

# The Gamecock's Guide to HANDSHAKE



## This is YOUR Job Search Tool

Handshake is the Career Center's online career management platform.

### What can you do on Handshake?

#### APPLY

Work-study jobs, part-time jobs, full-time jobs, internships, co-ops, and other career opportunities

#### RESEARCH

Employers who want to connect with the University of South Carolina to recruit students

#### RSVP

Career fairs, networking events, and employers' information sessions

#### CONNECT

Message and network with employers and peers, schedule coaching and career studio appointments

#### ENGAGE

Handshake feed for career insight from peers, updates about internships, co-ops, and jobs

### Get Started!

# 1

#### LOGIN

- Scan the QR code or visit [sc.joinhandshake.com](https://sc.joinhandshake.com).
- Enter your USC email and password to set up\* your account.

*\*Some information has been pre-loaded to your profile*

Scan or  
click me!



# 2

#### PERSONALIZE PROFILE

- Select your initials (upper right). Select your **Career Interests**: job type, job roles/functions you are interested in, career clusters, where you want to live, and more. This helps Handshake recommend opportunities that fit you based upon your interest survey and profile.
- Select the **My Profile** option to complete sections.
- **Add data** to Education, Work & Volunteer Experience, Organizations, Courses, Projects, and Skills.
- Once your profile is complete, we encourage you to **make your profile public** so it's visible to employers.

### Your profile is almost ready! Next, upload your resume and start searching.

Need help with your resume? Schedule a resume review appointment with the Career Center.

# 3

#### UPLOAD DOCUMENTS

- Select your initials (upper right). Select **My Documents**.
- Add your **Resume** to your Handshake account.
- We recommend scheduling a **resume review appointment** with the Career Center before posting to Handshake.



**Career Center**

UNIVERSITY OF SOUTH CAROLINA



4

## FIND JOBS AND APPLY

×

Filters

Employment type

☐ Full-Time
 ☐ Part-Time

Job type

☐ Job
 ☐ Internship
 ☐ On Campus Student Employment
 ☐ Cooperative Education
 ☐ Experiential Learning
 ☐ Volunteer
 ☐ Fellowship
 ☐ Graduate School

- Select **Jobs** and use filters to find relevant vacancies. Common filters include: Location, Job Type, Industry, Employers, or South Carolina Collections. You can **tag jobs** to save, **follow** employers, and create a **saved search**.
- Select the **Apply** or **Apply Externally** button: add the application documents directed by the prompts.
- Carefully **follow application instructions** included on the job profile.

🔖 Save

Apply

🔖 Save

🔗 Apply externally



5

## REGISTER FOR EVENTS

- Select **Events** to find upcoming events and fairs — both in-person and online. You can filter events by category, career center, date, and more.
- Search upcoming **Career Fairs**, where you can register and view attending employers.

🔖

Register

6

## ENGAGE WITH EMPLOYERS AND YOUR FEED

- Make your profile public through **Settings** by selecting **Community**. This opens the opportunity for networking on Handshake.
- If enabled, **message employers** any questions about their positions in Handshake and let them know you are interested.
- Regularly **check your feed** to discover updates from the Career Center, employers and Handshake.

# TRANSFERABLE SKILLS

Think that your job as a part-time cashier or server has nothing to do with your aspiring career out of college? Think again! Transferable skills are skills you gain through work, coursework, campus involvement, volunteer experiences, and other activities that can be applied in different roles and settings.

Identifying your transferable skills can help you strengthen your Handshake profile, find opportunities that match your strengths, and communicate your value to employers.

If you have questions about how to market your transferable skills or need help identifying ways to develop them, make an appointment with your career development coach.

## IDENTIFY YOUR TRANSFERABLE SKILLS

This exercise is designed to help you identify the skills you already possess. Knowing your strongest skills can help in many areas of your job search and career journey.

1. Check each skill you feel you possess. Consider coursework, extracurricular activities, organizations/clubs, volunteer work, internships, and work experience.
2. Review the skills you checked and circle your 10 strongest.
3. For each of your top 10 skills, complete the next page and describe a specific example of how you have demonstrated that skill in the past.
4. As you explore Handshake, look for these skills in job and internship postings and consider how you can highlight them in your profile and applications.

### COMMUNICATION SKILLS

- ☐ Verbal communication
- ☐ Written communication
- ☐ Public speaking
- ☐ Active listening
- ☐ Presenting information
- ☐ Giving and receiving feedback
- ☐ Interpersonal communication
- ☐ Cross-cultural communication
- ☐ Persuasion
- ☐ Storytelling
- ☐ Professional email communication

### LEADERSHIP & MANAGEMENT SKILLS

- ☐ Team leadership
- ☐ Delegation
- ☐ Motivating others
- ☐ Conflict resolution
- ☐ Coaching / mentoring
- ☐ Decision-making
- ☐ Performance management
- ☐ Strategic thinking
- ☐ Accountability
- ☐ Project ownership

### TEAMWORK & COLLABORATION

- ☐ Collaboration
- ☐ Relationship building
- ☐ Cooperation
- ☐ Supporting team goals
- ☐ Building trust
- ☐ Inclusivity
- ☐ Facilitation
- ☐ Working in diverse teams

### PROBLEM-SOLVING & CRITICAL THINKING

- ☐ Analytical thinking
- ☐ Research skills
- ☐ Data interpretation
- ☐ Troubleshooting
- ☐ Root cause analysis
- ☐ Creative problem-solving
- ☐ Innovation
- ☐ Evaluating options
- ☐ Risk assessment

### ORGANIZATIONAL SKILLS

- ☐ Time management
- ☐ Prioritization
- ☐ Multitasking
- ☐ Planning
- ☐ Scheduling
- ☐ Workflow management
- ☐ Attention to detail
- ☐ Record keeping
- ☐ Resource management

### ADAPTABILITY & PERSONAL EFFECTIVENESS

- ☐ Flexibility
- ☐ Resilience
- ☐ Stress management
- ☐ Learning agility
- ☐ Initiative
- ☐ Self-motivation
- ☐ Growth mindset
- ☐ Professionalism
- ☐ Accountability

### TECHNICAL & DIGITAL LITERACY SKILLS

- ☐ Basic computer proficiency
- ☐ Microsoft Office / Google Workspace
- ☐ Data entry
- ☐ Social media management
- ☐ Virtual collaboration tools
- ☐ Email management systems
- ☐ CRM systems
- ☐ Online research
- ☐ Basic data analysis
- ☐ Cybersecurity awareness

### CUSTOMER & SERVICE SKILLS

- ☐ Customer service
- ☐ Client relationship management
- ☐ Needs assessment
- ☐ Complaint resolution
- ☐ Empathy
- ☐ Service orientation
- ☐ Sales fundamentals

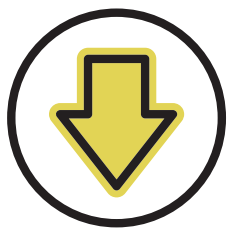
### PROJECT & PROCESS SKILLS

- ☐ Project planning
- ☐ Goal setting
- ☐ Budget awareness
- ☐ Process improvement
- ☐ Documentation
- ☐ Quality control
- ☐ Monitoring progress
- ☐ Meeting deadlines

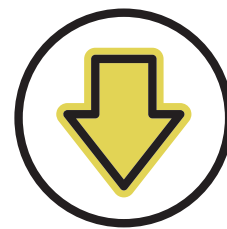
### QUANTITATIVE & FINANCIAL SKILLS

- ☐ Budget tracking
- ☐ Financial literacy
- ☐ Basic accounting
- ☐ Inventory management
- ☐ Cost analysis
- ☐ Data tracking

[illegible]



KEEP GOING FOR MORE



# HANDSHAKE INSIDER TIPS



*Cocky knows  
how to  
headshot!*

## Handshake Insider Tip: Notifications

Ever missed an interview invite because you didn't notice the alert? Those little numbers at the top of your Handshake screen are your notifications — reminders about jobs, events, and interviews.

To make sure you're in the loop:

1. Click your initials or photo (top right) → **Notifications**.
2. Select **Edit Notification Preferences**.
3. Choose how you want updates:
  - **Notification** = in-app alerts
  - **Email** = messages to your inbox
  - **Push (Mobile)** = text reminders

Double-check your settings so you never miss an opportunity!

## Handshake Insider Tip: Profile Photos

Adding a photo to your Handshake profile is optional — and safe to skip. Employers shouldn't be judging by appearance, and Handshake gives you control over visibility.

Your options:

- No photo? Your initials will show instead — no penalty.
- Upload one? You can **hide it from employers**; only you and the Career Center will see it.
- Want to preview? Use the “**View as Employer**” button to see what they see.

If you do add a picture, choose a clean, professional headshot — think LinkedIn, not Instagram.

## Handshake Insider Tip: Understanding Qualifications

See “Some Qualifications Missing”? Don’t panic. You can still apply.

Handshake checks info like your **major**, **GPA**, **school year**, and **work authorization**. Some details come from the Registrar (and can’t be edited in Handshake). If your data looks off, contact the Registrar. If some of your information changes mid-term (like your major), you may not see those updates until the following semester.

When you apply, add a cover letter explaining your fit and why Handshake may not reflect that — it can make all the difference!

BONUS: Update your **expected graduation date** in your profile. Employers often filter by this, so keeping it current helps you get found.

## Handshake Insider Tip: Scheduling Appointments

You can book Career Center appointments right in Handshake.

1. Click the **Career Center** tab in the left hand menu → **Appointments** → **Schedule a New Appointment**.
2. Choose your **Category** (college, grad student, alumni, etc.).
3. Pick your **Appointment Type**, then a **time** that works.
4. Select your meeting format: **Virtual** or **Face-to-Face**.
5. Hit **Request** — you’ll get a confirmation when approved.

Need to cancel? Just change the status to “Cancelled.”

## Handshake Insider Tip: On-Campus Interviews

To find and sign up for campus interviews:

1. Go to **Jobs** → filter for “**Interviewing on Campus**.”
2. Apply to a job, then watch for a message that you’ve been selected.
3. When sign-ups open, claim a time slot under **Interviews**.

Need to switch slots? You can **Request Swap**, **Leave Slot**, or **Switch to Slot** if another time’s open. Keep notifications on so you don’t miss your chance.

**Keep using Handshake  
throughout your University  
of South Carolina career!**

### *Next steps:*

Talk with a Career Coach for  
one-on-one assistance. Scan here  
or visit [sc.joinhandshake.com](https://sc.joinhandshake.com)  
to get started!



**Career Center**  
UNIVERSITY OF SOUTH CAROLINA

Check out all of our resources at [sc.edu/career](https://sc.edu/career)!

### CONNECT WITH US

sc.edu/career  
career@sc.edu  
803.777.7280

### VISIT ONE OF OUR THREE LOCATIONS

University Career Center (Thomas Cooper Library, Level 5)  
Molinaroli College of Engineering & Computing (Swearingen, 1A03)  
Graduate Student Career Services (Thomas Cooper Library, Level 5)  
Pre-Professional & Graduate School Advising (Sumwalt, 208)

