

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

FRIDAY

FEBRUARY 1
10 a.m.-4 p.m.



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

Registration open **January 16 – January 25** on Handshake
Go to uky.joinhandshake.com
click on "On-Campus Interviews" and then look for the event names



Career Development Offices

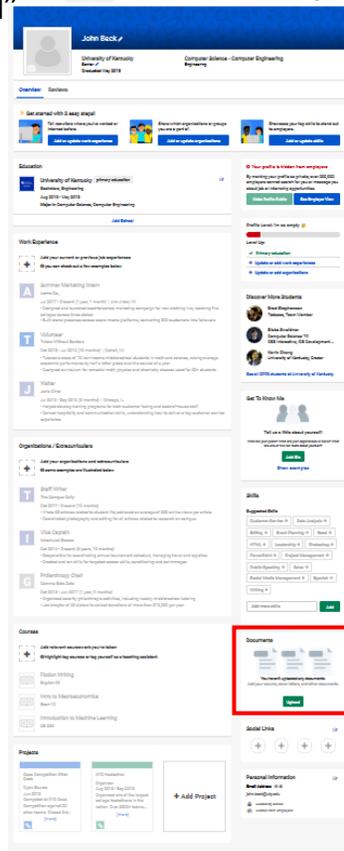
James & Gay Hardymon Center for Student Success
3rd Floor FPAT



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

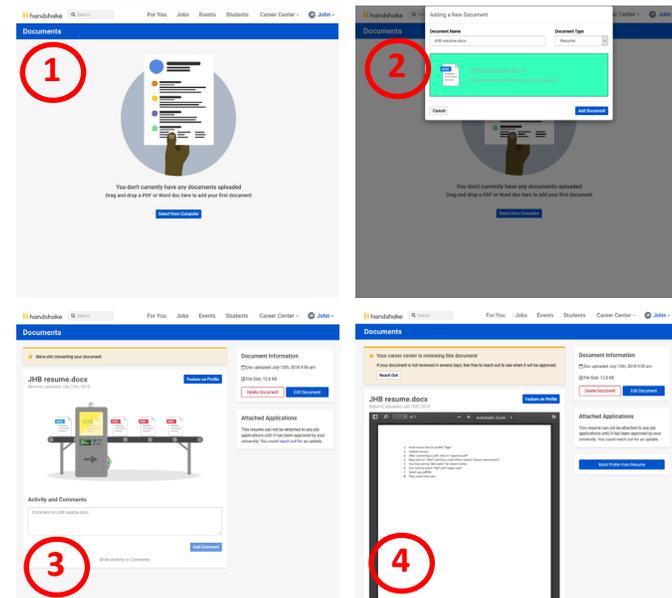
1. From the Handshake landing page, click on your name or profile initial "logo" to upload resume. *If you have resume already uploaded, go to step #4*

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



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

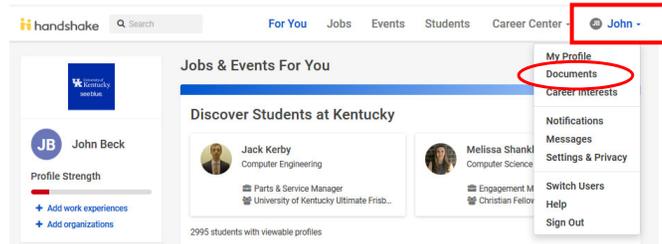
3. After uploading your document (1), select your document (2), the system will convert it to a pdf (3)



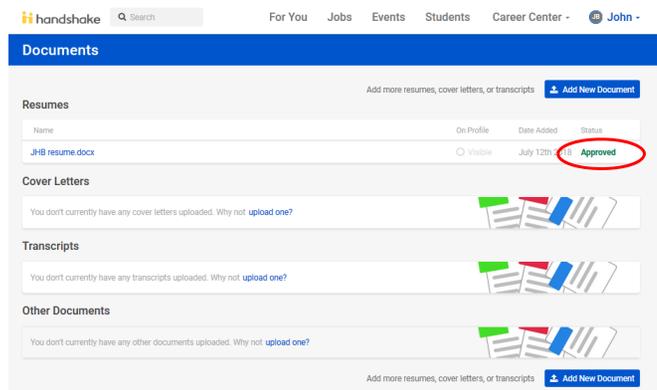
(4) If you receive a message that the Career Center needs to approve your resume, please email: EngrCareer@uky.edu and notify us ASAP! You must have an "Approved Document" to apply and select a time slot

NOTE:

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



now you can view status of your documents

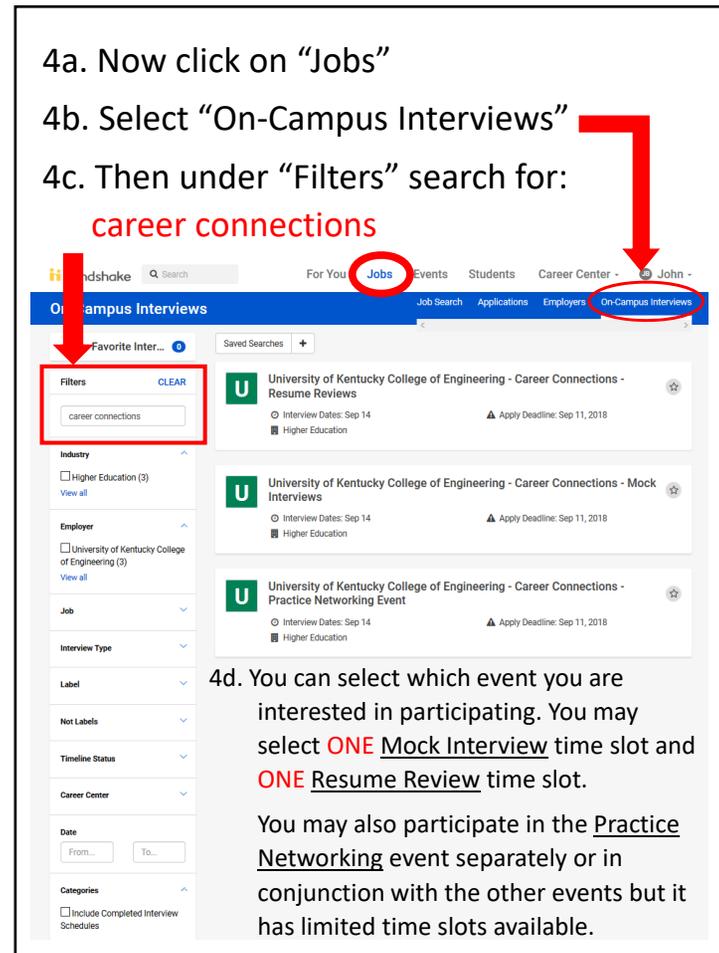


*If your document needs to be approved your resume, please email: EngrCareer@uky.edu and notify us ASAP!

4a. Now click on “Jobs”

4b. Select “On-Campus Interviews”

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



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 first screenshot shows the 'Resume Reviews' event. The 'Related Jobs' section lists 'Engineering Career Connections - Resume Reviews' at the University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time.

The second screenshot shows the 'Mock Interviews' event. The 'Related Jobs' section lists 'Engineering Career Connections - Mock Interviews' at the University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time.

The third screenshot shows the 'Practice Networking Event' event. The 'Related Jobs' section lists 'Engineering Career Connections - Practice Networking Event' at the University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time.

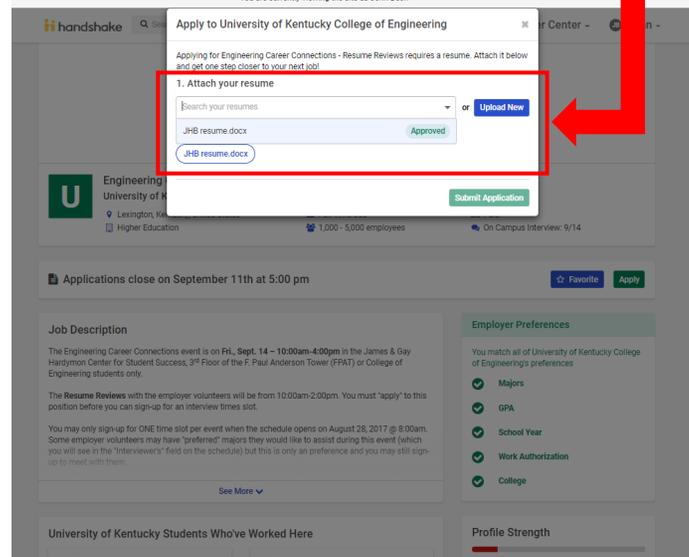
6a. Next select “position” from the list

The first screenshot shows a job listing for 'Engineering Career Connections - Resume Reviews' at the University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time. A red box highlights the job title, and a red arrow points to it.

The second screenshot shows the 'Apply Now' button highlighted with a red box and a red arrow pointing to it.

6b. Then click “apply now”

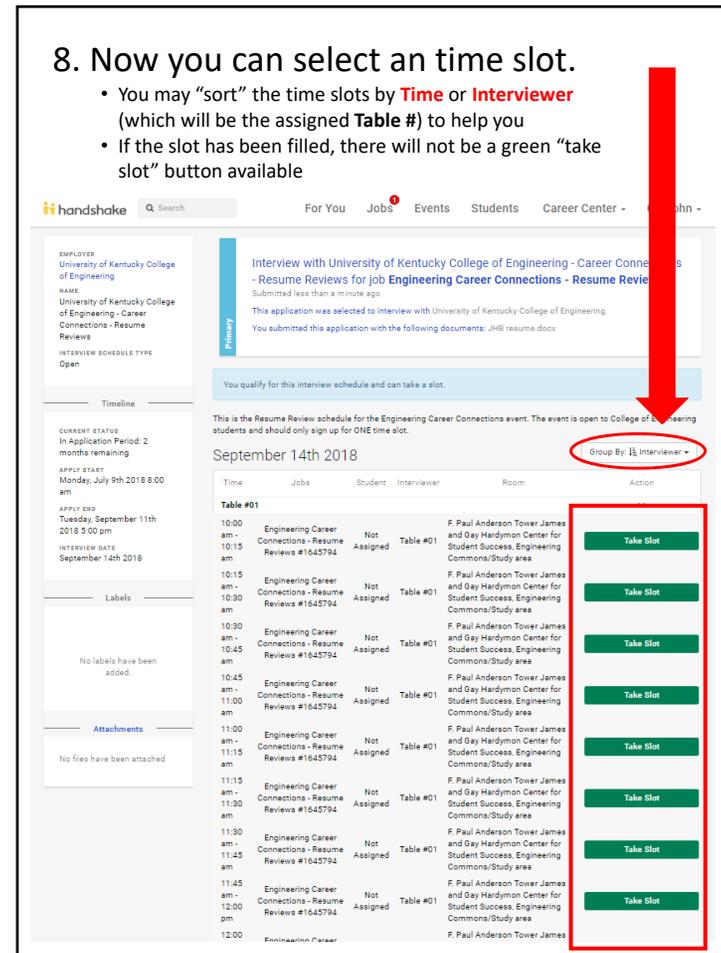
7a. Select your pdf file from your uploaded list and then click green “Apply” button*



*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



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

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

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

handshake Search For You Jobs Events Students Career Center John

Applications Job Search Applications Employers On-Campus Interviews

Filters 1-2 of 2 applications IF Default

Search: Enter a keyword...

Application Type:

- + Add Application Type
- Interview Schedule (1)
- Job (1)

Status:

- + Add Status
- Pending (1)
- Primary (1)

Application Date: Start date End date

Application 1: Interview: Career Connections - Resume Reviews, University of Kentucky College of Engineering, Status: Primary, Applied Jul 11 - Applications close Sep 11

Application 2: Engineering Career Connections - Resume Reviews, University of Kentucky College of Engineering, Status: Pending, Applied Jul 11 - Applications close 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 Spring 2019 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.

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