

The Gamecock's Guide to HANDSHAKE



This is YOUR Job Search Tool

Handshake is the Career Center's online career management platform.

What can you do on Handshake?

APPLY

Work-study jobs, part-time jobs, full-time jobs, internships, co-ops, and other career opportunities

RESEARCH

Employers who want to connect with the University of South Carolina to recruit students

RSVP

Career fairs, networking events, and employers' information sessions

CONNECT

Message and network with employers and peers, schedule coaching and career studio appointments

ENGAGE

Handshake feed for career insight from peers, updates about internships, co-ops, and jobs

Get Started!

1

LOGIN

- Scan the QR code or visit sc.joinhandshake.com.
- Enter your USC email and password to set up* your account.

**Some information has been pre-loaded to your profile*

Scan or
click me!



2

PERSONALIZE PROFILE

- Select your initials (upper right). Select your **Career Interests**: job type, job roles/functions you are interested in, career clusters, where you want to live, and more. This helps Handshake recommend opportunities that fit you based upon your interest survey and profile.
- Select the **My Profile** option to complete sections.
- **Add data** to Education, Work & Volunteer Experience, Organizations, Courses, Projects, and Skills.
- Once your profile is complete, we encourage you to **make your profile public** so it's visible to employers.

Your profile is almost ready! Next, upload your resume and start searching.

Need help with your resume? Schedule a resume review appointment with the Career Center.

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UPLOAD DOCUMENTS

- Select your initials (upper right). Select **My Documents**.
- Add your **Resume** to your Handshake account.
- We recommend scheduling a **resume review appointment** with the Career Center before posting to Handshake.



Career Center

UNIVERSITY OF SOUTH CAROLINA

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FIND JOBS AND APPLY

X
Filters

Employment type

☐ Full-Time
☐ Part-Time

Job type

☐ Job
☐ Internship
☐ On Campus Student Employment
☐ Cooperative Education
☐ Experiential Learning
☐ Volunteer
☐ Fellowship
☐ Graduate School

- Select **Jobs** and use filters to find relevant vacancies. Common filters include: Location, Job Type, Industry, Employers, or South Carolina Collections. You can **tag jobs** to save, **follow** employers, and create a **saved search**.
- Select the **Apply** or **Apply Externally** button: add the application documents directed by the prompts.
- Carefully **follow application instructions** included on the job profile.



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REGISTER FOR EVENTS

- Select **Events** to find upcoming events and fairs — both in-person and online. You can filter events by category, career center, date, and more.
- Search upcoming **Career Fairs**, where you can register and view attending employers.



Register

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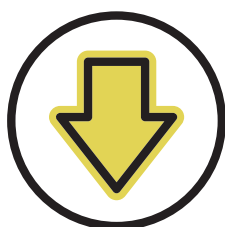
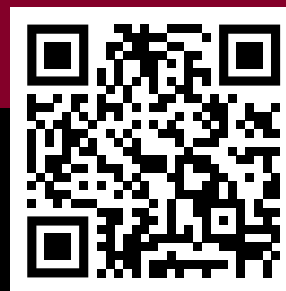
ENGAGE WITH EMPLOYERS AND YOUR FEED

- Make your profile public through **Settings** by selecting **Community**. This opens the opportunity for networking on Handshake.
- If enabled, **message employers** any questions about their positions in Handshake and let them know you are interested.
- Regularly **check your feed** to discover updates from the Career Center, employers and Handshake.

Keep using Handshake throughout your University of South Carolina career!

Next steps:

Talk with a Career Coach for one-on-one assistance.
Scan or click here or visit sc.joinhandshake.com to get started!



KEEP GOING FOR MORE HANDSHAKE INSIDER TIPS!

Handshake Insider Tip: Notifications

Ever missed an interview invite because you didn't notice the alert? Those little numbers at the top of your Handshake screen are your notifications — reminders about jobs, events, and interviews.

To make sure you're in the loop:

1. Click your initials or photo (top right) → **Notifications**.
2. Select **Edit Notification Preferences**.
3. Choose how you want updates:
 - **Notification** = in-app alerts
 - **Email** = messages to your inbox
 - **Push (Mobile)** = text reminders

Double-check your settings so you never miss an opportunity!

Handshake Insider Tip: Profile Photos

Adding a photo to your Handshake profile is optional — and safe to skip. Employers shouldn't be judging by appearance, and Handshake gives you control over visibility.

Your options:

- No photo? Your initials will show instead — no penalty.
- Upload one? You can **hide it from employers**; only you and the Career Center will see it.
- Want to preview? Use the "View as Employer" button to see what they see.

If you do add a picture, choose a clean, professional headshot — think LinkedIn, not Instagram.

Cocky knows how to headshot!



Handshake Insider Tip: Understanding Qualifications

See "Some Qualifications Missing"? Don't panic. You can still apply.

Handshake checks info like your major, GPA, school year, and work authorization. Some details come from the Registrar (and can't be edited in Handshake). If your data looks off, contact the Registrar. If some of your information changes mid-term (like your major), you may not see those updates until the following semester.

When you apply, add a cover letter explaining your fit and why Handshake may not reflect that — it can make all the difference!

BONUS: Update your expected graduation date in your profile. Employers often filter by this, so keeping it current helps you get found.

Handshake Insider Tip: Scheduling Appointments

You can book Career Center appointments right in Handshake.

1. Click the **Career Center** tab in the left hand menu → **Appointments** → **Schedule a New Appointment**.
2. Choose your **Category** (college, grad student, alumni, etc.).
3. Pick your **Appointment Type**, then a time that works.
4. Select your meeting format: **Virtual** or **Face-to-Face**.
5. Hit **Request** — you'll get a confirmation when approved.

Need to cancel? Just change the status to "Cancelled."

Handshake Insider Tip: On-Campus Interviews

To find and sign up for campus interviews:

1. Go to **Jobs** → filter for "Interviewing on Campus."
2. Apply to a job, then watch for a message that you've been selected.
3. When sign-ups open, claim a time slot under **Interviews**.

Need to switch slots? You can **Request Swap**, **Leave Slot**, or **Switch to Slot** if another time's open. Keep notifications on so you don't miss your chance.



Career Center

UNIVERSITY OF SOUTH CAROLINA

Check out all of our resources at sc.edu/career!

CONNECT WITH US

sc.edu/career
career@sc.edu
803.777.7280
@uofscareers

VISIT ONE OF OUR THREE LOCATIONS

University Career Center (Thomas Cooper Library, Level 5)
College of Engineering & Computing (Swearingen, 1A03)
Graduate Student Career Services (Thomas Cooper Library, Level 5)
Pre-Professional & Graduate School Advising (Sumwalt, 208)

