

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

THURS. & FRI.

SEPTEMBER 12 & 13



Engineering Career Connections

Register to participate in a mock interview, have your resume reviewed, practice networking skills or get a professional photograph.

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

Registration open **August 28 – September 6** on Handshake
Go to uky.joinhandshake.com
click on "On-Campus Interviews" and then look for the event names

Sep. 12, 1-5 p.m. – 20 minute Resume Reviews and 30-minute LinkedIn Profile Reviews
Sep. 13, 10 a.m. - 4 p.m. – 45-Minute Mock Interviews, professional photographs and practice your networking skills

Career Development Offices

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

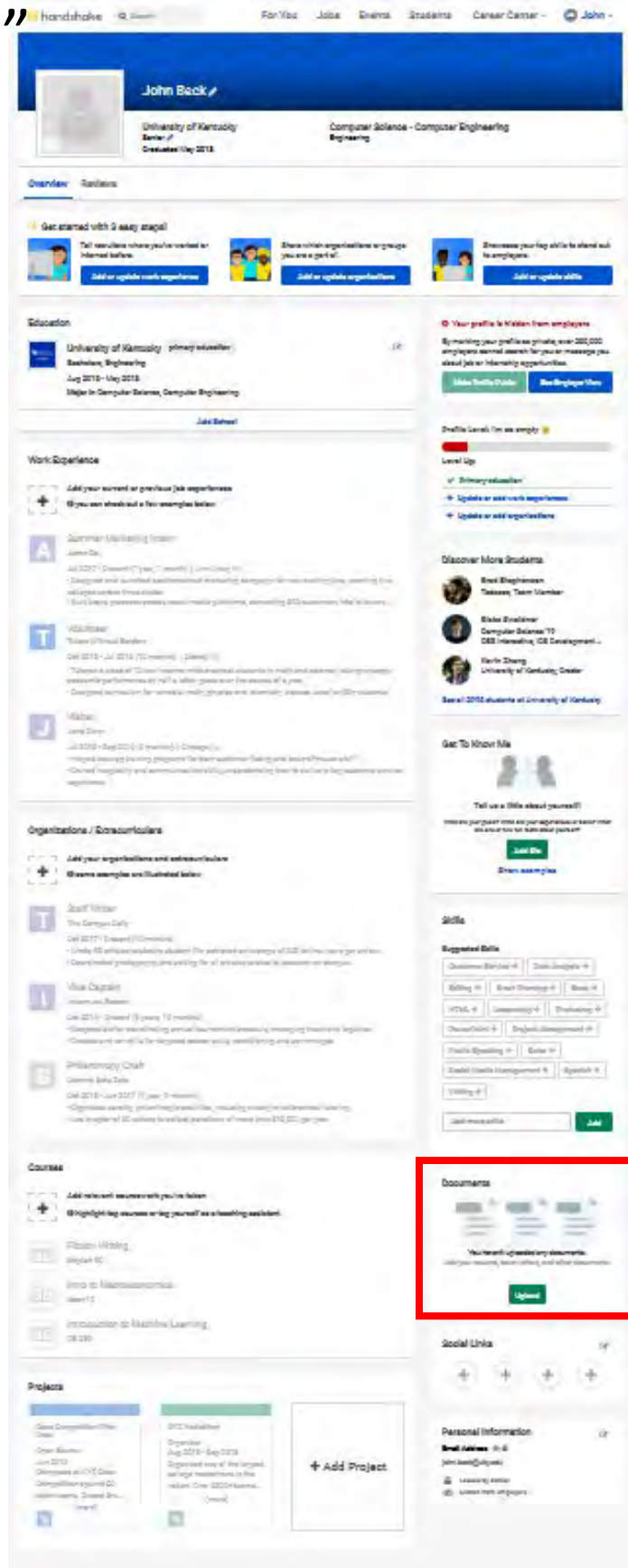
 College of
Engineering
Career Development

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*

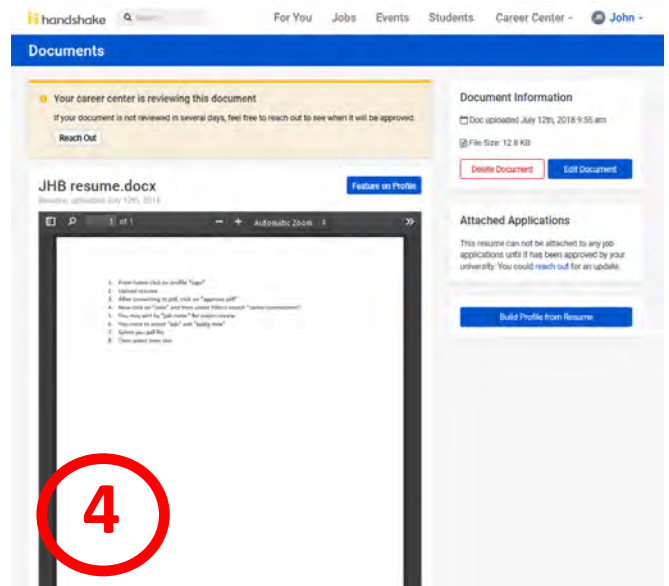
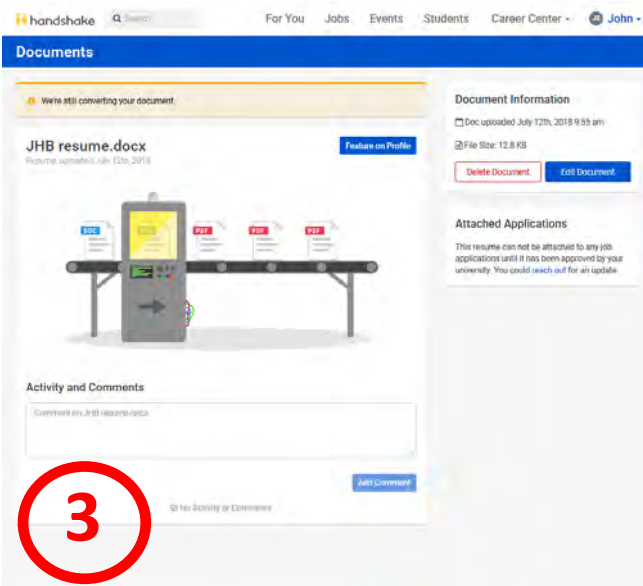
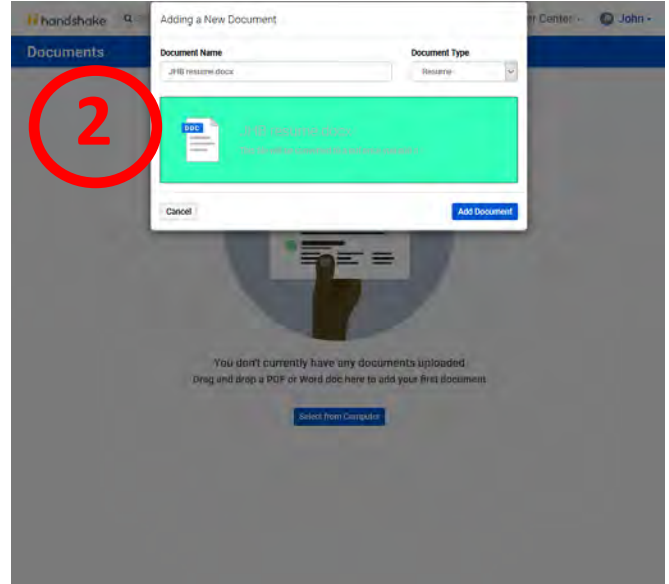
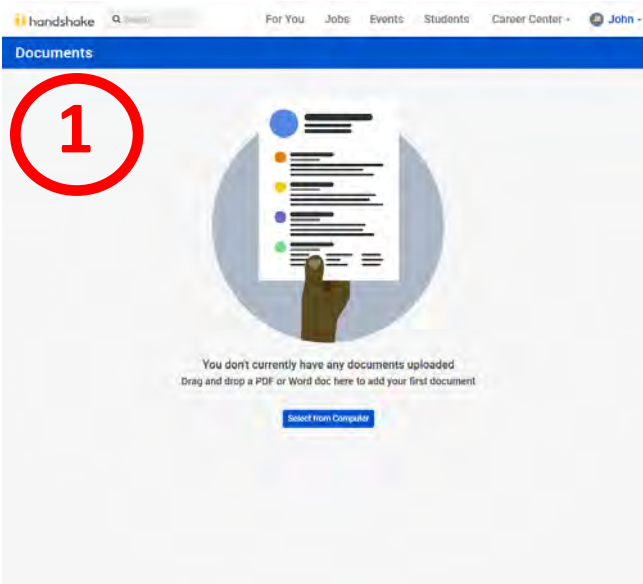
The screenshot shows the Handshake user interface. At the top, there is a navigation bar with 'Handshake', a search bar, and links for 'For You', 'Jobs', 'Events', and 'Career Center'. The user's name 'John' is visible in the top right. On the left sidebar, the user's profile is shown with a 'JB' icon and the name 'John Beck', which is highlighted with a red box and a red arrow pointing to it. Below the profile name are sections for 'Profile Strength', 'Profile Visibility', and 'Suggested by Your School'. The main content area features several job recommendation cards: 'Jobs Popular Among Computer Science Majors' with two job listings (ACCEL Retail Bank Development Program and PEAK6 Trading Associate - Entry Level), 'Jobs Near Kentucky', 'Upcoming Events at Kentucky' with a calendar graphic for September 6, 30, and 14, and 'Jobs Popular Among Computer Programming Majors'. At the bottom, there is a section for 'Employers Active on Campus' with job listings from BKD.

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” ...

The screenshot shows the Handshake user interface. At the top, the navigation bar includes 'handshake', a search bar, and menu items: 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile icon labeled 'John'. The user profile icon and its dropdown menu are highlighted with a red box. The dropdown menu contains 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 student profiles for 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 title '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'. One document is listed: 'JHB resume.docx' with a status of 'Approved', which is circled in red. Below the 'Resumes' section are sections for 'Cover Letters', 'Transcripts', and 'Other Documents', each with a message indicating no documents are currently uploaded and a link to 'upload one?'. At the bottom of the page, there is a button to 'Add New Document'.

Name	On Profile	Date Added	Status
JHB resume.docx	On Profile	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. The top navigation bar includes 'Jobs', 'Events', 'Q&A', 'Students', 'Messages', 'Career Center', and 'John'. The 'Jobs' menu item is circled in red. Below the navigation bar, the 'On-Campus Interviews' page is displayed. The 'Filters' section on the left contains a search box with 'career connections' entered, which is circled in red. The main content area shows a list of four interview events from the University of Kentucky College of Engineering, each with a star icon for selection:

- University of Kentucky College of Engineering - FA19 Career Connections: Practice Networking Event
- University of Kentucky College of Engineering - FA19 Career Connections: Mock Interviews
- University of Kentucky College of Engineering - FA19 Career Connections: Resume Reviews
- University of Kentucky College of Engineering - FA19 Career Connections: LinkedIn Reviews

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.

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

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center John

FA19 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 Aug. 28 @ 8:00am. Sign-ups will close on Sep. 8 @ 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

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

Related Jobs

- FA19 Engineering Career Connections - LinkedIn Profile Reviews
- University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center John

FA19 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.

September 12th 2019

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

Related Jobs

- FA19 Engineering Career Connections - Resume Reviews
- University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center John

FA19 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.

September 13th 2019

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

Related Jobs

- FA19 Engineering Career Connections - Mock Interviews
- University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

Handshake Search jobs, employers, events, roles Jobs Events Q&A Students Messages Career Center John

FA19 Career Connections: Practice Networking Event

The application period has not yet begun.

This event is part of the Career Connections event. Limited to 40 College of Engineering students who will have the opportunity to practice their networking and elevator speeches before the career fair season begins. The Practice Networking Event with the employer voluntariness will be from 2:30-4:30pm. You must "apply" to this position before you can sign-up for an interview times slot. The 1 minute time slots on the "interview schedule" is not the actual start time but rather to assist with the student sign-up process.

September 13th 2019

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

Related Jobs

- FA19 Engineering Career Connections - Practice Networking Event
- University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

FA19 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 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

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

Related Jobs

- FA19 Engineering Career Connections - LinkedIn Profile Reviews
University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

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: 2 days remaining

APPLY START
Wednesday, August 28th 2019 8:00 am

APPLY END
Friday, September 6th 2019 11:55 pm

INTERVIEW DATE
September 12th 2019

6a. Next select "position" from the list

6b. Then click "apply"

Handshake Search jobs, employers, events, roles Jobs 3 Events Q&A Students Messages Career Center -

College of Engineering

FA19 Engineering Career Connections - LinkedIn Profile 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: 9/12

Applications open on August 28th, 2019 at 8:00 am

Apply

Job Description

The Engineering LinkedIn Profile Review event is on **Thu., Sep. 12 - 1:00pm-5:00pm** in the James & Gay Hardymon Center for Student Success, 3rd Floor of the F. Paul Anderson Tower (FPAT) for College of Engineering students only.

The LinkedIn Profile Reviews with the employer partners will be from 1:00pm-5:00pm. 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 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 'interview time slot' to assist you in creating an interesting and engaging profile.

Employer Preferences

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

- ✓ Majors
- ✓ GPA
- ✓ School Year
- ✓ U.S. Work Authorization
Employer will sponsor a work visa and accepts OPT/CPT.
- ✓ College

Profile Strength

Fill out your profile to stand out against other applicants!

Update Profile

Top Reviews

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

The screenshot shows a Handshake application page for the University of Kentucky College of Engineering. A red box highlights the application modal window. The modal contains the following text:

Apply to University of Kentucky College of Engineering

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 [dropdown] or **Upload New**

Submit Application

A red arrow points from the right side of the screen towards the 'Submit Application' button in the modal.

*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



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 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 By: Time

Time	Jobs	Student	Interviewer	Room	Action
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	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
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	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
2:00 pm - 2:30 pm					
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" *

antucky College of
FA19 Career
LinkedIn Reviews

DULE TYPE

Timeline

Period: 12 days

Start 26th 2019 8:00 am

End 6th 2019 11:55 pm

Labels

have been added.

Attachments

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. 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.

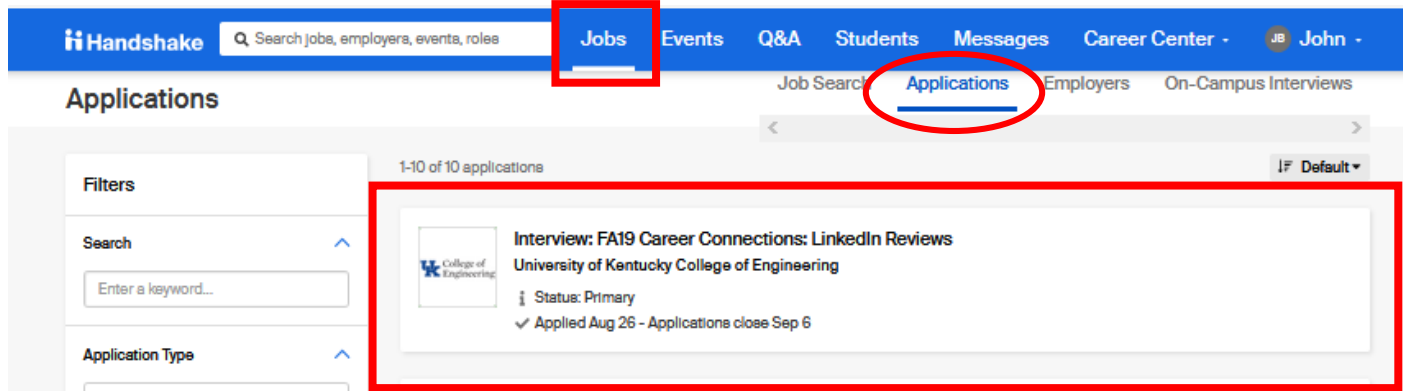
September 12th 2019

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
Fall 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.

THURS. & FRI.

SEPTEMBER 12 & 13



Engineering Career Connections

Register to participate in a mock interview, have your resume reviewed, practice networking skills or get a professional photograph.

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

Registration open **August 28 – September 6** on Handshake
Go to uky.joinhandshake.com
click on "On-Campus Interviews" and then look for the event names

Sep. 12, 1-5 p.m. – 20 minute Resume Reviews and 30-minute LinkedIn Profile Reviews

Sep. 13, 10 a.m. - 4 p.m. – 45-Minute Mock Interviews, professional photographs and practice your networking skills

Career Development Offices

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