

Handshake Step-by-Step Sign-up Instructions for LinkedIn Profile Review Event

FRIDAY

FEBRUARY 8
10 a.m.–2 p.m.



LinkedIn Profile Reviews

Register to have your LinkedIn profile reviewed during a 30-minute session and receive feedback from one of our employer partners

Registration opens in Handshake from Monday, Jan. 28 – Monday, Feb. 4.

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



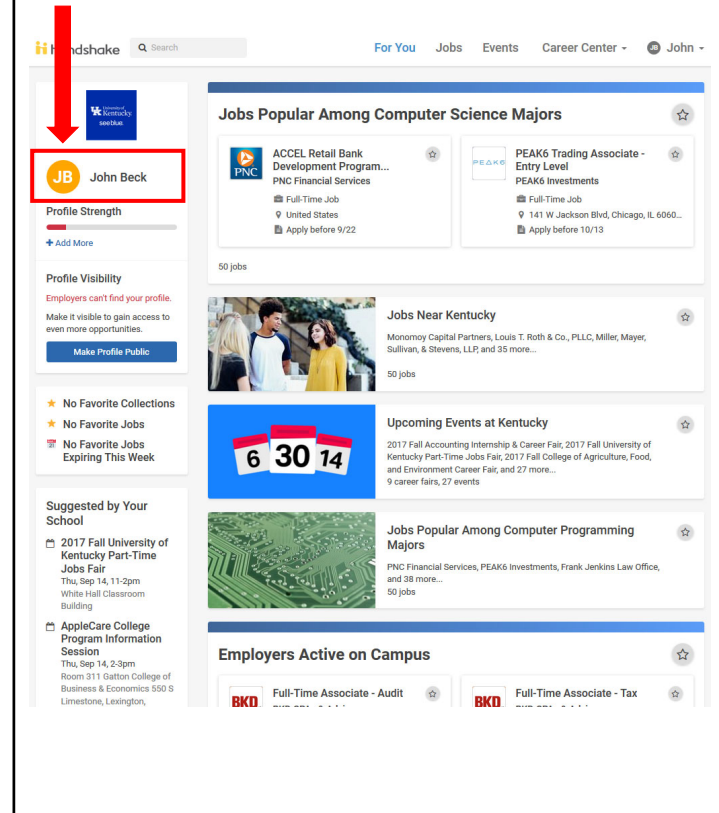
Career Development Offices

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

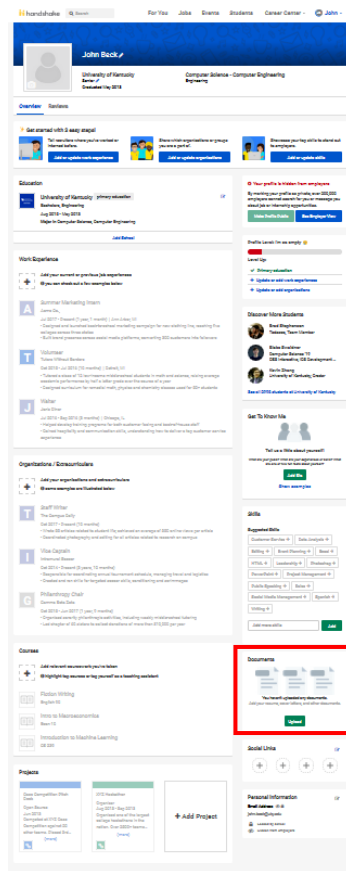


email: engrcareer@uky.edu
website: www.engr.uky.edu/careers

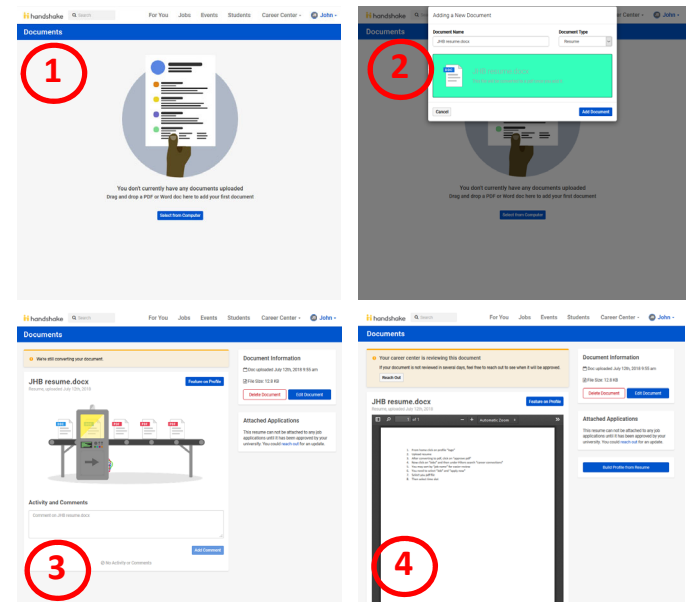
1. From the Handshake landing page, click on your name or profile initial “logo”.



2. Scroll down the page to click on the green “Upload” box to upload Microsoft Word document with LinkedIn Profile URL as “Other Document”



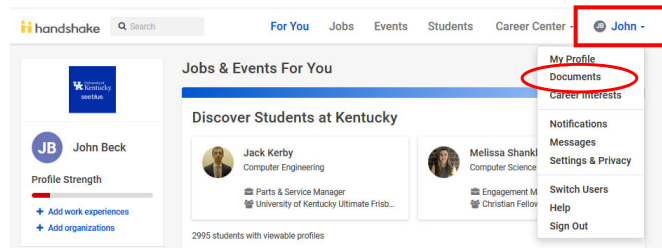
3. After uploading your document (1), select your document (2), the system will convert it to a pdf (3)



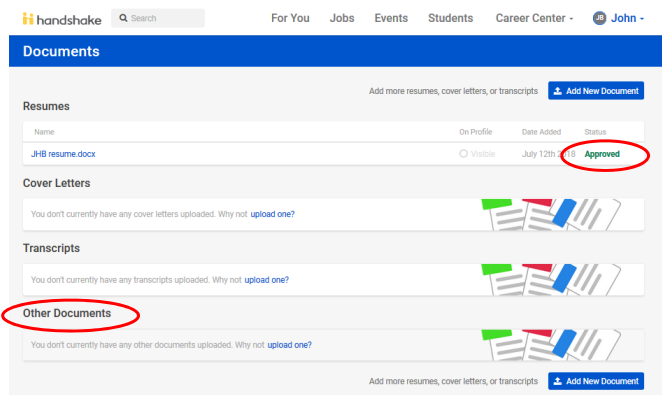
(4) If you receive a message that the Career Center needs to approve your resume, please email: EngrCareer@uky.edu and notify us ASAP! You must have an “Approved Document” to apply and select a time slot

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



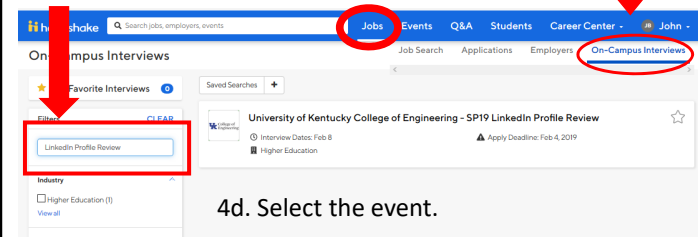
*If your document needs to be approved, please email: EngrCareer@uky.edu and notify us ASAP!

4a. Now click on “Jobs”

4b. Select “On-Campus Interviews”

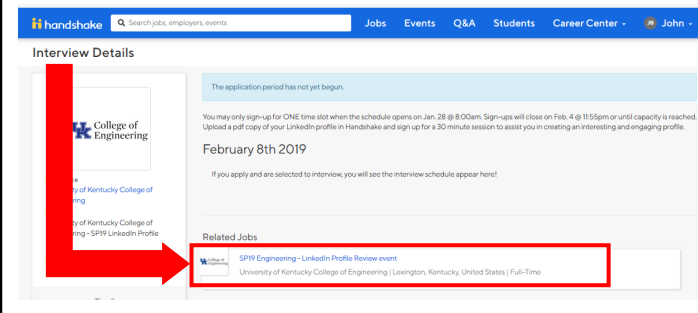
4c. Then under “Filters” search for:

LinkedIn Profile Review



4d. Select the event.

5. You will see a list of all “Related Jobs” - select the “SP19 LinkedIn Profile Review” event



6. Then click "apply now"

handshake Search jobs, employers, events Jobs Events Q&A Students Career Center

College of Engineering

SP19 Engineering - LinkedIn Profile Review event
University of Kentucky College of Engineering

Lexington, Kentucky United States Full-Time Job 1000 - 5,000 employees On Campus Interview 2/8

Applications open on January 28th, 2019 at 8:00 am **Apply**

Job Description
The Engineering LinkedIn Profile Review event is on **Fri, Feb. 8 - 10:00am-2:00pm** in the James & Gay Hardymon Center for Student Success, 3rd Floor of the F. Paul Anderson Tower (FPAT) for College of Engineering students only.

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

7. Select your pdf and then click green "Submit Application" button*

Apply to University of Kentucky College of Engineering

Applying for SP19 Engineering - LinkedIn Profile Review event 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 document with your LinkedIn profile URL (website address)
Search your other documents or **Upload New**

2. Work Authorization
Are you legally authorized to work in the United States?
☐ Yes ☐ No
Will you now or in the future require visa sponsorship?
☐ Yes ☐ No
☐ Prefer not to answer these questions

Submit Application

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

Interview Details

Interview with University of Kentucky College of Engineering - SP19 LinkedIn Profile Review event
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.

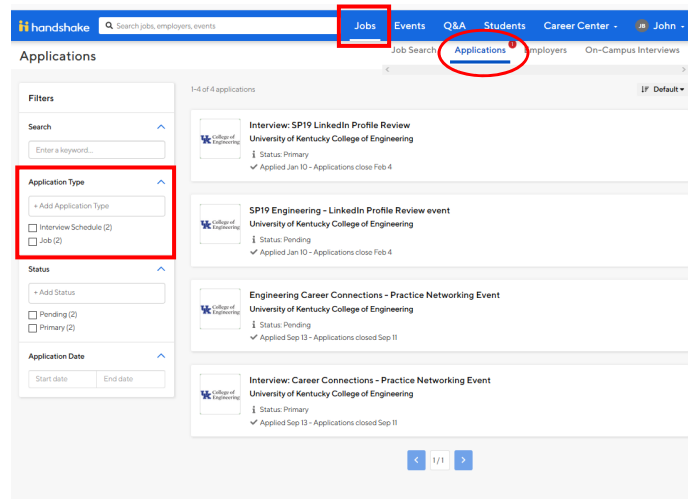
You may only sign-up for ONE time slot when the schedule opens on Jan. 28 @ 8:00am. Sign-ups will close on Feb. 4 @ 11:55pm or until capacity is reached. Upload a document with your LinkedIn profile URL to Handshake and then sign up for a 30 minute session.

February 8th 2019 **Group By LP Time**

Time	Jobs	Student	Interviewer	Room	Action
10:00 am - 10:30 am					
10:00 am - 10:30 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 H	Take Slot
10:00 am - 10:30 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 C (Career Development Interview)	Take Slot
10:00 am - 10:30 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 B	Take Slot
10:30 am - 11:00 am					
10:30 am - 11:00 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 H	Take Slot
10:30 am - 11:00 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 C (Career Development Interview)	Take Slot
10:30 am - 11:00 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 B	Take Slot
11:00 am - 11:30 am					
11:00 am - 11:30 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 H	Take Slot
11:00 am - 11:30 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 C (Career Development Interview)	Take Slot
11:00 am - 11:30 am	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 B	Take Slot
11:30 am - 12:00 pm					
11:30 am - 12:00 pm	Any	Not Assigned	Not Assigned	F. Paul Anderson Tower James and Gay Hardymon Center for Student Success, office 355 H	Take Slot

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

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 2019 LinkedIn Profile Review 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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