

A large, light pink rectangular graphic that resembles a spiral-bound notebook. It has a series of black spiral rings along its top edge. The text is centered on this graphic.

Handshake 101

A guide for Cuyamaca Students

By Jacquelyn Rico | Cuyamaca Student | Career Center Assistant



Overview

Here is what you can expect to learn on this journey to discovering Handshake:

<u>What is Handshake?</u>	Purpose of Handshake and why its a tool students should use
<u>Getting started on Handshake</u>	Activate your Handshake account and learn how to set up your profile
<u>How to find jobs and internships</u>	How to maximize the benefits of Handshake in order to get job/internship postings that align with your needs
<u>Developing a network on Handshake</u>	Networking explained, its importance, and how you can use Handshake to do so!
<u>Frequently Asked Questions</u>	Answers to questions you may have
<u>Cuyamaca Career Center Resources</u>	In need of further assistance? The Career Center can help!

What is Handshake?

- Handshake is an online job board that connects students, their schools, and potential employers.
- On the website, you can find job and internship listings, upcoming events to build your career, and helpful resources from around Cuyamaca.
- Handshake's mission statement is, "to help every student find a great job and build the foundations of a meaningful career, no matter where they're from or who they know."



Handshake is designed for students and recent alumni. Employers come to Handshake looking for employees with **YOUR** exact level of experience.

Cuyamaca Career Center



Getting started on Handshake

Activate your account:

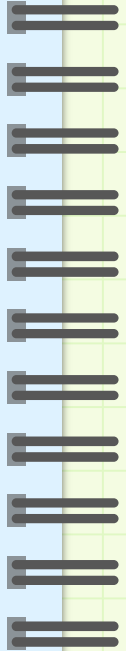
Handshake can be used on either your computer or mobile device. To activate your account, search **joinhandshake.com** and select Cuyamaca as your college.

Getting started:

Now that you're ready to start using handshake, visit **<https://tinyurl.com/starthandshake>** and view the step-by-step instructions to build your profile.

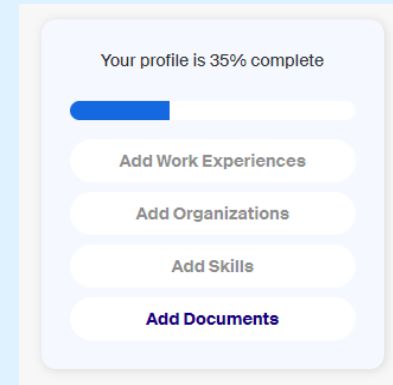
"Now what?"

Great question! By completing your profile, Handshake will begin to give you personalized job and internship recommendations that are more relevant to your career of interest and your likelihood of being messaged by a recruiter will increase!



Jackie's take – Setting up my profile

- One of the tools that I found most handy when completing my profile was the box that shows you your percentage of completion. As I clicked on the blue words, it would prompt me to further upload information until I got closer to 100%, signifying my profile was complete. It felt like a check off list that directed me to the next steps with just one click, making it easier to complete my profile!
- Remember to upload a professional picture of yourself! Having a profile picture will help you receive more engagement. Don't forget that you want to be leaving a good impression on potential employers or networking opportunities, so make sure it's a professional photo of you



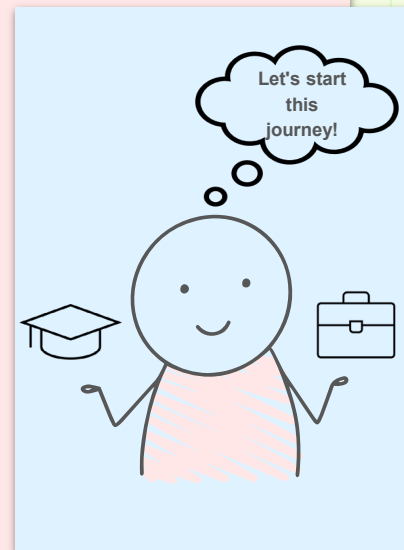
How to Find Jobs and Internships

Filters and Keyword search

Go to the job search page by clicking **Jobs** on the menu bar of your Handshake account. Here you'll see recommended jobs. To narrow them down and make them more specific to what you're looking for, use **filters and key words**. You can add one or more **filters** including **Job type** (including internship, full-time, part-time) and **Location**. The **Employer preferences** filter will show you jobs for which the information you have provided on your profile (Major, School Year, Graduation Date) matches what an employer has specified they need. Lastly, **Keywords** allow you to further specify your filtered jobs by showing you the jobs that have the keyword you have chosen anywhere within the posting.

Save the jobs you like

There are three reasons to be saving the jobs you want to apply for. (1) When you're ready to apply, you'll be able to find them quickly on your dashboard and in the **Saved** tab on the job search tab. (2) You'll start seeing more relevant job recommendations. As you select the jobs you like, Handshake will show you similar opportunities. (3) You'll receive important notifications about your saved jobs, including reminders to apply before the deadline and emails showing you similar jobs to check out. To save a job, click the bookmark icon located on the right side of the job preview or on the left hand side of the job page (above Role Description).




Jackie's take – Finding a Job/ Internship

- One of the key words that I typed into the search bar was "conservation" and our neighbors at The Water Conservation Garden popped up! I made sure to save the internship for later reference. Remember, Handshake will give you job recommendations based on your activity! I also found the feature to the right very helpful in that it tells me right away if I match their candidate preferences or not.

Part-Time - Internship - Unpaid


Workshop Programs Assistant

 **The Water Conservation Garden**
Onsite or remote - El Cajon, CA

About the role

Application deadline	Posted date	Seasonal role
March 1, 2024 12:00 AM	August 25, 2023	(8/21/23 - 11/1/23)

US work authorization
Not required

 [Quick Apply](#)

You match all of The Water Conservation Garden's candidate preferences

Employers are more likely to interview you if you match these preferences:

- ✓ GPA
- ✓ Majors
- ✓ School Year

Employer does not require work authorization.

Jackie's Take – More Tips!

- While looking for jobs, I came across some awesome organizations that although aren't hiring right now, still have information up on Handshake! I made sure to follow them so that I can get notified when applications open. Another great feature I saw was that students can post questions for past employees to answer! Past employees are also able to leave reviews of their experience and interview tips.

Employers you follow



Following

The Marine Conservation Institute
NGO
10 - 50 employees



Following

Living Coast Discovery Center
Animal & Wildlife
10 - 50 employees



Following

Archipelagos Institute of Marine Conservation
Environmental Services
10 - 50 employees

Can anybody describe the normal activities of an aquarist intern at Living Coast Discovery Center?

A Anonymous

[aquarist intern](#) [internship](#) [day in the life](#) [non-profit](#) [zoo](#) [aquarist](#) [living coast discovery center](#)



Isabel Rascon

Former Intern Aquarist at Living Coast Discovery Center
Alumni - General Biology - University of California San Diego

5 years ago

I usually start my day, recording temperatures of various exhibits either by reading off a temperature gauge or using a thermometer. After that, I do meal prep; this means cutting, weighing, and sorting fish into containers for all the marine animals at the discovery center. We also care for reptiles and a few insects; to do this we prepare a lot of vegetables and handle crickets as well as mealworms and super worms. For the rest of the day, we do feedings and, in between feedings, we clean and maintain exhibits. On some days, we have to do public talks on a specific exhibit for 5-10 minutes. At the discovery center, there is always something to do and is very active.



2 people found this helpful

[Ask Isabel more about this answer](#)

Developing a network on Handshake

What is networking?

If you've ever met new people and built a relationship that helped you learn something or achieve a goal – you've networked! Networking simply means connecting with people and cultivating a mutually beneficial relationship.

Why is it important?

Networking is one of the most valuable skills you can develop as a student because you will use it through your career. It'll play a major role in how you find new jobs and professional opportunities. People in your network can give you career advice, insight into a new role or industry, or connect you to someone at an employer you want to work for.

How to use Handshake to network:

A helpful feature on Handshake is that it gives students the ability to directly chat with alumni from your school. It can bring a sense of relief to know that someone who attended Cuyamaca has a job at a desirable company but reaching out and connecting with graduates can provide you with even more knowledge and exposure for the role you're applying for. Talking to former students who attended Cuyamaca can help put your career in perspective and push you onto the path you're aiming for. Attending virtual career fairs on Handshake is another great way to network! Cuyamaca is able to host network chats at virtual career fairs and give students the potential to make a connection.



Frequently Asked Questions

Which parts of my Handshake profile are most important to include?

- Handshake uses your major and job interests to recommend opportunities to you; including job type, job location, and job roles.

What are the top things employers search for?

- The most popular fields that employers use to find students they'd like to message include the work experience, skills, clubs, and organizations listed on a student's profile.

Why should I make my profile public?

- Employers can find and view your profile only when you make it visible to them. Making it public allows you to show up when they're searching for students to recruit for jobs and internships. Your profile can also be visible to other students, so you'll be able to connect with them for advice!



Cuyamaca Career Center Resources



Resume Assistance

Having a well written and professional resume on your Handshake is important so that you can make a good impression on potential employers! The Cuyamaca Career Center provides guidance and reviews of student resumes. Visit <https://tinyurl.com/cuyamacaresume> for more information.

Career Counseling

Cuyamaca offers career counseling and guidance for choosing a major, creating a career-educational plan, and career assistance for students! Visit <https://tinyurl.com/careercuyamaca> for more information.