

Handshake Tips and Tricks

Make a Desktop Tile

Go to MyUW and type “Handshake” into the search box. It will place a tile onto your desktop from which you can easily access Handshake. NO need to remember additional passwords or websites.

Set Notification Preferences

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 events, interview schedules, jobs, career fairs and more.

Complete your Profile, Upload a Resume – Make Both Public For Employers To View

Increase your chances of being seen and discovered by employers specifically seeking out UW-Madison students. Handshake’s algorithms will display jobs, internships, upcoming events and other opportunities on your profile based on your listed experience, skills, and academic program. The more you complete; the more accurate recommendations are made specifically for YOU! TIP: Add key “skills” in your profile to be found easier by employer’s keyword searches (i.e. *policy, data, analysis, python, SIS, etc...*).

Make Sure Your Year in School is Correct on Profile

The time period is editable in the “Education” section of your profile. By not having a correct school year, opportunities to search and apply for events, jobs and interviews may be missed. There can be some confusion for Accelerated students. If your information is incorrect, please contact Nate Doolin ndoolin@wisc.edu for assistance.

Follow Jobs & Companies

Follow or favorite companies and jobs to organize your activities and to-do list. When you follow a job or a company it will alert you if they will be on campus and or have new activity in the Handshake system.

Job Searching

Filters that yield a wider range of results are **job type, job function, and keyword searches**

Tip: some employers will interview students with a lower GPA and/or non-matching major

Save job filter sequence and get email alerts (daily/weekly) by selecting “Job Alerts”

Pay attention to job and on-campus interview deadlines

If you are directed to “Apply Externally” make sure you follow proper steps to submit on company website or external link

Explore student “Reviews” on Jobs and Interviews

Learn more about the individual student experience at a certain company, directly from the student

Quick Hits From the Handshake System

-Over **12,000** national employers have connected in the handshake system with UW-Madison

-Over **2,000** Wisconsin employers have connected in the handshake system with UW-Madison

-Over **500** on-campus career events have been published and over **180** information sessions have taken place on campus

- Over **30,000** jobs have been posted this year in the system. If don’t see what you are looking for immediately, stay with it by logging in and checking periodically. They approve nearly **200** jobs a day and new opportunities arise daily.