



# **HANDSHAKE GUIDE**

**ALVERNIA UNIVERSITY  
CAREER DEVELOPMENT**

# Using Handshake: Alvernia's All-in-One Career Site

Go to [alvernia.joinhandshake.com](http://alvernia.joinhandshake.com)

- If you already have an account, sign in with your Alvernia email address that looks like this: YOUR.NAME@alvernia.edu. You can also **skip to page 4** of this guide once you log in.
- If you do not have an account already, you'll create one. In the top right corner of the page, click where it says "No account? Sign up here."

**Get the job done**

**Students**  
Launch the next step in your career.

**Employers**  
Hire the next generation of talent.

**Career Centers**  
Bring the best jobs to your students.

[Learn More](#)

**Alvernia University**

Please sign in with your .edu email for Alvernia University

[Next](#) [Need help?](#)

No account? Sign up here.

If you are creating your account, use your Alvernia email address that looks like this: **YOUR.NAME@alvernia.edu**

**Handshake**

**Let's find your next job**

Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

**Alvernia University**  
.edu email address

[Next](#)

Are you an employer?  
[Sign up here](#)

Already have an account?  
[Sign in here](#)

On the next screen, Alvernia should already be selected as your school. Search if it isn't listed.



## Add your school

Some colleges and universities partner with Handshake and may already have a profile for you.

School

Can't find your school? [Contact support](#)

Next

Then, you'll create a password. This password is unique to Handshake and doesn't have to be one you use for other Alvernia systems.



## Choose a password

Passwords must be 8+ characters and contain 2+ of the following categories: letters, numbers, and special characters.

Password

Re-enter password

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#)

Once you create an account you'll start receiving Handshake emails. You can unsubscribe at any time.

Create account

Fill out the required information in the “Tell us about yourself” section. The more information you enter into Handshake, the more personalized your experience on the site will be.

## Tell us about yourself

The info below helps us customize your Handshake experience. Don't worry - you can make changes later.

\* Required field

\* First name

\* Last name

\* Major

\* Graduation month

You can estimate this

\* Graduation year

Next

Check your email for a confirmation email and follow the steps to confirm your account. Once you confirm your email and log in, fill out the information about your career interests and experience that Handshake requests so the jobs and events that you see match your interests.



## Check your email

We sent a confirmation to the email below. Please follow instructions in the message to confirm your account.

[career.development@alvernia.edu](mailto:career.development@alvernia.edu)

[Logout](#)

### Don't see a confirmation email?

- Give it a couple of minutes
- Make sure you're using the email above
- Check your spam folder
- [Try resending the confirmation email](#)
- [Contact support](#)

# Use Handshake Features

Now you're on the Handshake home page where you can browse **employer information sessions, job and internship recommendations** based on your major and activity, and **positions that the Office of Career Development has chosen to highlight**. Here's what you'll see on the various tabs:

- **Jobs**
  - You'll see hundreds of jobs, internships, and other opportunities. Use the filters and search features to narrow down what you see.
- **Events**
  - You'll see a mix of events happening on campus, virtual events, and employer events happening around the country.
- **Employers**
  - You'll see employers who are approved to interact with Alvernia students. Use the search features and filters here to find employers that interest you.
- **Messages**
  - If you set your profile privacy settings so that you can message employers and other students, you'll see messages here. You can send messages to employer contacts and other students throughout Handshake.

The screenshot shows the top navigation bar of the Handshake website. On the left, there is a logo and navigation links for 'Jobs', 'Events', and 'Employers'. On the right, there are links for 'Messages' and 'Career Center' with a notification icon. The main content area features a large heading 'Steps to success you can take today' in orange and white text. To the right of this heading are two white boxes with blue borders and right-pointing arrows. The first box is titled 'Attend an event' and contains the text 'Learn more about employers or roles you're interested in, directly from the source.' The second box is titled 'Follow 2 new employers' and contains the text 'Be the first to know when an employer posts a new job or hosts an event.' Below this section is a white banner for the 'Alvernia University Career Center' with the Alvernia University logo and the text 'View your school's resources'.

## Get Virtual Face Time with Employers

This section displays three virtual sessions with employers. Each session is represented by a colored vertical bar on the left indicating the date, followed by the session title and the employer's name and logo. The first session is on May 21, titled 'Corporate & Investment Bank Advancing Black Pathways...', featuring JPMorgan Chase & Co. The second session is on Aug 18, titled 'Campus Recruiting PYRAMID Summer Series: Innovation +...', featuring CohnReznick LLP. The third session is on Sep 23, titled 'NNSA Graduate Fellowship Program Virtual Information...', featuring Pacific Northwest National Laboratory.

[View all events](#) →

On the **Career Center** tab, you'll see information about the Alvernia Career Development team. This is also where you can schedule appointments and access resources.

- **Appointments**

- Schedule an appointment with a career coach, whether that is a professional staff member or a student staff member. Select an appointment time, choose your class year, and choose a topic.

- **Resources**

- You can access guides, articles, and links from Career Development on a variety of topics. We're always adding resources!

- **Surveys**

- Occasionally, you'll see a survey from Career Development to fill out here, but don't worry if this section is blank.

Jobs Events Employers Messages Career Center

**Alvernia University**

What can we help you find?

- Appointments** – Schedule time to meet with experts and build your career
- Resources** – Read curated content from your career center
- Surveys** – Answer questions from your career center

**About**

**Mission**  
Guided by Franciscan values and the idea of “knowledge joined with love,” and rooted in the Catholic and liberal arts traditions, Alvernia is a rigorous, caring, and inclusive learning community committed to academic excellence and to being and fostering broadly educated, life-long learners; reflective professionals and engaged citizens; and ethical leaders with moral courage.

**Description**  
Alvernia combines the personal touch and attention of a small private college with many of the opportunities of an outstanding university. It's the best of both worlds! Our students benefit from our liberal arts foundation that offers a well-rounded education to help them develop their own opinions, attitudes and beliefs. They also receive first-rate professional preparation to provide them with the skills and knowledge needed for career success after graduation. Our students appreciate the small class sizes and breadth of our academic programs all taught by faculty who are experts in their fields, and equally committed to their success. Alvernia is also a great value among private universities, and we work hard to keep our costs affordable for families. We also offer generous scholarships and

[See More](#)

**Contact Information**

**Website**  
<https://www.alvernia.edu>

**Phone**  
610-790-2878

**Email**  
[career.development@alvernia.edu](mailto:career.development@alvernia.edu)

**Location**  
400 St Bernardine St, Reading, Pennsylvania 19607, United States

[Schedule Appointment](#)

**Public Staff List**

- MA** Megan Adukalitis  
Director of Career Development
- MK** Marley Kropp  
Assistant Director of Career Development

# Handshake Student **FAQs**

## **Q: Why should I make a Handshake account if I already have a LinkedIn account?**

Handshake has the most opportunities for students and new college grads of any job platform, and is the only one that lets employers recruit specifically at your school.

All the jobs are posted just for students, which means you aren't competing against professionals with 5+ years of experience. No experience required.

## **Q: Why should I fill out my Handshake profile?**

Handshake will give you personalized job recommendations based on the information you provide on your profile—so you can find jobs and internships that are right for you.

Recruiters are five times more likely to proactively reach out to you with job opportunities and event invitations if your profile is complete.

**Recruiters are 5x more likely to reach out to you with job opportunities if your profile is complete.**

## **Q: Which parts of my Handshake profile are most important to fill out?**

**In addition to your major, Handshake also uses your job interests** to recommend opportunities to you. Job interests include:

**Job type:** Looking for an on-campus job, internship, part-time job, or full-time job? You can choose more than one.

**Preferred location:** Select the cities you would like to work in, and Handshake will show you jobs in that area.

**Job role:** Choose at least three positions you would like to explore, like “marketing associate” or “data analyst.”

**TIP:** Don't forget to let students know that they can change and update interests whenever they want!

## **Q: What are the top things employers search for?**

Beyond your job interests, employers want to know:

**Previous work experience:** Have you had a part-time job, internship, work study, research position and or volunteered? Employers like to see that you've taken on responsibility, and that these experiences have helped you develop valuable skills.

**Skills:** Add technical skills like SQL along with soft skills like communication. The more skills you list, the better your chances are of showing up in an employer search.

**Clubs and organizations:** These signal your specific interests, affinity groups, and participation and involvement on campus.

### **Q: Why should I care about other students on Handshake?**

**Chat with students and alumni who've been there.** When you view a job or employer page, you can see other students who have worked there and reach out to them with your questions.

**Get an inside look** at company culture, interview tips, and more through company reviews. You can also find answers to common career questions (or ask your own!) in Q&A.

**TIP:**

Search for students to connect with based on their major, work experiences, and more!

### **Q: Why should I make my profile public?**

**Help employers find you.** If your profile is public, you'll show up in searches when they're recruiting for jobs and internships.

**Connect with and mentor other students.**

Help other students along their career journeys by making your own visible. And give them the opportunity to reach out.

### **Q: Can I use Handshake on my phone?**

Yes! **Download the Handshake App** to search and apply to jobs right from your phone. Get notified and never miss a message from an employer, be first to see new job postings, and apply in two taps with **Quick Apply**.

### **Q: What is the best way to use keyword search and filters?**

Narrow down and customize your job search. Filter through jobs by criteria such as job type, location, work authorization, and industry.

Keyword search helps you find jobs whose description includes a word that you're looking for. For example, if you search for the keyword "accounting," you will see jobs where the word accounting appears in the posting.

**TIP:**

Save your searches to quickly access a set of filters you've used in the past!

**Employers look for a combination of job interests, work experiences, skills, organizations, and courses. Show up in more searches—fill them out!**