships, and stay up-to-date with the latest career search tools, tips and technology on Handshake! Current students: Login with your SNC username and password. New incoming first-year: You will receive access to your account when you arrive on campus for the fall semester.

Events Students Employers Alumni Parents Job & Internship Search

Type here to search

2:40 PM 8/15/2019

Or you can use the button at the bottom of the left side of the page

Drop-In Hours  
Tuesdays: 1 p.m.-4 p.m.  
Wednesdays: 1 p.m.-4 p.m.  
Thursdays: 1 p.m.-4 p.m.

Connect With Us

Like Career and Professional Development on Facebook.

Connect With St. Norbert College Alumni and Friends on LinkedIn.

Follow our Backpack to Briefcase Board on Pinterest.

Handshake

Our 2019-2020 Corporate Sponsors

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DENTAL City

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Silver Level

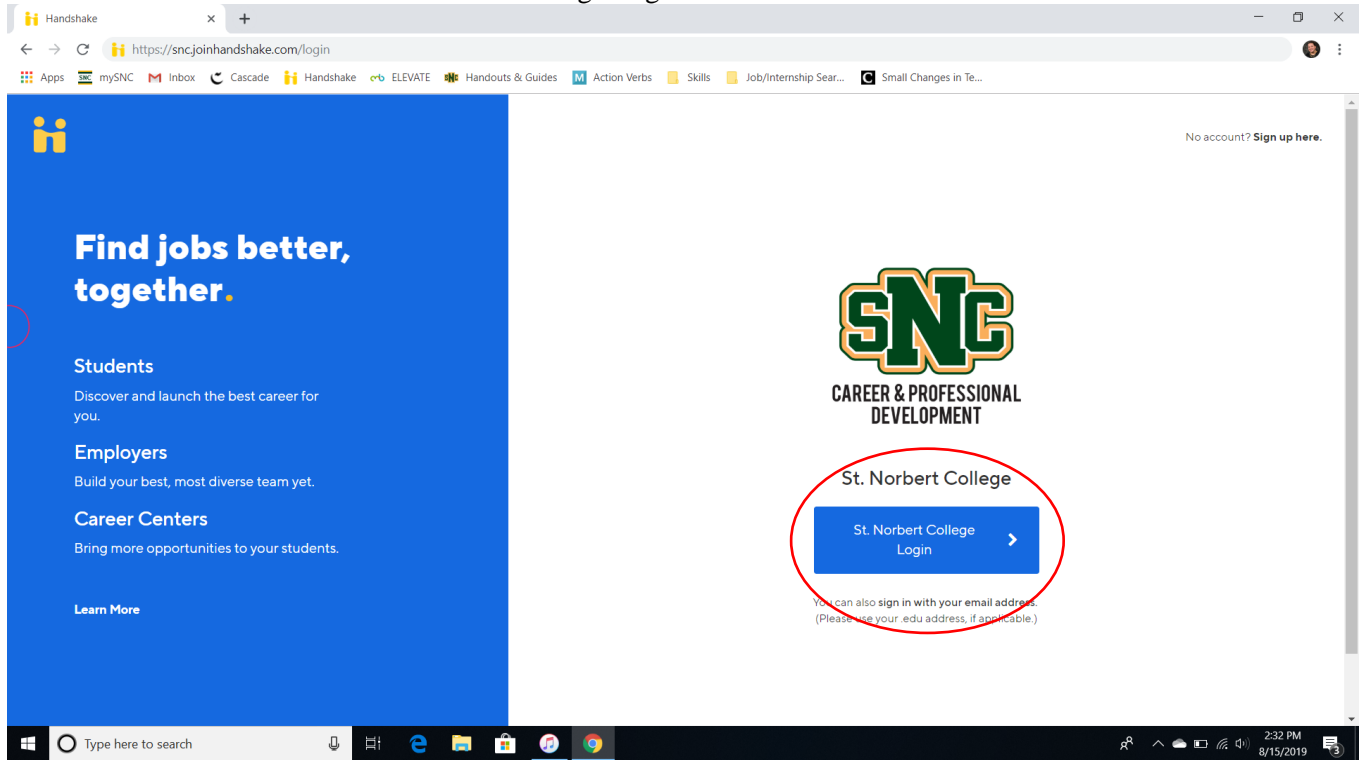
Auto-Owners INSURANCE

LIFE • HOME • CAR • BUSINESS

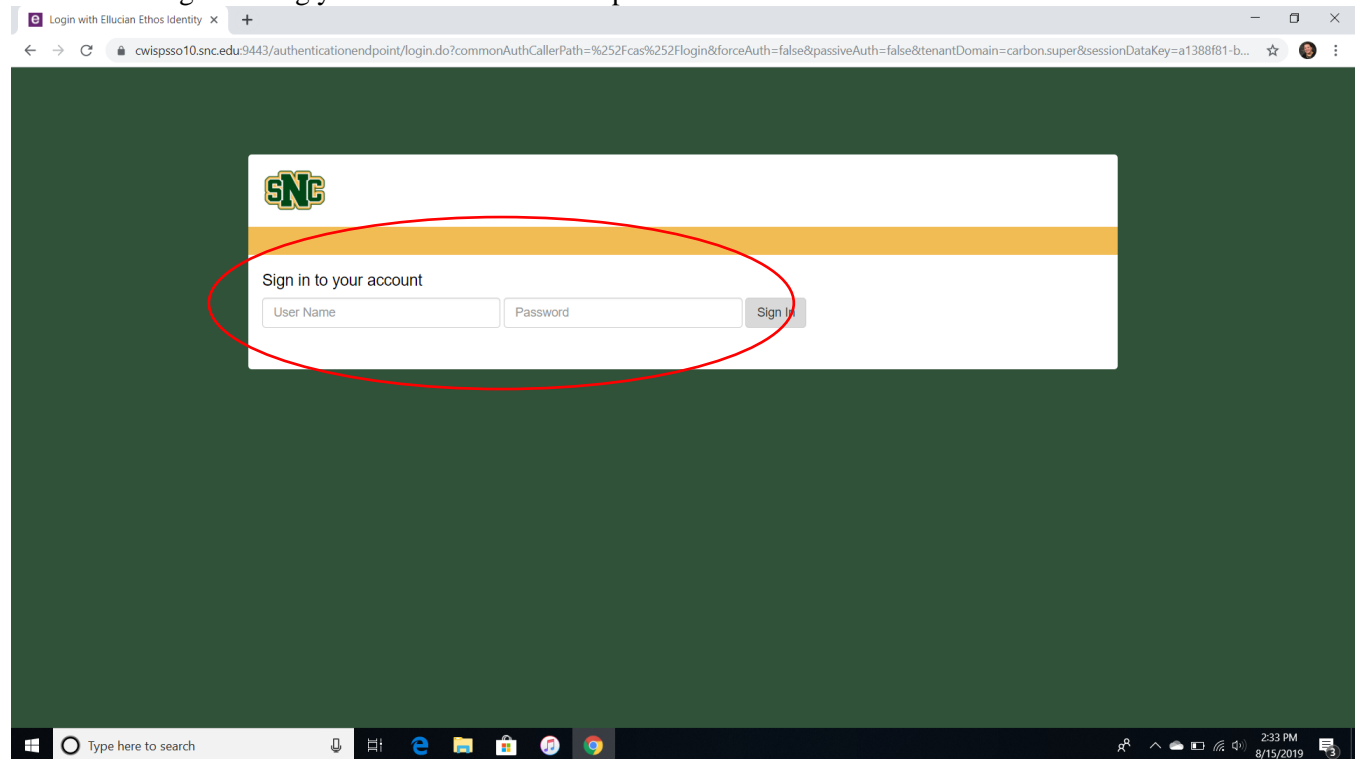
Type here to search

2:40 PM 8/15/2019

c. Click on the blue “St. Norbert College Login” button:



d. Sign in using your SNC username and password:

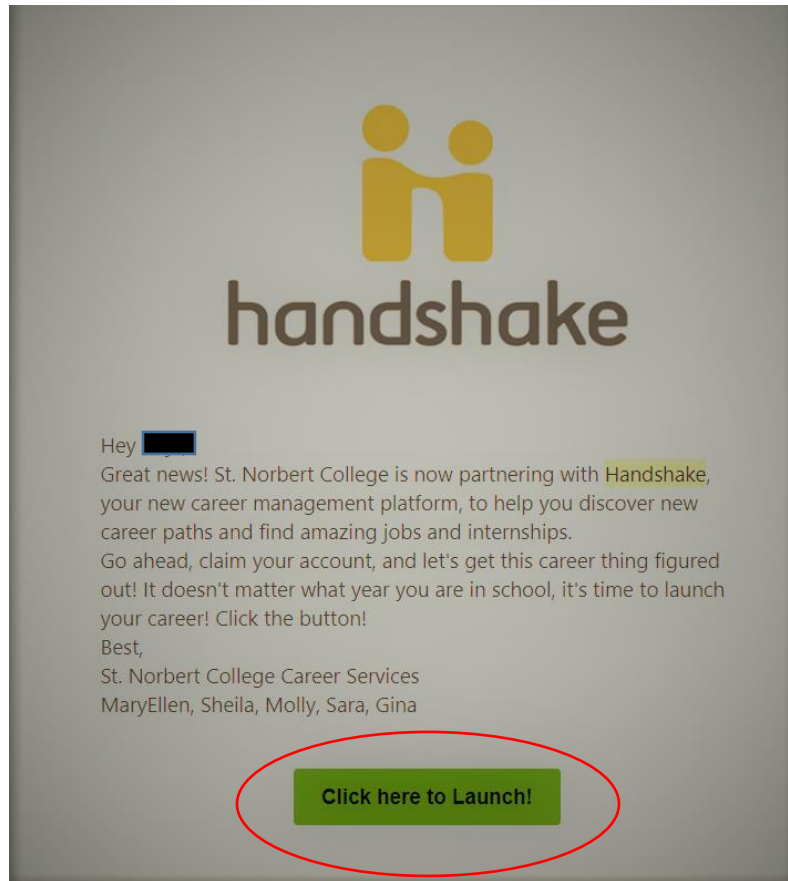


e. Fill out the information to complete and customize your profile!

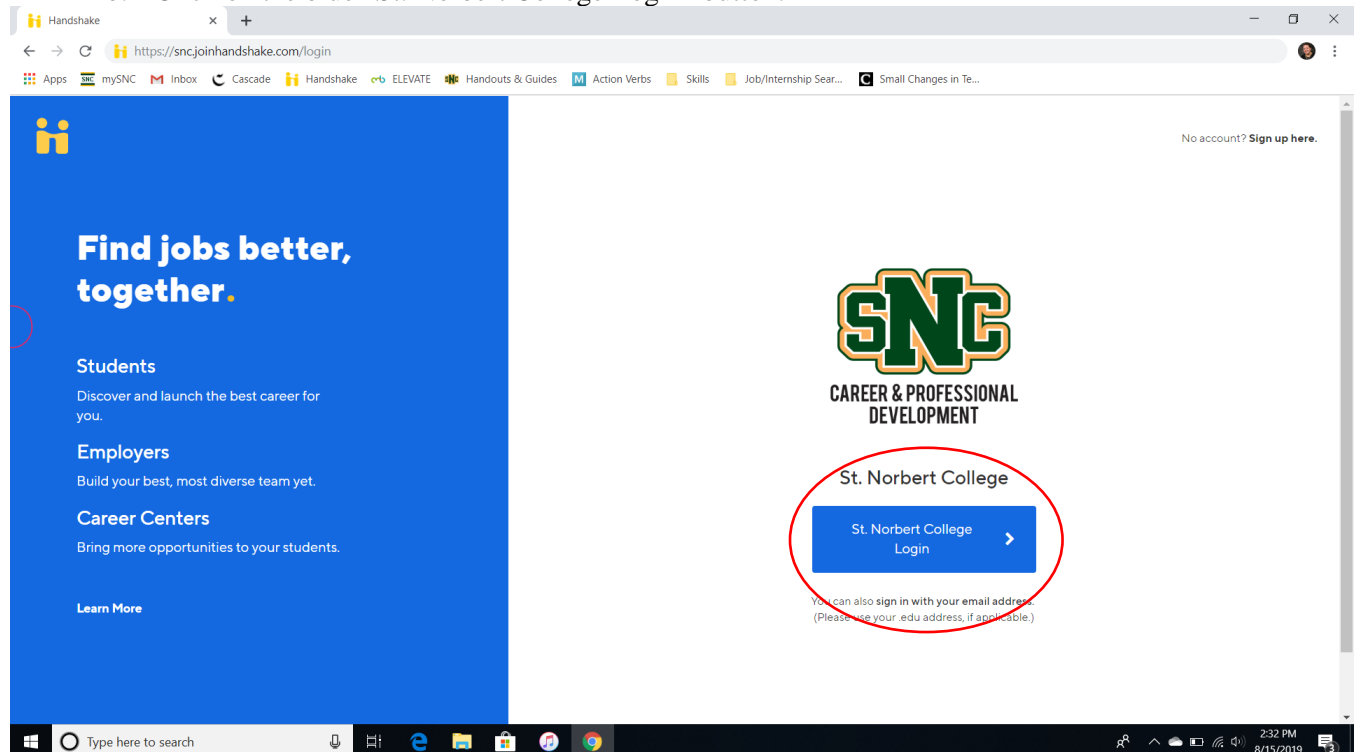
**Continue reading to see how to activate via email link**

2) Activate your account via email link:

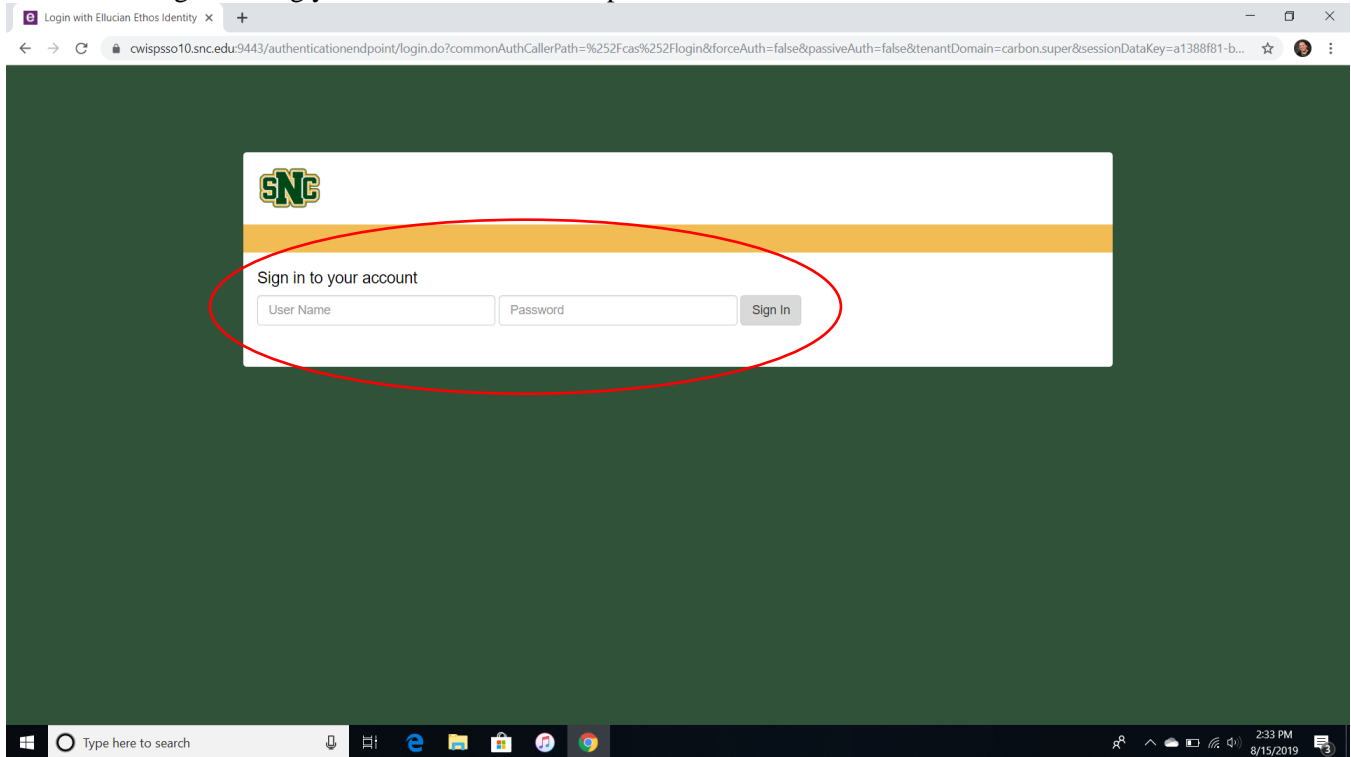
- a. All students should have received an email link from our office via Handshake. The email looks like this:



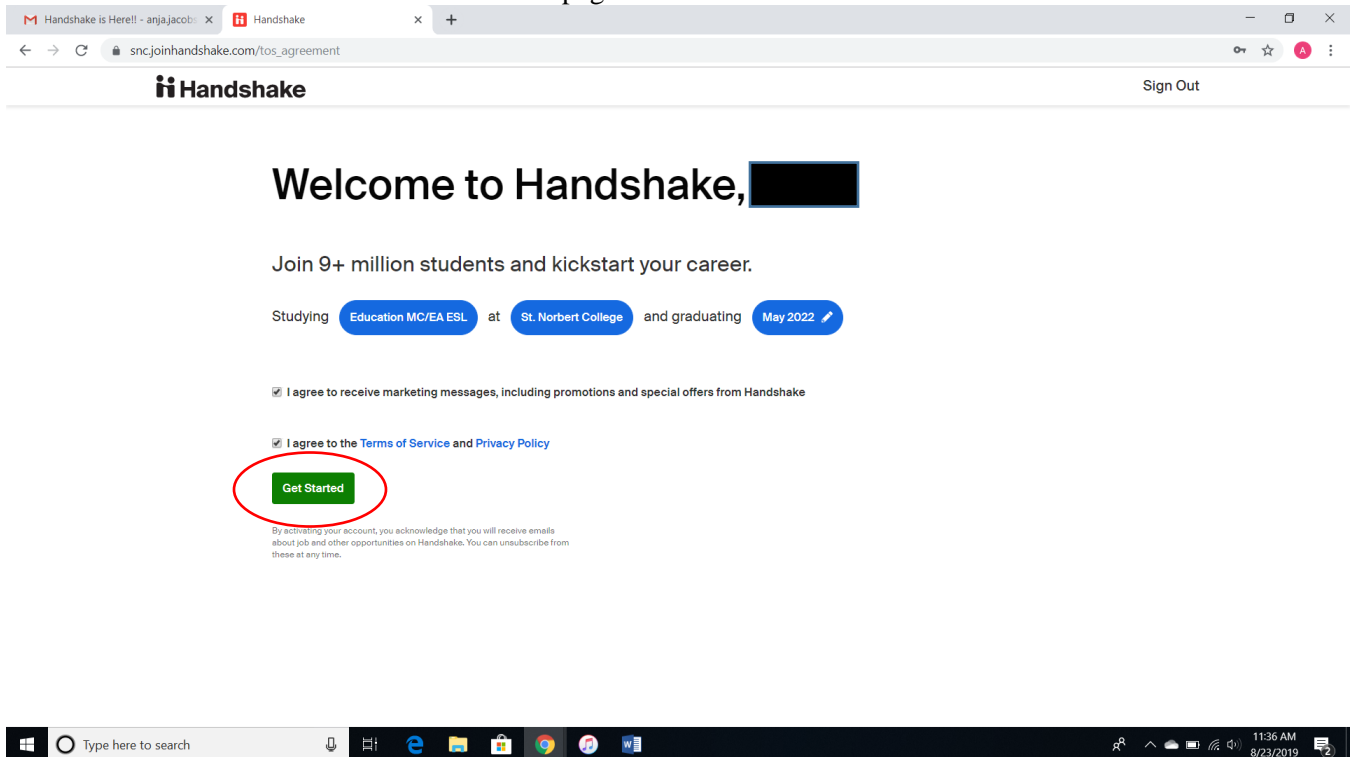
- b. Click on the blue “St. Norbert College Login” button:



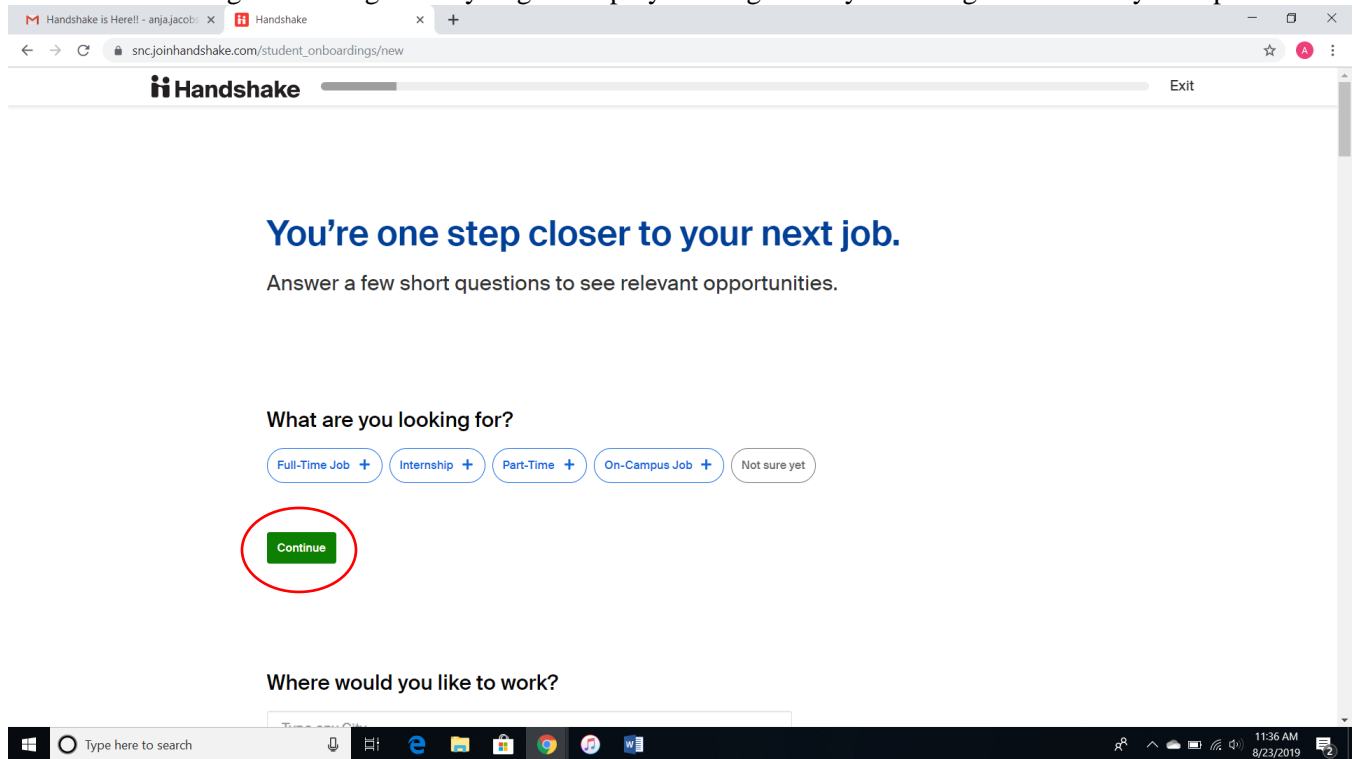
c. Sign in using your SNC username and password:



3) Once you have logged in for the first time, it will walk you through different options to customize your account:  
a. Ensure the information on the first page is accurate and click "Get Started":

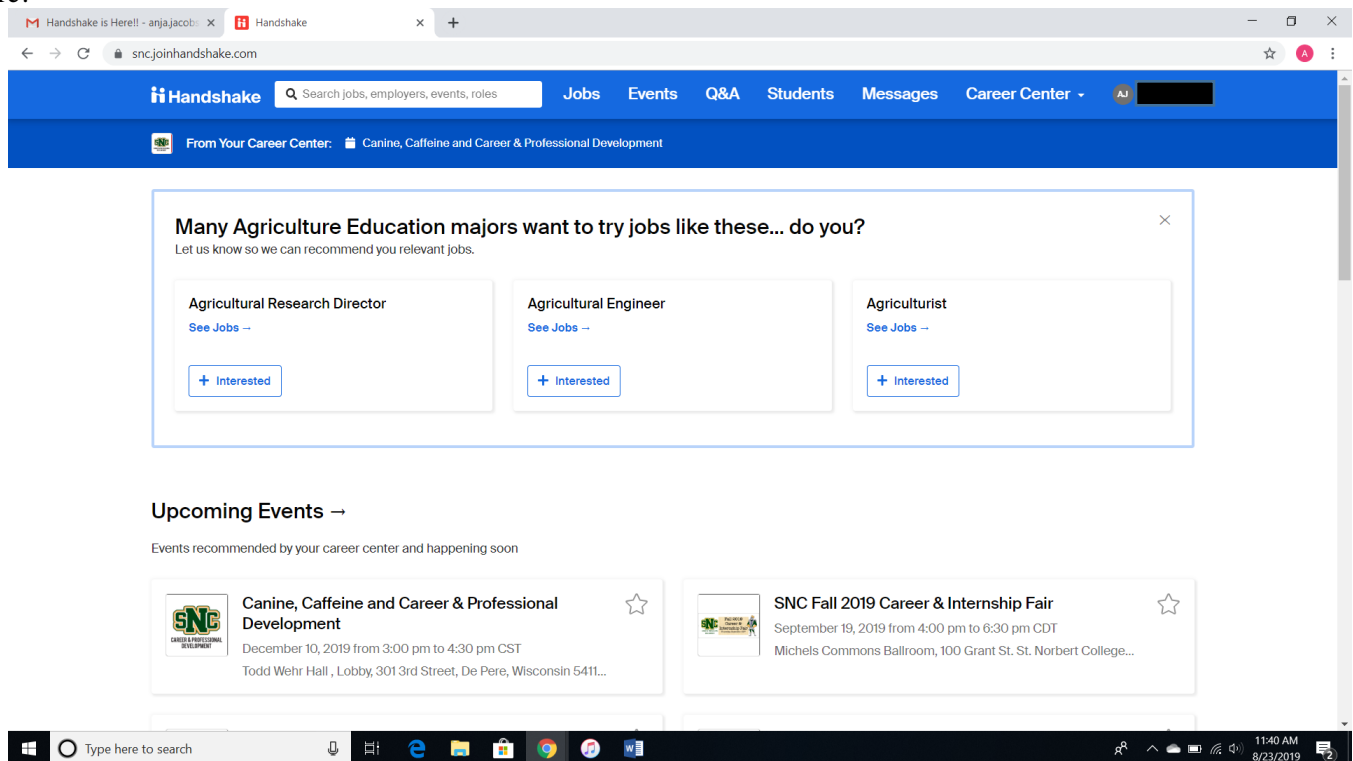


- b. Each item on the next page is aimed at helping Handshake understand who you are and what you are looking for. It's a great way to give employers insight into your strengths and what you hope to find:



The screenshot shows the Handshake onboarding page. The browser address bar displays 'snc.joinhandshake.com/student\_onboardings/new'. The page features the Handshake logo and a progress bar. The main heading is 'You're one step closer to your next job.' followed by the instruction 'Answer a few short questions to see relevant opportunities.' The first question is 'What are you looking for?' with five radio button options: 'Full-Time Job +', 'Internship +', 'Part-Time +', 'On-Campus Job +', and 'Not sure yet'. A green 'Continue' button is highlighted with a red circle. The second question is 'Where would you like to work?'.

Congratulations your profile is active! You can register for events, schedule appointments, look for jobs/internships, and more!



The screenshot shows the Handshake dashboard. The top navigation bar includes links for 'Jobs', 'Events', 'Q&A', 'Students', 'Messages', and 'Career Center'. Below the navigation bar, there is a section titled 'Many Agriculture Education majors want to try jobs like these... do you?' with three job listings: 'Agricultural Research Director', 'Agricultural Engineer', and 'Agriculturist'. Each listing has a 'See Jobs --' link and a '+ Interested' button. Below this section is 'Upcoming Events --' with two events: 'Canine, Caffeine and Career & Professional Development' and 'SNC Fall 2019 Career & Internship Fair'.