

Handshake Step-by-Step Sign-up Instructions for Career Connections Event

FRIDAY

SEPTEMBER 14



Engineering Career Connections

Register to participate in a mock interview, have your resume reviewed, practice your networking skills or have your headshot updated for your LinkedIn profile!

**James & Gay Hardymon Center for Student Success,
F. Paul Anderson Tower (FPAT), 3rd Floor
10 a.m. – 4 p.m.**

Registration open **August 28 – September 11** on Handshake
Go to uky.joinhandshake.com
click on "On-Campus Interviews" and then look for the event names



Career Development Offices

**James & Gay Hardymon Center for Student Success
3rd Floor FPAT**



email: engrcareer@uky.edu
website: www.engr.uky.edu/careers

1. From the Handshake landing page, click on your name or profile initial “logo” to upload resume. *If you have resume already uploaded, go to step #4*

Handshake Search For You Jobs Events Career Center **JB John**

JB John Beck

Profile Strength

Profile Visibility

Employers can't find your profile.

Make it visible to gain access to even more opportunities.

Make Profile Public

Suggested by Your School

- 2017 Fall University of Kentucky Part-Time Jobs Fair
Thu, Sep 14, 11-2pm
White Hall Classroom Building
- AppleCare College Program Information Session
Thu, Sep 14, 2-3pm
Room 311 Gatton College of Business & Economics 550 S Limestone, Lexington,

Jobs Popular Among Computer Science Majors

- ACCEL Retail Bank Development Program...**
PNC Financial Services
Full-Time Job
United States
Apply before 9/22
- PEAK6 Trading Associate - Entry Level**
PEAK6 Investments
Full-Time Job
141 W Jackson Blvd, Chicago, IL 6060...
Apply before 10/13

50 jobs

Jobs Near Kentucky

Monomoy Capital Partners, Louis T. Roth & Co., PLLC, Miller, Mayer, Sullivan, & Stevens, LLP, and 35 more...

50 jobs

Upcoming Events at Kentucky

2017 Fall Accounting Internship & Career Fair, 2017 Fall University of Kentucky Part-Time Jobs Fair, 2017 Fall College of Agriculture, Food, and Environment Career Fair, and 27 more...
9 career fairs, 27 events

Jobs Popular Among Computer Programming Majors

PNC Financial Services, PEAK6 Investments, Frank Jenkins Law Office, and 38 more...
50 jobs

Employers Active on Campus

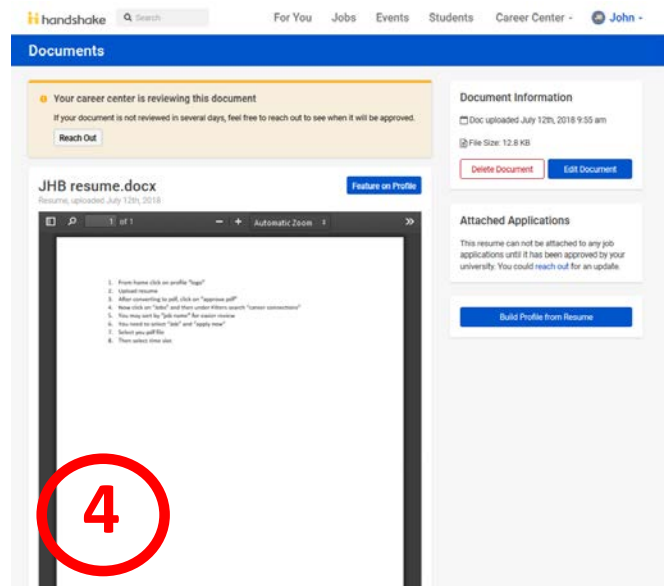
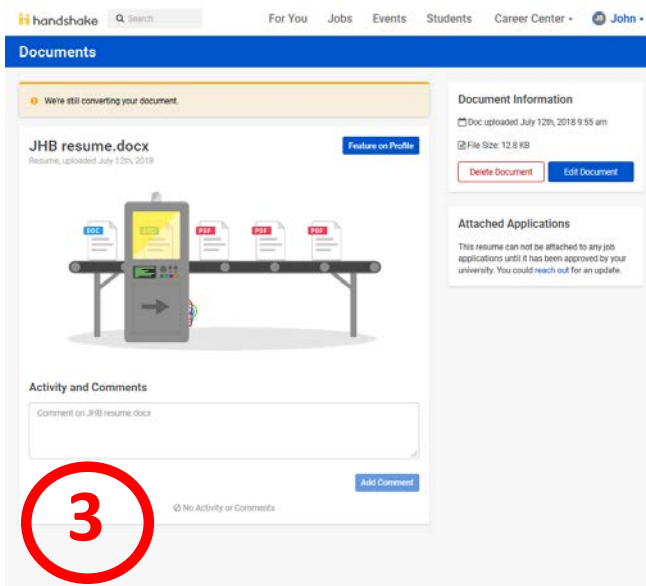
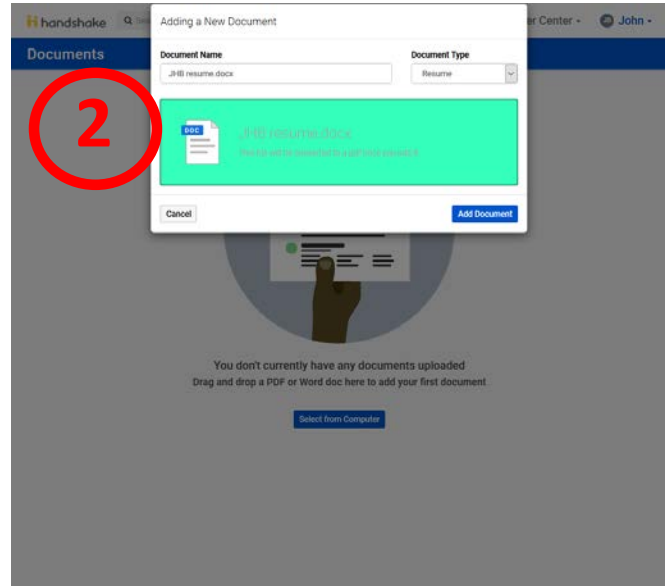
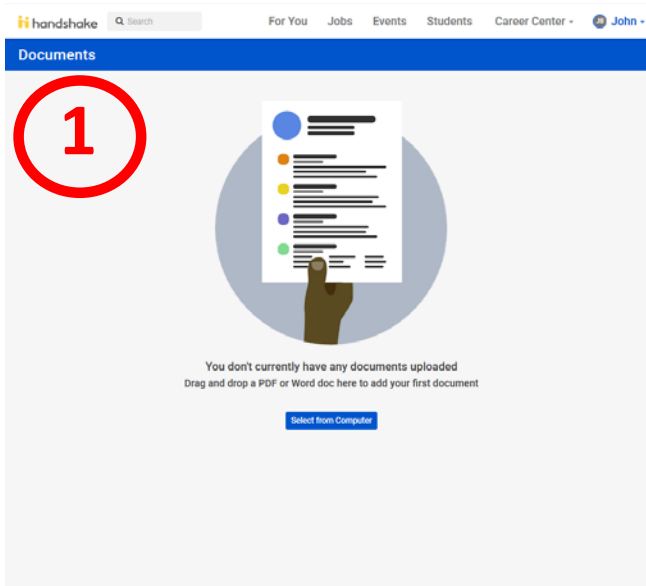
- BKD** Full-Time Associate - Audit
- BKD** Full-Time Associate - Tax

2. Scroll down the page to click on the green “Upload” box to upload your document or revised document*

The screenshot shows a LinkedIn profile for John Beck, a Bachelor's graduate from the University of Kentucky in Computer Science - Computer Engineering. The profile is currently private. The 'Documents' section is highlighted with a red box and an arrow, showing a green 'Upload' button. The profile also includes sections for Education, Work Experience, Organizations, Courses, Projects, and Personal Information.

* If you have already uploaded your resume, skip to step #4

3. After uploading your document (1), select your document (2), the system will convert it to a pdf (3)



(4) If you receive a message that the Career Center needs to approve your resume, please email: EngrCareer@uky.edu and notify us ASAP! You must have an "Approved Document" to apply and select a time slot

NOTE:

To check the status of your document(s), click on your “name” and then select “documents”...

The screenshot shows the Handshake user interface. At the top, the navigation bar includes 'handshake', a search bar, and links for 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile icon labeled 'John'. The user profile icon is highlighted with a red box. A dropdown menu is open from the profile icon, showing options: 'My Profile', 'Documents' (circled in red), 'Career Interests', 'Notifications', 'Messages', 'Settings & Privacy', 'Switch Users', 'Help', and 'Sign Out'. The main content area shows 'Jobs & Events For You' and 'Discover Students at Kentucky' with profiles of Jack Kerby and Melissa Shank.

now you can view status of your documents

The screenshot shows the 'Documents' page in Handshake. The page has a blue header with the word 'Documents'. Below the header, there is a section for 'Resumes' with a table of documents. The table has columns for 'Name', 'On Profile', 'Date Added', and 'Status'. The document 'JHB resume.docx' is listed with a status of 'Approved', which is circled in red. There are also sections for 'Cover Letters', 'Transcripts', and 'Other Documents', each with a message indicating that no documents have been uploaded and a link to 'upload one?'. At the bottom of each section, there is a button to 'Add New Document'.

Name	On Profile	Date Added	Status
JHB resume.docx	Visible	July 12th 2018	Approved

*If your document needs to be approved your resume, please email: EngrCareer@uky.edu and notify us ASAP!

4a. Now click on “Jobs”

4b. Select “On-Campus Interviews”

4c. Then under “Filters” search for:
career connections

The screenshot shows the Handshake website interface. At the top, the 'Jobs' link in the navigation bar is circled in red. Below it, the 'On-Campus Interviews' link in the sub-navigation bar is also circled in red. A large red arrow points from the 'On-Campus Interviews' link down to the 'Filters' section on the left. In the 'Filters' section, the search box contains the text 'career connections' and is highlighted with a red box. Below the search box, there are several filter categories: Industry, Employer, Job, Interview Type, Label, Not Labels, Timeline Status, Career Center, Date, and Categories. The 'Industry' filter shows 'Higher Education (3)' selected. The 'Employer' filter shows 'University of Kentucky College of Engineering (3)' selected. The 'Job' filter is expanded, showing 'Interview Dates: Sep 14' and 'Apply Deadline: Sep 11, 2018'. The 'Interview Type' filter is expanded, showing 'Mock Interviews' and 'Resume Reviews'. The 'Label' filter is expanded, showing 'Not Labels'. The 'Timeline Status' filter is expanded, showing 'Practice Networking Event'. The 'Career Center' filter is expanded, showing 'Include Completed Interview Schedules'. The 'Date' filter has 'From...' and 'To...' input fields. The 'Categories' filter has an 'Include Completed Interview Schedules' checkbox. On the right side of the page, there are three event listings from the University of Kentucky College of Engineering: 'Career Connections - Resume Reviews', 'Career Connections - Mock Interviews', and 'Career Connections - Practice Networking Event'. Each listing includes the event title, interview dates, apply deadline, and higher education status.

4d. You can select which event you are interested in participating. You may select **ONE** Mock Interview time slot and **ONE** Resume Review time slot.

You may also participate in the Practice Networking event separately or in conjunction with the other events but it has limited time slots available.

5. Depending on the event selected, you will see a list of all “Related Jobs” available depending on event selected

The image displays three screenshots of the Handshake website, illustrating the process of selecting a career event and viewing related jobs. Red arrows indicate the flow from the event selection to the 'Related Jobs' list.

Event 1: Engineering Career Connections - Resume Reviews

- Employer: University of Kentucky College of Engineering
- Name: University of Kentucky College of Engineering - Career Connections - Resume Reviews
- Interview Schedule Type: Open
- Current Status: Pre Application Period: about 2 months remaining
- Apply Start: Tuesday, August 28th 2018 8:00 am
- Apply End: Tuesday, September 11th 2018 5:00 pm
- Interview Date: September 14th 2018
- Related Jobs: Engineering Career Connections - Resume Reviews (University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time)

Event 2: Engineering Career Connections - Mock Interviews

- Employer: University of Kentucky College of Engineering
- Name: University of Kentucky College of Engineering - Career Connections - Mock Interviews
- Interview Schedule Type: Open
- Current Status: Pre Application Period: about 2 months remaining
- Apply Start: Tuesday, August 28th 2018 8:00 am
- Apply End: Tuesday, September 11th 2018 5:00 pm
- Interview Date: September 14th 2018
- Related Jobs: Engineering Career Connections - Mock Interviews (University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time)

Event 3: Engineering Career Connections - Practice Networking Event

- Employer: University of Kentucky College of Engineering
- Name: University of Kentucky College of Engineering - Career Connections - Practice Networking Event
- Interview Schedule Type: Open
- Current Status: Pre Application Period: about 2 months remaining
- Apply Start: Tuesday, September 11th 2018 5:00 pm
- Interview Date: September 14th 2018
- Related Jobs: Engineering Career Connections - Practice Networking Event (University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time)

6a. Next
select
“position”
from the list

handshake Search

For You Jobs Events Students Career Center - John

EMPLOYER
University of Kentucky College of Engineering

NAME
University of Kentucky College of Engineering - Career Connections - Resume Reviews

INTERVIEW SCHEDULE TYPE
Open

Timeline

CURRENT STATUS
Pre Application Period: about 2 months remaining

APPLY START
Tuesday, August 28th 2018 8:00 am

APPLY END
Tuesday, September 11th 2018 5:00 pm

INTERVIEW DATE
September 14th 2018

The application period has not yet begun.

This is the Resume Review schedule for the Engineering Career Connections event. The event is open to College of Engineering students and should only sign up for ONE time slot.

September 14th 2018

If you apply and are selected to interview, you will see the interview schedule appear here!

Related Jobs

Engineering Career Connections - Resume Reviews
University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

6b. Then click “apply now”

handshake Search

For You Jobs Events Students Career Center - John

University of Kentucky
College of Engineering

Engineering Career Connections - Resume Reviews
University of Kentucky College of Engineering

Lexington, Kentucky, United States Full-Time Job Paid
Higher Education 1,000 - 5,000 employees On Campus Interview: 9/14

Applications open on August 28th at 8:00 am

Favorite Apply

Job Description

The Engineering Career Connections event is on **Fri., Sept. 14 – 10:00am-4:00pm** in the James & Gay Hardyman Center for Student Success, 3rd Floor of the F. Paul Anderson Tower (FPAT) or College of Engineering students only.

The **Resume Reviews** with the employer volunteers will be from 10:00am-2:00pm. You must “apply” to this position before you can sign-up for an interview times slot.

You may only sign-up for ONE time slot per event when the schedule opens on August 28, 2017 @ 8:00am. Some employer volunteers may have “preferred” majors they would like to assist during this event (which you will see in the “Interviewer’s” field on the schedule) but this is only an preference and you may still sign-up to meet with them.

Employer Preferences

You match all of University of Kentucky College of Engineering’s preferences

- ✓ Majors
- ✓ GPA
- ✓ School Year
- ✓ Work Authorization
- ✓ College

Profile Strength

See Less

7a. Select your pdf file from your uploaded list and then click green “Apply” button*

handshake

Apply to University of Kentucky College of Engineering

Applying for Engineering Career Connections - Resume Reviews requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume

Search your resumes

JHB resume.docx Approved

JHB resume.docx

Submit Application

Engineering University of Kentucky

Lexington, Kentucky

Higher Education

1,000 - 5,000 employees

On Campus Interview: 9/14

Applications close on September 11th at 5:00 pm

Favorite Apply

Job Description

The Engineering Career Connections event is on Fri., Sept. 14 – 10:00am-4:00pm in the James & Gay Hardyman Center for Student Success, 3rd Floor of the F. Paul Anderson Tower (FPAT) or College of Engineering students only.

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See More

Employer Preferences

You match all of University of Kentucky College of Engineering's preferences

- ✓ Majors
- ✓ GPA
- ✓ School Year
- ✓ Work Authorization
- ✓ College

Profile Strength

*7b. If you don't see your document listed, check your document library because you may still need to “approve” your pdf by clicking “Review pdf” on next screen

8. Now you can select an time slot.

- You may “sort” the time slots by **Time** or **Interviewer** (which will be the assigned **Table #**) to help you
- If the slot has been filled, there will not be a green “take slot” button available

[For You](#)[Jobs](#)[Events](#)[Students](#)[Career Center](#)[John](#)

EMPLOYER

University of Kentucky College of Engineering

NAME

University of Kentucky College of Engineering - Career Connections - Resume Reviews

INTERVIEW SCHEDULE TYPE

Open

Timeline

CURRENT STATUS

In Application Period: 2 months remaining

APPLY START

Monday, July 9th 2018 8:00 am

APPLY END

Tuesday, September 11th 2018 5:00 pm

INTERVIEW DATE

September 14th 2018

Labels

No labels have been added.

Attachments

No files have been attached

Primary

Interview with University of Kentucky College of Engineering - Career Connections - Resume Reviews for job Engineering Career Connections - Resume Reviews

Submitted less than a minute ago

This application was selected to interview with University of Kentucky College of Engineering.

You submitted this application with the following documents: JHB resume.docx

You qualify for this interview schedule and can take a slot.

This is the Resume Review schedule for the Engineering Career Connections event. The event is open to College of Engineering students and should only sign up for ONE time slot.

September 14th 2018

Group By: **Interviewer**

Time	Jobs	Student	Interviewer	Room	Action
Table #01					
10:00 am - 10:15 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
10:15 am - 10:30 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
10:30 am - 10:45 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
10:45 am - 11:00 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
11:00 am - 11:15 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
11:15 am - 11:30 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
11:30 am - 11:45 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
11:45 am - 12:00 pm	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot
12:00 pm - 12:15 pm	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Take Slot

9. Your selected time slot will turn red if successful*

of Engineering - Career Connections - Resume Reviews

INTERVIEW SCHEDULE TYPE
Open

Timeline

CURRENT STATUS
In Application Period: 2 months remaining

APPLY START
Monday, July 9th 2018 8:00 am

APPLY END
Tuesday, September 11th 2018 5:00 pm

INTERVIEW DATE
September 14th 2018

Labels

No labels have been added.

Attachments

No files have been attached

Primary

This application was selected to interview with University of Kentucky College of Engineering.
You submitted this application with the following documents: JHB resume.docx

You qualify for this interview schedule and can take a slot.

This is the Resume Review schedule for the Engineering Career Connections event. The event is open to College of Engineering students and should only sign up for ONE time slot.

September 14th 2018

Group By: Interviewer ▼

Time	Jobs	Student	Interviewer	Room	
Table #01					
10:00 am - 10:15 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot
10:15 am - 10:30 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot
10:30 am - 10:45 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot
10:45 am - 11:00 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot
11:00 am - 11:15 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot
11:15 am - 11:30 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot
11:30 am - 11:45 am	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot
11:45 am - 12:00 pm	Engineering Career Connections - Resume Reviews #1645794	Your Slot	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Leave Slot
12:00 pm - 12:15 pm	Engineering Career Connections - Resume Reviews #1645794	Not Assigned	Table #01	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, Engineering Commons/Study area	Switch Slot

* If interested in participating in the another event, repeat steps #4 to #9

** Important suggestion, please do not select back-to-back time slots so you are not late going from one schedule to another

10. You may view your selected event time slots but clicking on “Jobs” and then “Applications”

The screenshot shows the Handshake interface. At the top, the navigation bar includes 'For You', 'Jobs' (highlighted with a red box), 'Events', 'Students', 'Career Center', and a user profile 'John'. Below this, a blue sub-navigation bar contains 'Job Search', 'Applications' (highlighted with a red circle), 'Employers', and 'On-Campus Interviews'. On the left, a 'Filters' sidebar includes sections for 'Search', 'Application Type' (highlighted with a red box, showing 'Interview Schedule (1)' and 'Job (1)'), 'Status' (showing 'Pending (1)' and 'Primary (1)'), and 'Application Date'. The main content area, titled '1-2 of 2 applications', lists two applications from the University of Kentucky College of Engineering. The first application is 'Interview: Career Connections - Resume Reviews' with a status of 'Primary' and an application date of 'Jul 11'. The second application is 'Engineering Career Connections - Resume Reviews' with a status of 'Pending' and an application date of 'Jul 11'. Both applications indicate that applications close on 'Sep 11'.

- You will see multiple “applications” for the event(s) you selected. One the “Interview Schedule” you applied (ie. Resume Review) and the other is the “Job”.
- You may use the Application Type filter to sort this to make it easier to review.

Thank you for your participation in the
Fall 2018 Career Connections event.

If you have any questions or problems,
please contact us @ engrcareer@uky.edu
or stop by the Career Development offices
on 3rd Floor FPAT.

FRIDAY

SEPTEMBER 14



Engineering Career Connections

Register to participate in a mock interview, have your resume reviewed, practice your networking skills or have your headshot updated for your LinkedIn profile!

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