

Student Sign-up Instructions for Career Connections Event

TUES.–FRI.

SEPTEMBER 8–11



Engineering Career Connections

Engineering employer and alumni partners volunteer to help students virtually with resume reviews, LinkedIn advice, mock interviews, and new this semester: The Mechanics of Online Networking and Practice Virtual Career Fairs.

Registration open in Handshake from **Wed., Aug. 26–Fri., Sep. 4.**
Go to Handshake uky.joinhandshake.com
click on "On-Campus Interviews" and then look for the event names

DAY	MORNING	AFTERNOON
TUESDAY, SEP. 8	Resume Reviews	LinkedIn Profile Reviews
WEDNESDAY, SEP. 9	The Mechanics of Online Networking	Resume Reviews
THURSDAY, SEP. 10	LinkedIn Profile Reviews	Mock Interviews
FRIDAY, SEP. 11	Mock Interviews	Practice Virtual Career Fairs

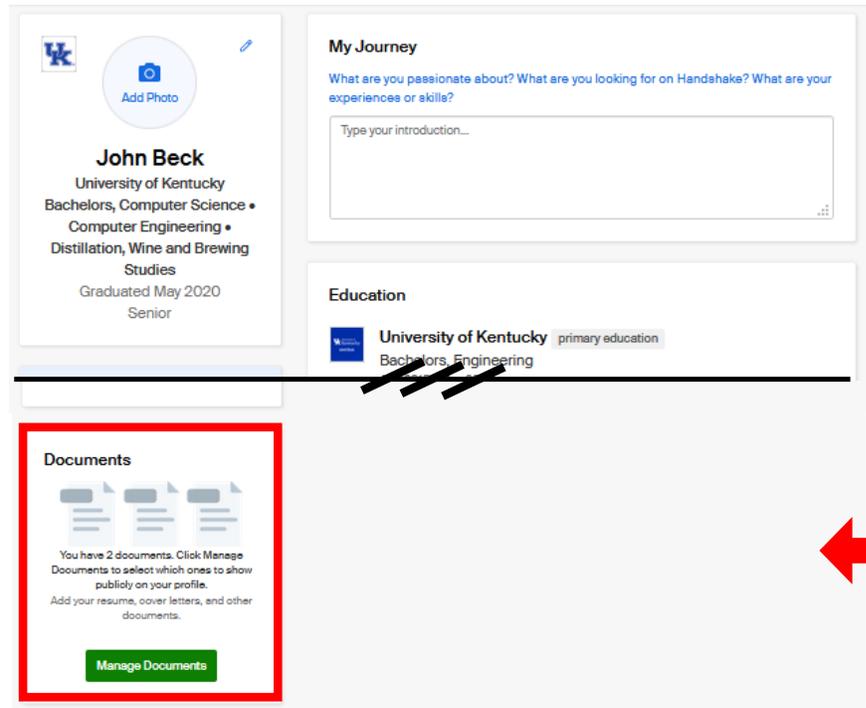
You may only sign-up for **ONE time slot per event** or until capacity is reached.

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 displays the Handshake user interface for a user named John Beck. The profile icon, a yellow circle with 'JB', is highlighted with a red box and pointed to by a red arrow. The page is divided into several sections:

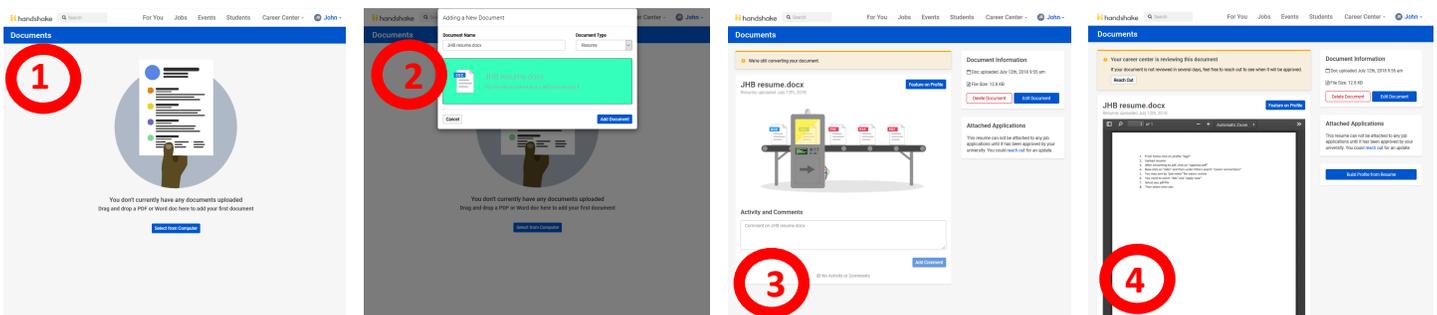
- Profile Information:** Shows the user's name 'John Beck' and a 'Profile Strength' indicator with a progress bar and an '+ Add More' button. Below this is the 'Profile Visibility' section, which states 'Employers can't find your profile.' and offers a 'Make Profile Public' button.
- Job Listings:** The main content area features several job listings. The top section is 'Jobs Popular Among Computer Science Majors', showing two jobs: 'ACCEL Retail Bank Development Program...' at PNC Financial Services and 'PEAK6 Trading Associate - Entry Level' at PEAK6 Investments. Below this is 'Jobs Near Kentucky' with a list of firms like Monomoy Capital Partners and Louis T. Roth & Co., PLLC. The 'Upcoming Events at Kentucky' section lists career fairs and events for the fall of 2017. The bottom section is 'Jobs Popular Among Computer Programming Majors', listing jobs from PNC Financial Services, PEAK6 Investments, and Frank Jenkins Law Office.
- Suggested by Your School:** A sidebar on the left lists events such as the '2017 Fall University of Kentucky Part-Time Jobs Fair' and an 'AppleCare College Program Information Session'.
- Employers Active on Campus:** The bottom section shows job listings from RKN, including 'Full-Time Associate - Audit' and 'Full-Time Associate - Tax'.

2. Scroll down the page to click on the green “Upload” box to upload your document or a revised /current 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)



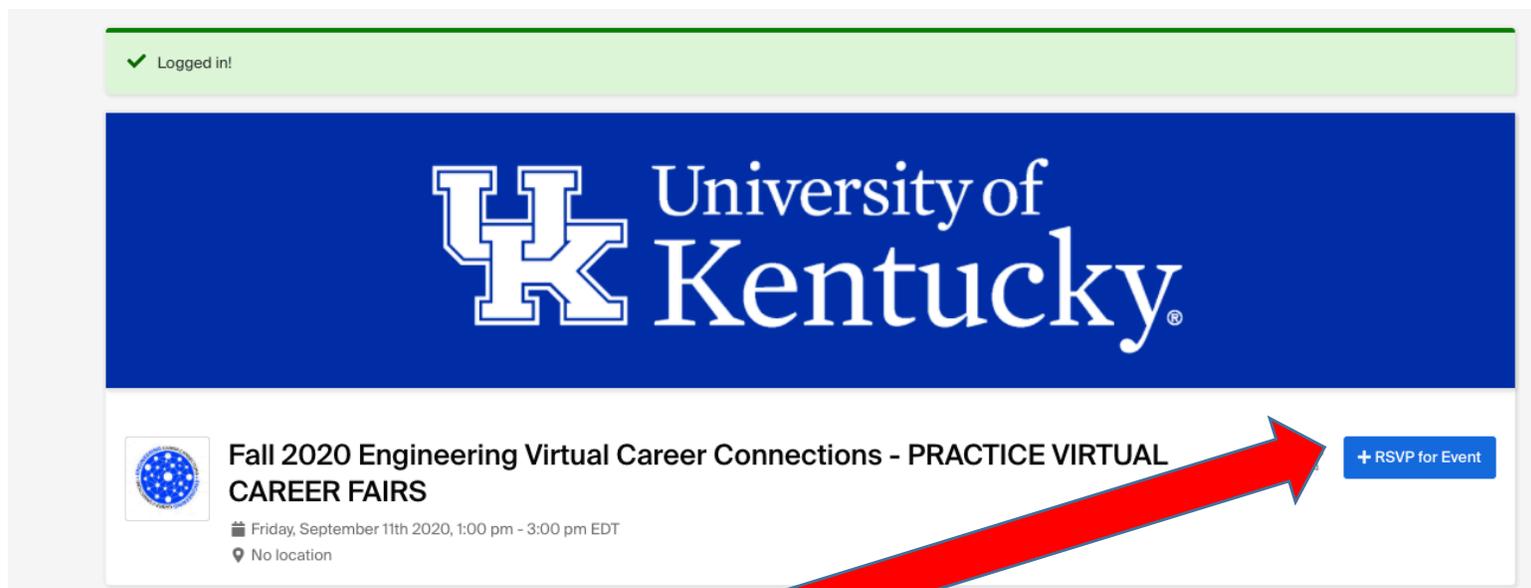
* If you receive a message that the Career Center needs to approve your resume, please email: EngrCareer@uky.edu and notify us ASAP! You must have an “Approved Document” to apply and select a time slot

4a. To register for Practice Career Fair

(other events see next page)

In Handshake to “events” and search for Practice Career Fair or go directly to:

https://uky.joinhandshake.com/events/530139/share_preview



✓ Logged in!

 University of Kentucky®

 Fall 2020 Engineering Virtual Career Connections - PRACTICE VIRTUAL CAREER FAIRS

📅 Friday, September 11th 2020, 1:00 pm - 3:00 pm EDT
📍 No location

+ RSVP for Event

Click on “RSVP for this Event”

Once you RSVP for the event, you will receive a confirmation e-mail with the link to also RSVP for the fair and schedule 1:1 meetings with companies participating in the practice event. You can schedule at any time, but try to do so before the start of the fair.

Please note that only the first 50 students to RSVP through the event listing will be able to sign up for the fair. Once we reach capacity, we will not be able to have more students join the practice fair.

4b. To register for all events EXCEPT Practice Career Fair:

4b1. Click on “Jobs”

4b2. Select “On-Campus Interviews”

4b3. Under “Filters” search for: **career connections**

The screenshot shows the LinkedIn Jobs interface. The 'Jobs' tab is selected, and the 'On-Campus Interviews' filter is active. In the 'Filters' section, the search box contains 'career connections'. The search results list several events from the University of Kentucky College of Engineering - FA20 VIRTUAL Career Connections:

- University of Kentucky College of Engineering - FA20 VIRTUAL Career Connections: LinkedIn Reviews (Interview Dates: Sep 8, Sep 10; Apply Deadline: Sep 4, 2020)
- University of Kentucky College of Engineering - FA20 VIRTUAL Career Connections: Resume Reviews (Interview Dates: Sep 8, Sep 9; Apply Deadline: Sep 4, 2020)
- University of Kentucky College of Engineering - FA20 VIRTUAL Career Connections: Mock Interviews (Interview Dates: Sep 10, Sep 11; Apply Deadline: Sep 4, 2020)
- University of Kentucky College of Engineering - FA20 VIRTUAL Career Connections: Practice Virtual Career Fairs Event (Interview Dates: Sep 11; Apply Deadline: Sep 4, 2020)
- University of Kentucky College of Engineering - FA20 VIRTUAL Career Connections: The Mechanics of Online Networking (Interview Dates: Sep 9; Apply Deadline: Sep 4, 2020)

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

You may select **ONE** time slot for each event:

Resume Review

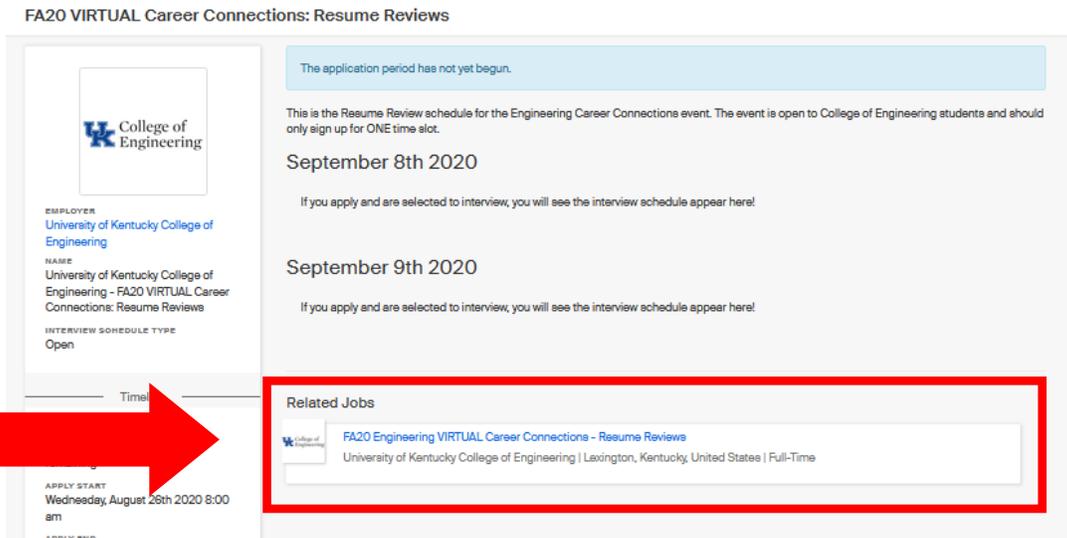
Mock Interview

LinkedIn Profile Review

Mechanics of Online Networking

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

FA20 VIRTUAL 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 8th 2020

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

September 9th 2020

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

Related Jobs

FA20 Engineering VIRTUAL Career Connections - Resume Reviews
University of Kentucky College of Engineering | Lexington, Kentucky, United States | Full-Time

6. Click “apply”

Full-Time • Job

FA20 Engineering VIRTUAL Career Connections - Resume Reviews

University of Kentucky College of Engineering
Lexington, Kentucky, United States

About the role

Application deadline	Posted date	US work authorization
September 4, 2020 8:00 PM	July 17, 2020	Not required



Applications open on August 26, 2020 8:00 AM

Role Description

The **VIRTUAL** Engineering Resume Review event is on **Tue., Sep. 8 – 9:00am-12:30noon** and **Wed., Sep. 9 – 1:00pm-4:30pm** for College of Engineering students only.

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. 26 @ 8:00am. Sign-ups will close on Sep. 4 @ 8:00pm or until capacity is reached.

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 a preference and you may still sign-up to meet with them.

7. 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 modal window titled "Apply to University of Kentucky College of Engineering" is open, containing 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 [dropdown] or [Upload New](#)

[Submit Application](#)

The background page shows job details for "FA19 Engineering" at the University of Kentucky, including location (Lexington, Kentucky), job type (Full-Time Job), and employer information (1,000 - 5,000 employees). A green "Apply" button is visible at the bottom right of the job listing.

* 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 a 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 4 Events Q&A Students Messages Career Center - John -

FA19 Career Connections: LinkedIn Reviews

College of Engineering
EMPLOYER: University of Kentucky College of Engineering
NAME: University of Kentucky College of Engineering - FA19 Career Connections: LinkedIn Reviews
INTERVIEW SCHEDULE TYPE: Open

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
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

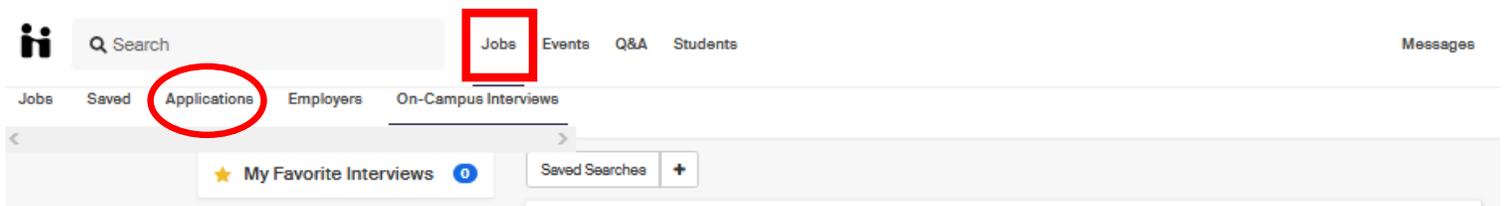
9. If successful, selected time slot will say “Leave Slot”*

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 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 2020 Career Connections event.

If you have any questions or problems, please contact us at engrcareer@uky.edu