**Handshake Training**

<https://www.youtube.com/watch?v=68RU8KoKRtM&feature=youtu.be>

Slide 1 (0:00-0:09)

Handshake Training

Manhattan College Center for Career Development

Slide 2 (0:09-1:22)

How to Sign On

You already have an account - you just need to sign on

* Via the college website quick links
* Via the Office of Career Pathways page on the college website

Slide 3 (1:22-3:06)

Home Screen Features

What can we help you find today?

Jobs / Employers / Community / Career paths / Events / Career center

Slide 4 (3:06-5:01)

Fill out your profile

*Profile sections*

My Journey

Education

Work & Volunteer Experience

Organizations & Extracurriculars

Slide 5 (5:01-6:47)

Search for jobs & internships

Filters: Industry > Job Function > Employer Preferences > Major > Paid/For Credit

Slide 6 (6:47-7:14)

Check application status

* Applications section
* Filters

Slide 7 (7:14-8:31)

Follow employers

Slide 8 (8:31-9:42)

View and RSVP to events

* Upcoming events
* Event search
* Fair search
* Calendar
* Search events > Find career fairs > Request appointments > Explore jobs

Slide 9 (9:42-11:04)

Additional resources

* Resource library (search resources)
	+ InterviewStream: Practice Interviewing on Your Own Time, by Career Development
	+ Check out VAULT: A Career Resource, by Career Development
	+ Detecting fraudulent internship & job postings, by Career Development

Slide 10 (11:04-11:11)

Thank you!

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