Handshake Student and Alumni Quick Start Guide

If you haven't found the answer to your question(s) through our Quick Start Guide, please feel free to call Graduate Student Services (GSS) at 202-994-3788 or email us at esiagss@gwu.edu. Get started by logging into Handshake at https://gwu.joinhandshake.com.

Update Your Profile

- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Hover on your picture or initials in the upper right-hand corner and click on **My Profile** on the drop-down menu.
- There are multiple sections: your journey, education, work experience, organizations, skills, career interests, projects, and courses. Make sure to update each section.
- Click **Save changes** after updating each section.

Upload Your Documents

- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click on your picture or initials and then select **My Documents** from the drop-down menu.
- Click the **Add New Document** button.
- Under **Document Name**, please name the document you will upload, i.e. Elliott School resume.
- Select **Document Type** that will be uploaded; resume, cover letter, transcript, writing sample, etc.
- Click **Select from Computer** to select your document.
- Click **Open**; the file name will appear in the student document tab.
- Click **Add Document.**
- NOTE: Save documents under their document type (e.g., cover letters, references, and writing samples).

Scheduling an Appointment

- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click **Career Center** on the navigation bar and then select **Appointments** from the menu.
- Click **Schedule A New Appointment**.
- Choose the type: **ESIA Graduate Student Career Development Appointments**.
- Choose the subtype for what you would like to discuss.
- Choose the time that works best for your schedule.
- Choose the Appointment medium (in-person, phone call or video virtual), enter the topic for your appointment, and respond to the questions.
- Click **Request**.

Update your Career Interests

- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Hover on your picture or initials in the upper right-hand corner and click on **My Career Interests** on the drop-down menu.
- Fill out the Career Interest survey so that Handshake is able to tailor its recommendations for events, articles, and jobs specifically to your interests that will show up on your home page.
- NOTE: You can also update your Career Interests on your profile on the left-hand side.

Setting up Notifications

- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click on your picture or initials in the upper right-hand corner and then click on **Notifications**.
- Click on **Notification Preferences** under Account Information.
- Choose what and how you want to be notified for various activities, such as events, interview schedules, jobs, documents, and appointments.

Viewing an Event

- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click on the **Events** tab on the navigation bar.
- To search for either an Information Session or Events/Workshop, enter keywords, type, session start date/time, and career center.
- Click on the title of the interested event.
- The next screen will display the event information.

Searching for Jobs and Internships
- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click on the **Jobs** tab on the navigation bar.
- In the Filters, choose the parameters to search for positions by keywords, location, job types, employment type, employer industry, major, school year that most interest you.
- To clear these filters, click on the **Clear All** button on the side of the list.
- Click on the job title to view the details.

Applying for Jobs or Internships
- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click on the specific Job/Internship title to which you are interested in applying.
- Within the job/internship position description, follow the instructions for applying.
- If applying through Handshake, click **Apply Now** and select the specific Resume and any other documents (cover letter, transcript, writing sample, etc.) you want sent to the employer.

Featuring a Resume on your profile
- Log into your **Handshake** account at gwu.joinhandshake.com.
- Hover on your picture or initials in the upper right-hand corner and click on **My Documents** on the drop-down menu.
- Select the specific resume you would like to feature.
- Click the Visible circle under On Profile.

Searching for Employers
- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click on the **Employers** tab on the navigation bar.
- Search for a specific employer by typing the name of employer, industry, city, state, country, keyword, or employer size.

Accessing the Resource Library and Internship Evaluations
- Log into your **Handshake** account at https://gwu.joinhandshake.com.
- Click on the **Career Center** tab in the navigation bar and click on **Resources** on the menu.
- The Resource Library contains tools to help you carry out your career search. It has Career Track Guides for a number of professional fields, as well as Internship Evaluations and application forms for international fellowship and grant opportunities.
- To identify other resource documents, in the search bar conduct a keyword search.