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## CLAIM YOUR ACCOUNT

Complete your profile and make it public so it can be seen by employers on Handshake and by Career Center staff. Your profile cannot be seen by other students. Check that your pre-loaded information is correct. The more information your profile contains, the easier it will be for employers to find you.

### Welcome to Handshake, {Name}

Join 9+ million students and kickstart your career.

I am studying **Information Systems** at **Amaranta University** and graduating **January 2021**

- I want employers to be able to find and view my profile
- I agree to receive marketing communications
- I agree to the [Terms of Service and Privacy Policy](#)

Get Started

By activating your account, you acknowledge that you will receive emails about job and other opportunities from Handshake. You can unsubscribe from these at any time.

Handshake is the Career Center's online career management platform for all MSU students and alumni to access for free. This guide will help you activate and complete your profile.

Access Handshake through the Career Center's website at [bit.ly/mostatehandshake](http://bit.ly/mostatehandshake), through My Missouri State, and directly to [MissouriState.joinhandshake.com](http://MissouriState.joinhandshake.com).

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## SHARE WHAT YOU'RE LOOKING FOR

Let employers know if you're looking for full-time jobs or internships, the geographic region where you would like to work, and the industries you are interested in. Also select up to 5 attributes to let employers know what you're looking for in a company.

Which industries are you interested in?

Type or select any field

Popular for people in your major

Investment Banking | Internet & Software | Management Consulting

Accounting | Commercial Banking & Credit | Investment | Non-Profit

Real Estate | Advertising, PR & Marketing

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## SELECT JOB ROLES

Decide on the job roles that interest you. Suggested roles are those that are most applied to your major. Only roles that exist on Handshake can be selected.

What are you looking for in a company? Pick up to 5 overall.

Company Culture

Mission Driven | Friendly | Fun | Collaborative | Fast-Paced | Meritocracy | High Performance

Values feedback | Supportive | Flexible Work Environment | Socially Responsible | Inspiring Leadership

List of Types of Companies

Startup | High-Growth | Established | Innovative | Well-Known | Non-Profit

Small Company | Mid-Sized Company | Large Company

Company Supports

Women | Black / African Americans | Latine | American Indians | LGBTQ | Asians

Parents | Veterans | People with Disabilities | People of Different Religions

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## HELP EMPLOYERS LEARN ABOUT YOU

Select the skills that you will bring to the job. List your courses that you would like to share with employers. You also may choose to make your GPA visible to employers.

What skills will you bring to the job?

Type or select any skill

Common for students in your major

Microsoft Word | Microsoft Excel | Photoshop | Data Analysis

Java | Customer Service | Microsoft PowerPoint | Project Management

Interaction Design

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## DESCRIBE YOUR EXPERIENCE

Include the organizations and groups you belong to. Provide information on your work and volunteer experiences.

Have you worked or volunteered anywhere?

Type or select any employer

Active employers at Your School

Bain & Company | Walt Disney Company | General Motors | ExxonMobil Corporation

The Boston Consulting Group | Parthenon-EY | Riot Games | Snap, Inc | Google

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## MAKE YOUR PROFILE PUBLIC

If you want employers to see your profile and message you about jobs and internships, you need to make your profile public.

Lastly, we include this section on their profile to make it 100% clear to students if they are currently public and thus allowing their information to be viewed.

This is the state of the profile status section of their profile when it is public to employers:

Your profile is public to employers

Congratulations - more than 125,000 employers can now search for your profile and message you about great jobs and internships.

See Employer View

Make Profile Private

And this is the state of the profile status section of their profile when it is private to employers:

Your profile is hidden from employers

By marking your profile as private, over 125,000 employers cannot search for you or message you about job or internship opportunities.

Make Profile Public

See Employer View