



# Handshake for Faculty & Staff

FACULTY RESOURCE PAGE: <http://careers.cua.edu/employer/Faculty.cfm>

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## ***What is Handshake?***

Handshake is The Catholic University of America's career management system which students can use to:

- Search and apply for internships, jobs, and on-campus interviews
- Have a tailored job search platform based on career interests
- Learn about employer events such as career fairs, information sessions, webinars, etc
- Discover employers across the country and start making connections!

## ***What are the benefits of faculty and staff having access to Handshake?***

Since faculty and staff have an account which mirrors the student experience, you can help students discover the power of Handshake by:

- Gaining first-hand experience in the use of the system to help students navigate Handshake
- Discovering and sharing internships, jobs, and career-related events with your students

## ***Please use this guide to help you with the following:***

- [How Do I Log Into Handshake?](#)
- [How Do I Create My Profile?](#)
- [Permissions for a Faculty/Staff Account](#)

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andshake Highlights:

- 200,000+ employers using Handshake
- Approximately 4,000 unique employers posted 6,000+ internship and full-time career opportunities in Fall 2017
- Students can learn about and/or connect with employers
- CUA students can read other CUA student profiles

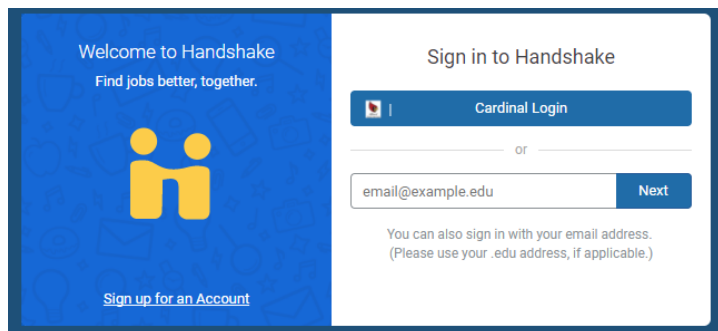
*The Office of Career Services is available to meet with you to help customize your Handshake account, provide a quick overview of all the features of Handshake. We are also available for classroom Handshake presentations for your students. Please contact our office at [careers@cua.edu](mailto:careers@cua.edu) or 202.319.5623.*



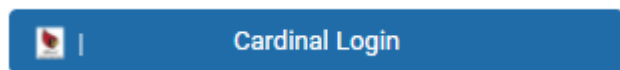
**THE CATHOLIC UNIVERSITY OF AMERICA**  
*Office of Career Services*

## How do I log into Handshake?

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



2. Click on Cardinal Login



3. Enter your CUA Login Information

Now that you have logged in, proceed to [Creating Your Profile](#).

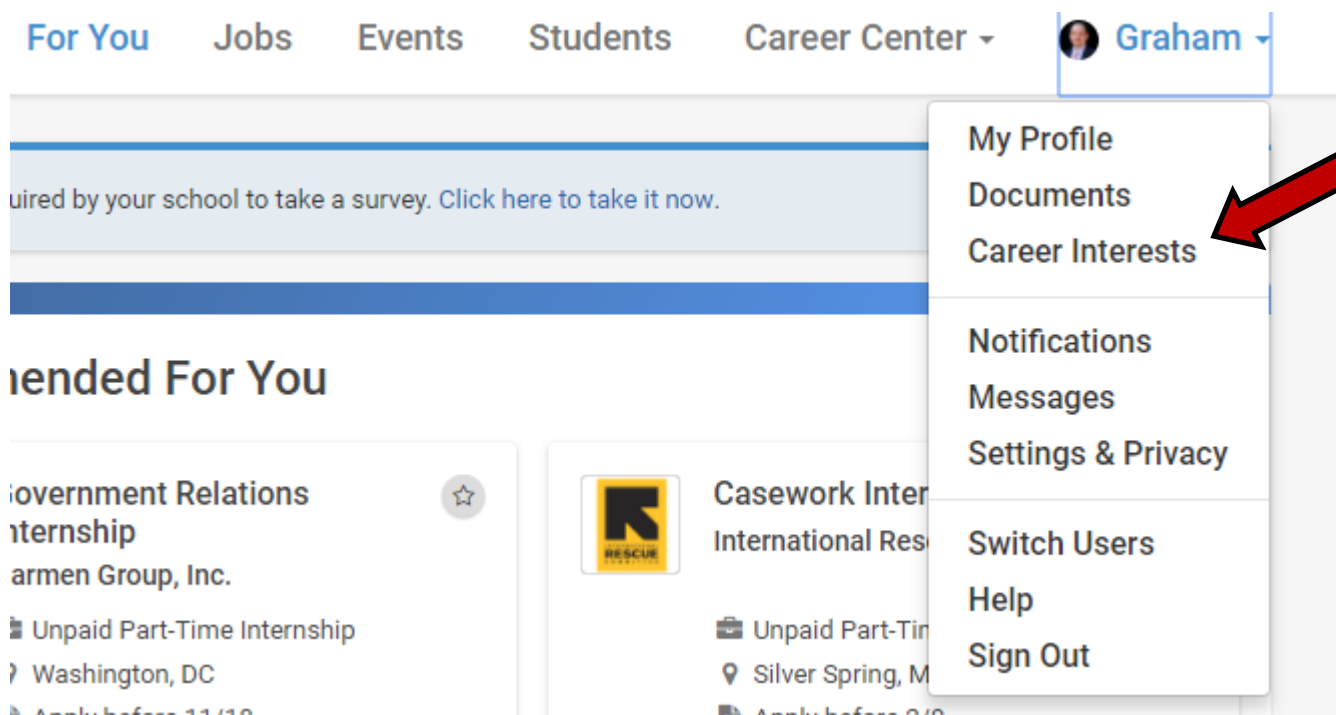
### How do I create my profile?

When you log in the first time, you will need to create your profile. By completing your profile, Handshake can tailor opportunities for you!

1. Click on the arrow next to your name which is located on the far right of the screen.



2. Select 'Career Interests' and complete the 5 questions on the screen based on your industries and kind of jobs which are related to your academic field. *\*\*\*Please disregard the remaining options in the dropdown.*



3. Handshake Headers: Sections You Can Search/Utilize

- **For You:** this is your personalized job board based on the information you provided in 'Career Interests' as well as pulls together jobs similar to those you may have viewed. Additionally, you find job categories which may peak a student's interest.
- **Jobs:** This is your typical job board which allows you to filter on keywords, majors, etc. Under this section, you can also check on job applications submitted, upcoming On-Campus Interviews, and research all employers who are using Handshake including those who are not currently recruiting at The Catholic University of America.
- **Events:** Students can review upcoming employer events such as information sessions, webinars, and career fairs.
- **Students:** If a student has their profile public to other Catholic U students, he/she can review their profiles and see what internships, jobs, and student organizations they have completed.
- **Career Center:** Students can find career resources and requested student surveys.

## Faculty & Staff Handshake Permissions

Please use this chart which shows your permissions. If you have any questions, please contact our office at [careers@cua.edu](mailto:careers@cua.edu).

- **My Profile:** Allows you to view and adjust your profile
- **Documents:** Students can upload resumes, cover letters, transcripts, and other documents
- **Notifications:** You can adjust the pre-set notifications, *if desired*
- **Messages:** If anyone messages you through Handshake, you can view them here. *Please do not message through the system.*
- **Settings & Privacy:** Your account information is located here. *Under Privacy, your Profile Visibility to Employers should be off*

Sections	Permissions
My Profile	Do not use
Documents	Do not use
Career Interests	Please complete this section to receive tailored Handshake information
Notifications	You can adjust your notification preferences to suit your needs
Settings & Privacy	Do not use
Help	General information on using Handshake

**Important Note:** If you are interested in reaching out to an employer listed in Handshake, please contact the Office of Career Services at [careers@cua.edu](mailto:careers@cua.edu) or 202.319.5623.