

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

**FRIDAY**

**JANUARY 31**



## **Engineering Career Connections**

Register to participate in a mock interview, have your resume reviewed, LinkedIn advice or get a professional photograph.

**James & Gay Hardymon Center for Student Success,  
F. Paul Anderson Tower (FPAT), 3rd Floor**

Registration open **January 20–26** on Handshake

Go to **[uky.joinhandshake.com](https://uky.joinhandshake.com)**

click on "On-Campus Interviews" and then look for the event names

**9 a.m.–Noon** - 20 minute resume reviews and 30-minute LinkedIn profile reviews

**10 a.m.–2 p.m.** Professional photographs

**Noon–4:45 p.m.** - 45-minute mock interviews

## **Career Development Offices**

**James & Gay Hardymon Center for Student Success  
3<sup>rd</sup> Floor FPAT**



**College of  
Engineering**

*Career Development*

email: [engrcareer@uky.edu](mailto:engrcareer@uky.edu)  
website: [www.engr.uky.edu/careers](http://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**

**No Favorite Collections**

**No Favorite Jobs**

**No Favorite Jobs Expiring This Week**

**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 Senior at the University of Kentucky, majoring in Computer Science - Computer Engineering. The profile is currently hidden from employers. The 'Documents' section is highlighted with a red box, showing a green 'Upload' button. A red arrow points to this button from the right side of the image.

handshake Search For You Jobs Events Programs Career Center John

John Beck  
University of Kentucky  
Senior  
Graduated May 2018

Computer Science - Computer Engineering

Overview Reviews

Get started with 3 easy steps!

Tell services where you've worked or interned before.  
Add or update work experience

Show which organizations engage you are a part of.  
Add or update organizations

Increase your key skills to stand out to employers.  
Add or update skills

Education

University of Kentucky Primary education  
Bachelor, Engineering  
Aug 2013 - May 2018  
Major in Computer Science, Computer Engineering

John Beck

Work Experience

Add your current or previous job experience  
@ you can check out a few examples below

Summer Marketing Intern  
Sigma Xi  
Jul 2017 - Dec 2017 (7 months) | Ann Arbor, MI  
+ Coordinated and facilitated biweekly marketing meetings for new student line, meeting the college across five states  
+ Built brand presence across social media platforms, increasing 300+ students into followers

Tutor  
Tutors Without Borders  
Oct 2015 - Jul 2016 (10 months) | Oakley, IL  
+ Tutored a class of 12 neuroscience middle school students in math and science, raising average academic performance by half a letter grade over the course of a year  
+ Coordinated curriculum for remedial math, physics and chemistry classes used for 50+ students

Volunteer  
Jamaa Diner  
Jul 2015 - Sep 2015 (3 months) | Chicago, IL  
+ Helped develop training programs for both customer-facing and behind-the-scenes staff  
+ Gained hospitality and communication skills, understanding how to deliver a top customer service experience

Organizations / Societies

Add your organizations and extracurriculars  
@ some examples are illustrated below

Staff Writer  
The Campus Daily  
Oct 2017 - Present (10 months)  
+ Wrote 50+ articles related to student life, written an average of 500+ words per article  
+ Coordinated photography and editing for all articles related to research on campus

Vice Captain  
Interment Soccer  
Oct 2016 - Present (3 years, 10 months)  
+ Responsible for researching annual tournament schedule, managing travel and logistics  
+ Created and wrote targeted soccer strategy, conditioning and scrimmage

Philanthropy Chair  
Gamma Beta Beta  
Oct 2015 - Jun 2017 (2 years, 8 months)  
+ Organized several philanthropy activities, including weekly fundraisers, fundraising  
+ Led chapter of 50+ students to raised donations of more than \$10,000 per year

Courses

Add relevant coursework you've taken  
@ highlight key courses or tag yourself as a teaching assistant

Piston Writing  
English 102

Intro to Macroeconomics  
Econ 102

Introduction to Machine Learning  
CS 230

Projects

Case Competition (Sigma Xi)  
Open Source  
Jun 2018  
Completed all 102 Case Competition regional 20 other teams. Passed 5th...  
[more]

2012 Realist  
Organizer  
Jul 2013 - Sep 2013  
Organized one of the largest realign realignments in the nation. Over 2000+ teams...  
[more]

+ Add Project

Documents

You haven't uploaded any documents.  
Add your resume, cover letters, and other documents.

Upload

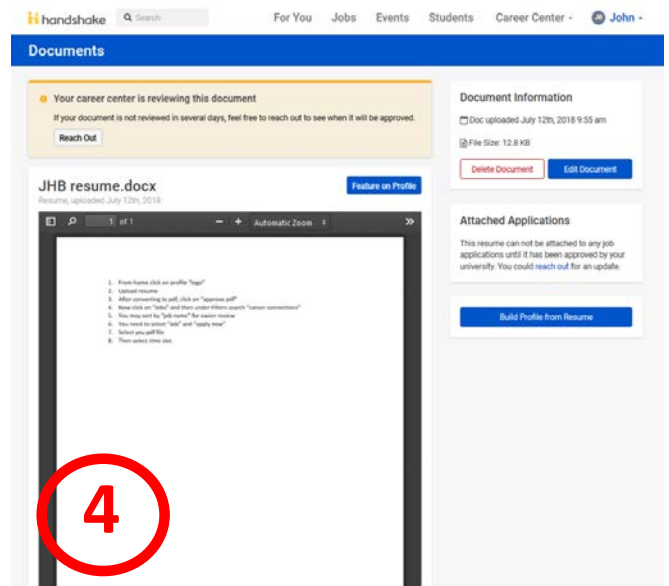
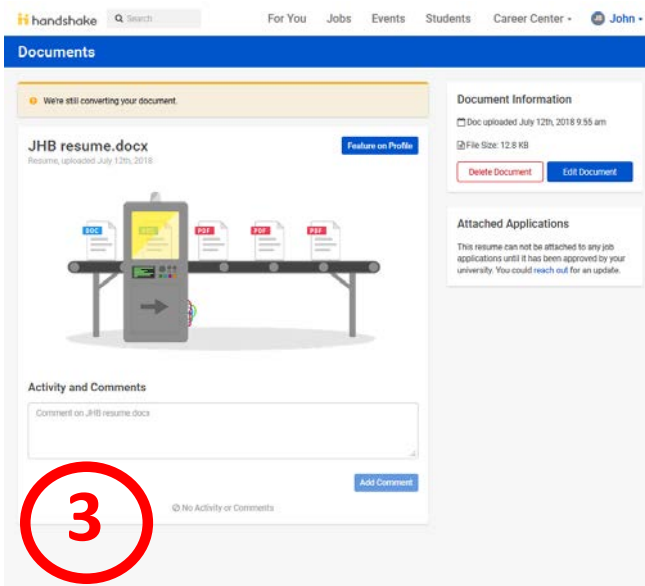
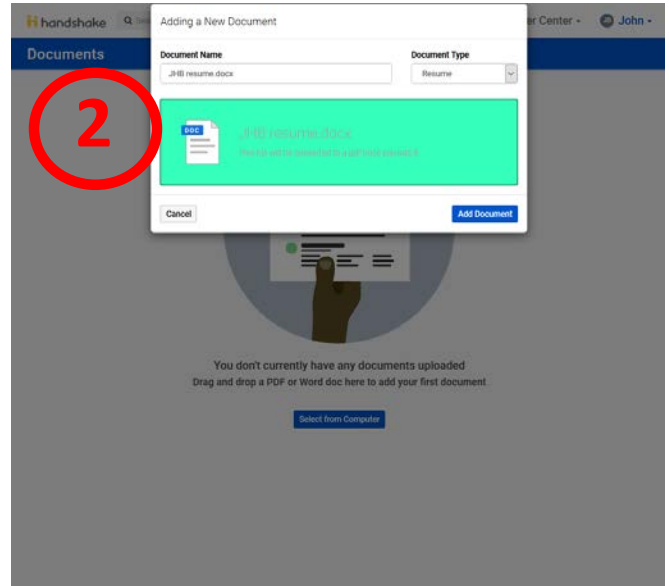
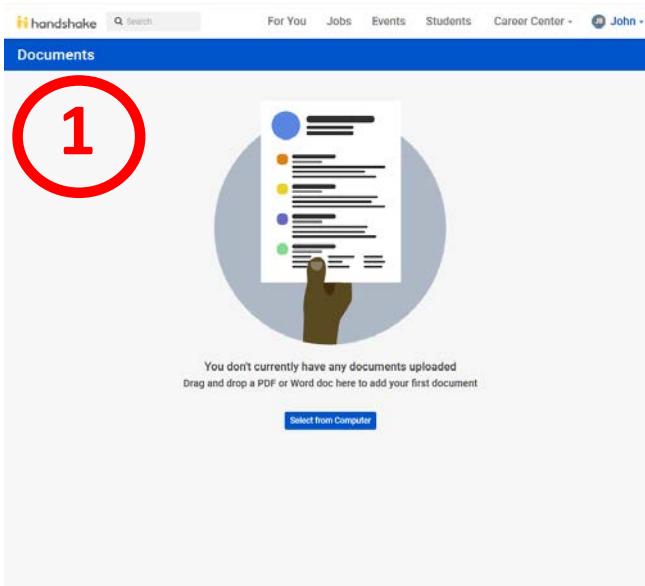
Social Links

Personal Information

Real Address @  
John Beck@quincy  
+ Add more email  
+ Add more phone  
+ Add more address

\* 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](mailto: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 this icon, showing options: 'My Profile', 'Documents', 'Career Interests', 'Notifications', 'Messages', 'Settings & Privacy', 'Switch Users', 'Help', and 'Sign Out'. The 'Documents' option is circled in red. Below the navigation bar, the main content area shows 'Jobs & Events For You' and 'Discover Students at Kentucky' with student profiles like Jack Kerby and Melissa Shank.

now you can view status of your documents

The screenshot shows the 'Documents' page in the Handshake interface. The page has a blue header with the word 'Documents'. Below the header, there is a section for 'Resumes' with a table of uploaded documents. The table has columns for 'Name', 'On Profile', 'Date Added', and 'Status'. One document, 'JHB resume.docx', is listed with a status of 'Approved', which is circled in red. There are also sections for 'Cover Letters' and 'Transcripts' with prompts to upload documents. At the bottom, there is a section for 'Other Documents' with a prompt to upload documents. The page also includes a link to 'Add New Document'.

Name	On Profile	Date Added	Status
JHB resume.docx	<input type="radio"/> Visible	July 12th 2018	Approved

\*If your document needs to be approved your resume, please email: [EngrCareer@uky.edu](mailto:EngrCareer@uky.edu) and notify us ASAP!

4a. Now click on “Jobs”

4b. Select “On-Campus Interviews”

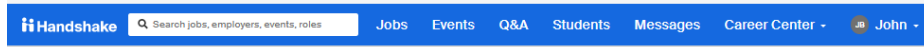
4c. Then under “Filters” search for:  
**career connections**

The screenshot shows the Handshake website interface. At the top, the 'Jobs' link in the navigation bar is circled in red. A large red arrow points from the 'On-Campus Interviews' link in the sub-navigation bar 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 filters, the main content area displays three interview listings from the University of Kentucky College of Engineering. Each listing includes the title, interview dates (Jan 31), and an apply deadline (Jan 26, 2020). The listings are: 'SP20 Career Connections: LinkedIn Reviews', 'SP20 Career Connections: Mock Interviews', and 'SP20 Career Connections: Resume Reviews'. A red box at the bottom right contains the text for step 4d.


4d. You can select which event you are interested in participating.

You may select **ONE** Mock Interview time slot and/or **ONE** Resume Review time slot and/or **ONE** LinkedIn Profile Review time slot.

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



#### SP20 Career Connections: LinkedIn Reviews



EMPLOYER  
University of Kentucky College of Engineering

NAME  
University of Kentucky College of Engineering - SP20 Career Connections: LinkedIn Reviews

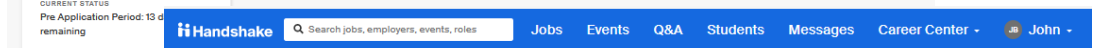
The application period has not yet begun.

You may only sign-up for ONE time slot when the schedule opens on Mon., Jan. 20 @ 8:00am. Sign-ups will close on Sun., Jan 26 @ 11:55pm or until capacity is reached. Upload a Microsoft Word document with your LinkedIn profile URL to Handshake as a "Other Document" and then sign up for a 30 minute session.


January 31st 2020

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

**Related Jobs**  
[SP20 Engineering Career Connections - LinkedIn Profile Reviews](#)  
University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time



#### SP20 Career Connections: Resume Reviews



EMPLOYER  
University of Kentucky College of Engineering

NAME  
University of Kentucky College of Engineering - SP20 Career Connections: Resume Reviews

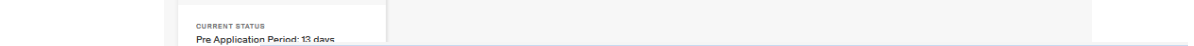
The application period has not yet begun.

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.


January 31st 2020

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

**Related Jobs**  
[SP20 Engineering Career Connections - Resume Reviews](#)  
University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time



#### SP20 Career Connections: Mock Interviews



EMPLOYER  
University of Kentucky College of Engineering

NAME  
University of Kentucky College of Engineering - SP20 Career Connections: Mock Interviews

The application period has not yet begun.

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

January 31st 2020

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

**Related Jobs**  
[SP20 Engineering Career Connections - Mock Interviews](#)  
University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

CURRENT STATUS  
Pre Application Period: 13 days remaining

APPLY START  
Monday, January 20th 2020 8:00 am

APPLY END  
Sunday, January 26th 2020 11:55 pm

INTERVIEW DATE  
January 31st 2020

6a. Next  
select  
“position”  
from the list

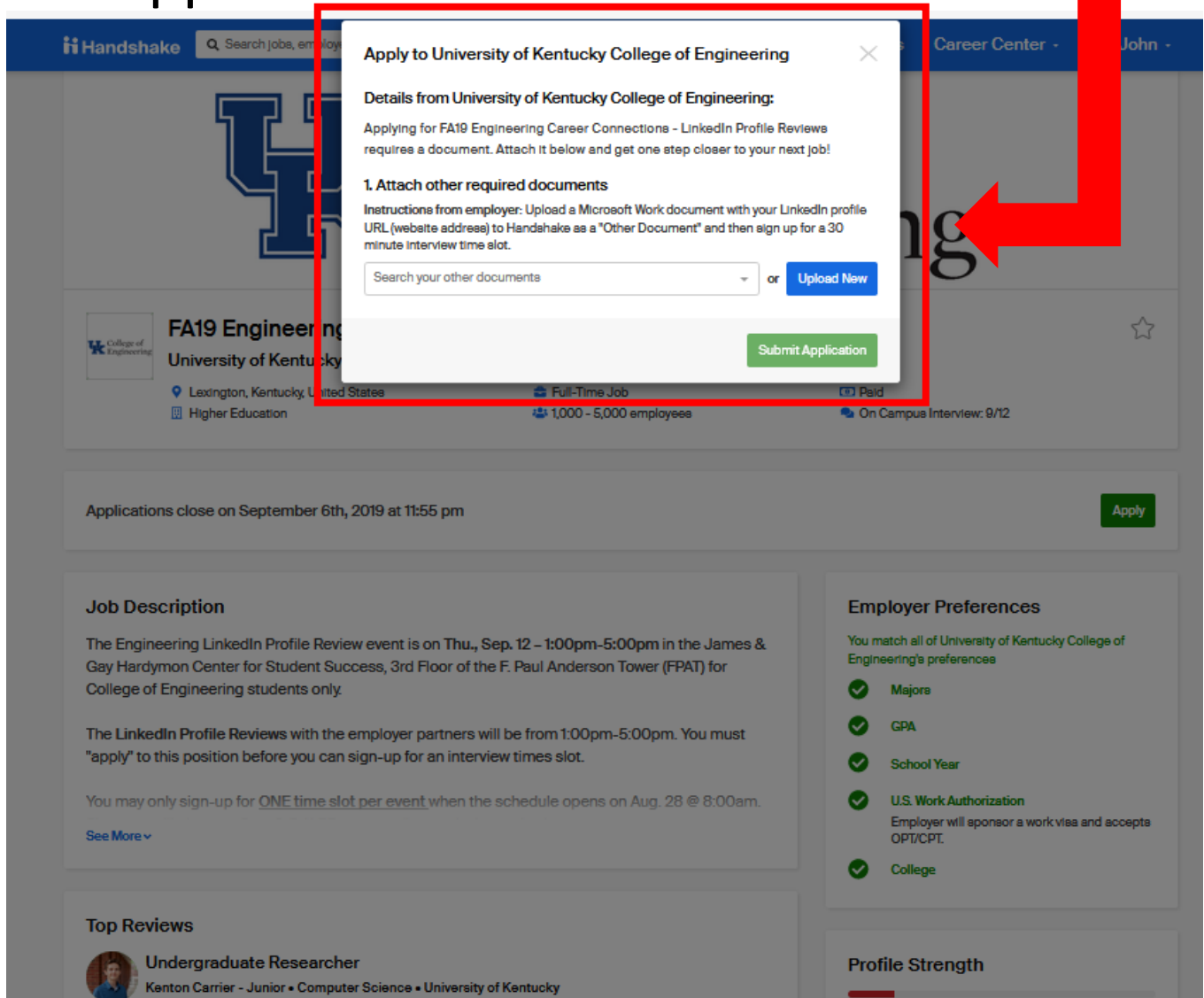
The screenshot shows a Handshake job listing for "SP20 Engineering Career Connections - Mock Interviews" at the University of Kentucky College of Engineering. The listing includes a timeline section on the left with details like "CURRENT STATUS: Pre Application Period: 13 days remaining", "APPLY START: Monday, January 20th 2020 8:00 am", and "APPLY END: Sunday, January 26th 2020 11:55 pm". A red box highlights the "Related Jobs" section, which contains a link to "SP20 Engineering Career Connections - Mock Interviews".

6b. Then click “apply”

The screenshot shows the full job listing for "SP20 Engineering Career Connections - Mock Interviews" at the University of Kentucky College of Engineering. A large red arrow points from the "Related Jobs" section in the previous screenshot to the "Apply" button, which is highlighted with a red box. The job listing includes details such as "Lexington, Kentucky, United States", "Full-Time Job", "1,000 - 5,000 employees", and "Paid". It also mentions "Applications open on January 20th, 2020 at 8:00 am". The "Job Description" section states that the event is on Fri., Jan. 31 - 9:00am-4:45pm in the James & Gay Hardyman Center for Student Success, 3rd Floor of the F. Paul Anderson Tower (FPAT) for College of Engineering students only. The "Employer Preferences" section shows that the user matches all of the University of Kentucky College of Engineering's preferences: Majors, GPA, School Year, and College. The "Profile Strength" section is also visible at the bottom.



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



The screenshot shows the Handshake application interface. A modal window titled "Apply to University of Kentucky College of Engineering" is open, highlighted by a red box. The modal contains the following text:

**Details from University of Kentucky College of Engineering:**  
Applying for FA19 Engineering Career Connections - LinkedIn Profile Reviews requires a document. Attach it below and get one step closer to your next job!

**1. Attach other required documents**  
Instructions from employer: Upload a Microsoft Word document with your LinkedIn profile URL (website address) to Handshake as a "Other Document" and then sign up for a 30 minute interview time slot.

Search your other documents  or [Upload New](#)

[Submit Application](#)

A red arrow points from the top right towards the "Submit Application" button.

The background shows the job listing for "FA19 Engineering Career Connections" at the University of Kentucky College of Engineering. It includes details about the event, application requirements, and employer preferences.

\*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 “take slot” button available

Handshake

Search jobs, employers, events, roles

Jobs

Events

Q&A

Students

Messages

Career Center

John

### FA19 Career Connections: LinkedIn Reviews



#### EMPLOYER

University of Kentucky College of Engineering

#### NAME

University of Kentucky College of Engineering - FA19 Career Connections: LinkedIn Reviews

#### INTERVIEW SCHEDULE TYPE

Open

#### Timeline

#### CURRENT STATUS

Pre Application Period: 12 days remaining

#### APPLY START

Monday, August 26th 2019 8:00 am

#### APPLY END

Friday, September 6th 2019 11:55 pm

#### INTERVIEW DATE

September 12th 2019

#### Labels

No labels have been added.

#### Attachments

No files have been attached

#### Interview with University of Kentucky College of Engineering - FA19 Career Connections: LinkedIn Reviews for job FA19 Engineering Career Connections - LinkedIn Profile 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 test resume.docx

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

You may only sign-up for ONE time slot when the schedule opens on Aug. 28 @ 8:00am. Sign-ups will close on Sep. 6 @ 11:55pm or until capacity is reached. Upload a Microsoft Word document with your LinkedIn profile URL to Handshake as a "Other Document" and then sign up for a 30 minute session.

### September 12th 2019

Group By: **Time**

Time	Jobs	Student	Interviewer	Room	Action
<b>1:00 pm - 1:30 pm</b>					
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 6	Take Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 5	Take Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 4	Take Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 3	Take Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 2	Take Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
<b>1:30 pm - 2:00 pm</b>					
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 6	Take Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 5	Take Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 4	Take Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 3	Take Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 2	Take Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 1	Take Slot
<b>2:00 pm - 2:30 pm</b>					
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 6	Take Slot
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 5	Take Slot
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 4	Take Slot
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 3	Take Slot

## 9. If successful, the selected time slot will say “Leave Slot” \*

Kentucky College of  
FA19 Career  
LinkedIn Reviews  
SCHEDULE TYPE

Timeline

Period: 12 days

Start: 26th 2019 8:00 am

End: 6th 2019 11:55 pm

Month: 2019

Labels

have been added.

Attachments

have been attached

You may only sign-up for ONE time slot when the schedule opens on Aug. 28 @ 8:00am. Sign-ups will close on Sep. 6 @ 11:55pm when capacity is reached. Upload a Microsoft Word document with your LinkedIn profile URL to Handshake as a "Other Document" and then sign up for a 30 minute session.

September 12th 2019

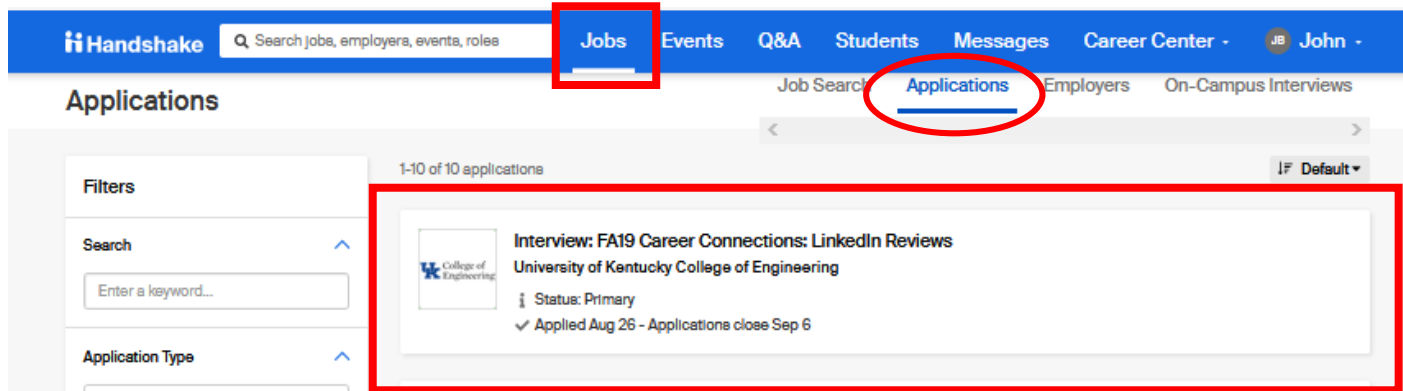
Group: [X] Time: [X]

Time	Job	Student	Interviewer	Room	
1:00 pm - 1:30 pm					
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 6	Switch to Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 5	Switch to Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 4	Switch to Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 3	Switch to Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 2	Switch to Slot
1:00 pm - 1:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
1:30 pm - 2:00 pm					
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 6	Switch to Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 5	Switch to Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 4	Switch to Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 3	Switch to Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 2	Switch to Slot
1:30 pm - 2:00 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 1	Switch to Slot
2:00 pm - 2:30 pm					
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Your Slot	Not Assigned	Unassigned Room Number 6	Leave Slot
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 5	Switch to Slot
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 4	Switch to Slot
2:00 pm - 2:30 pm	FA19 Engineering Career Connections - LinkedIn Profile Reviews #2888467	Not Assigned	Not Assigned	Unassigned Room Number 3	Switch to 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”



- 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 2020 Career Connections event.

If you have any questions or problems,  
please contact us @ [engrcareer@uky.edu](mailto:engrcareer@uky.edu)  
or stop by the Career Development offices  
on 3<sup>rd</sup> Floor FPAT.

**FRIDAY**

**JANUARY 31**



### **Engineering Career Connections**

Register to participate in a mock interview, have your resume reviewed, LinkedIn advice or get a professional photograph.

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click on "On-Campus Interviews" and then look for the event names

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**10 a.m.–2 p.m.** Professional photographs  
**Noon–4:45 p.m.** - 45-minute mock interviews

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3<sup>rd</sup> Floor FPAT**