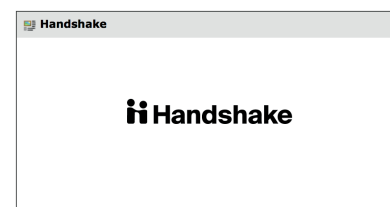
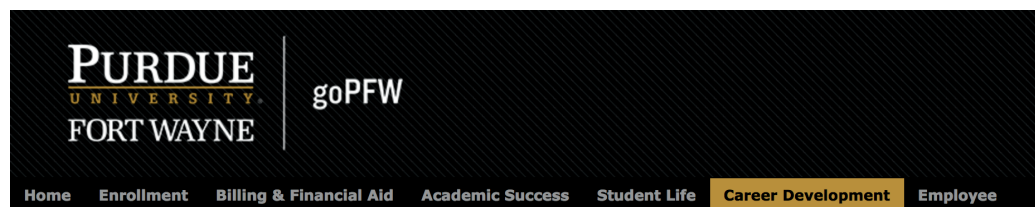


CAREER SERVICES WALKS YOU THROUGH USING Handshake

LOGGING ONTO HANDSHAKE:

A. Access goPFW -> Career Development tab -> Click on Handshake



Or...

B. Go to pfw.joinhandshake.com

Log on with your student Purdue Fort Wayne University account

VIRTUAL RÉSUMÉ CRITIQUE:

Submit your résumé through Handshake for an online résumé critique. Once your résumé has been uploaded, one of our staff members will get back to you within roughly 48 hours.

- In the search bar at the top of the page, type Virtual Résumé Critique
- Click on Quick Apply on the Virtual Résumé Critique- NOT AN OPEN JOB posting
- Upload your résumé in a PDF format
- Once your résumé has been uploaded, click Submit Application
- You will then get a confirmation email that we have received your résumé submission

SCHEDULING AN APPOINTMENT:

You can schedule a career counseling appointment with someone from our office through Handshake. You can see the staff availability and pick a time that works best with your schedule.

- Click the Career Center tab at the top of the page
- Scroll down to Appointments
- Click on Schedule A New Appointment in blue
- Choose a category: Undergraduate Students, Graduate Students, International Students, & Alumni
- Next choose appointment type for either 30 min or 60 min *Mock Interviews are required to be 60 min*
- The next screen will show you the days appointments are available for, choose a day and time that works best for your schedule
- In the "What can we help you with?" box, be as specific as possible in order for the staff to better assist you
- If you are enrolled in the Endorsed program and would like to receive credit for the appointment, select Yes in the box "Is today's appointment going to be used toward the completion of the Endorsed program," otherwise, select No

REGISTERING FOR CAREER EVENTS:

Click on Events at the top of the page.

- Immersion Excursion
- Career Connections and Cuisine
- Lunches with Leaders

APPLYING EXTERNSHIPS:

Externships are 2-5 day mini-internships that occur over summer, fall, and spring break. It is highly recommended to do a résumé review and mock interview before applying for an externship.

- Type Externship Program in the search bar at the top of the page
 - Externship Program (Summer, Fall, Spring 20XX) will show up
 - Click on Apply in green
 - Upload your résumé and cover letter
 - Once you have submitted your application, make sure to sign up for an interview slot
- *You will receive an email from Handshake notifying you when you are eligible to sign-up**

SEARCHING FOR WORK-STUDY/ ON-CAMPUS JOBS:

WORK-STUDY:

Check your financial aid award on go.pfw to verify that you have been awarded Work Study funds. You will then need to stop by Career Services in KT 109 to show that you have been awarded Work Study or take a screen shot of the screen and email it along with your name to careerservices@pfw.edu. Once your Work Study funds have been verified, we will mark you as eligible in Handshake so you will be able to apply for Work Study jobs. To find all Work Study jobs after logging in and going to the Jobs screen, click on Filter and check the Work Study box.

ON-CAMPUS:

- Log onto Handshake
 - Click on the Jobs tab at the top of the page
 - Click On-Campus under the search bar
- *Many on-campus jobs are work-study, check the descriptions**

CONNECT WITH US!

Twitter, Facebook, or Instagram at [PurdueFWCareer](#)

Kettler Hall, Room 109 | 260-481-0689 | pfw.edu/career | careerservices@pfw.edu

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