



Handshake for Faculty and Staff

Frequently Asked Questions

What is Handshake and what can it do for students?

Handshake is the Ursinus College career management system. Students use Handshake to:

- Search and apply for internships, jobs, externships, on-campus jobs, and on-campus interviews
- Complete the Internship Learning Agreement form for credit internships
- Upload resumes and cover letters for review
- Access online resources to help with career exploration and job searching
- Schedule individual Career Advising appointments

As a faculty member do I have access to Handshake?

Yes. Faculty access Handshake exactly as students do, which allows you to mirror the student experience in Handshake.

Please note: We ask that you **do not submit your resume** to any postings/events and that you make your profile **unavailable to employers** to avoid confusion with employers who are recruiting current students.

How do I log into Handshake?

1. Go to <https://ursinus.joinhandshake.com/login>

(Figure 1)

This link can also be found on the CPD main website page <http://www.ursinus.edu/career>

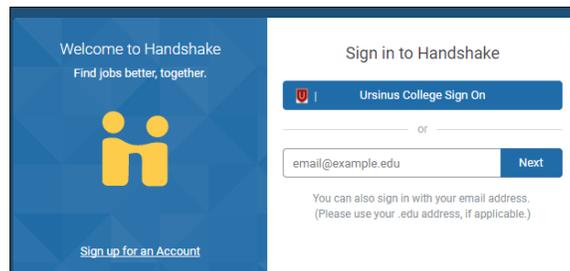


Figure 1: Handshake Sign on

2. Click on 
3. Sign in using your **Ursinus email address** and **network password**. (Figure 2)
4. The first time you log in you will need to answer questions as a “student” about your interests.

Handshake uses this information to determine which jobs/internships a student sees first on their Handshake home page.

As a faculty member, do not select the option, “Allow employers to be able to find and view my profile”. If you select the wrong choice or skip the question, you can fix it by clicking on View Your Profile in the menu, then select the Account tab in the upper right-hand corner. On the account screen, make sure the box for “Allow employers to be able to find and view my profile” is **not** checked.

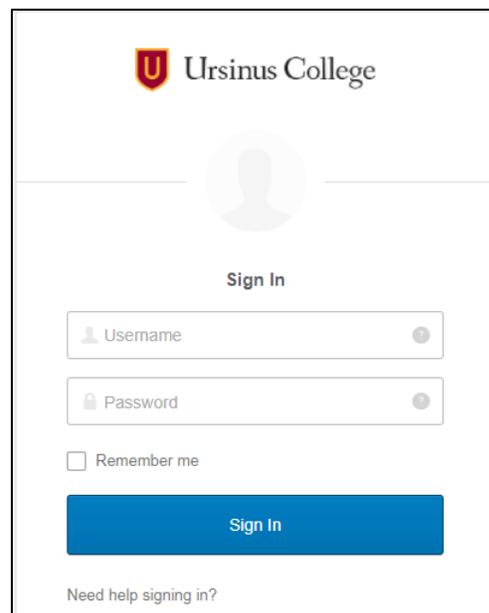


Figure 2: Ursinus Sign on

How do I search for jobs & internships targeted to my students?

1. Click on Jobs in the top navigation bar to search for jobs, internships, and on-campus jobs.



2. On the search bar, selecting all filters provides additional choices.



All filter choices include Job Type, Employer contacts, Job Role, Industry, Employers, Major, Employer preferences, Work authorization, and Labeled by your school.

3. Share a posting by clicking on the job and then copying the URL. (Example URL: <https://ursinus.joinhandshake.com/jobs/775146?ref=postings-search-result>) Students will be automatically directed to the job posting once they log in. You can also just share the 6-digit unique ID number in the URL. The student can type that number into the search bar.

How do I help students with the Internship Learning Agreement (ILA) on Handshake Experience for credit internships?

CPD recommends students meet with their UC Faculty Internship Advisors to:

- Get approval of the experience; discuss when faculty will email the Registrar to add the course to their schedule
- Share their written learning objectives for the internship and get feedback prior to submitting their ILA

Troubleshooting:

- Students can track the completion of the ILA in real time in their Handshake Experience account
 - Students can check for email address accuracy for missing messages to their employer or faculty
- Search for “Handshake Experience” emails to locate your messages to complete the ILA for your student(s)
- Faculty only receive the email to complete the ILA once a student has submitted an ILA on Handshake Experience AND the employer has approved the experience. Save this email, it provides the link for you to get internship information such as site supervisor name and email address, learning objectives, etc.
- Completion of the ILA paperwork in Handshake by the student requires the completion of two evaluations; a midterm evaluation which evaluates the Internship PREP course and final evaluation of the experience.

Tip:

- Adding the guidelines and requirements onto the Department webpage for internships (experiential learning) can help students, staff, and faculty inform students of expectations.
 - For example, the course catalog states internships should include the following activities: completion of the Online Internship Companion Course (Internship PREP) by the end of the first week of commencing the internship; a journal or daily log recording activities and hours, meetings with the faculty internship adviser; a final research paper or other visible product such as a portfolio, video; whenever possible, a public oral presentation of results; completion of an internship evaluation within one week of receipt.

Any member of the CPD staff would be happy to meet with you to help you customize your Handshake account and give you a quick overview of all the great features available.