# Welcome to Handshake!

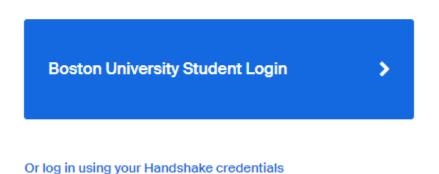
Handshake is your online hub for finding jobs, internships, career-related events, and content all tailored to fit your needs and interests.

## 1. How do I sign on to Handshake?

- www.bu.joinhandshake.com/login
- Select Boston University Student Login



Click below to sign in to your account



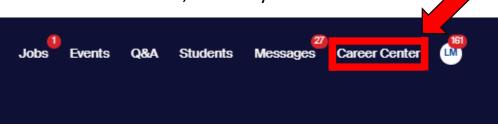
• Log in using your Kerberos name and password

BU login name         password         Continue         You have asked to login to Handshake		BU Login	
Continue	(		
You have asked to login to Handshake			
		You have asked to login to Handshake	



## 2. How do I schedule an appointment with an Advisor?

 From your homepage, after logging in, Click 'Career Center' in the top right corner of the screen, next to your account name



• Then click on *"Appointments"* when you get to the Career Center page



## **Boston University**

## What can we help you find?

### Appointments →

Schedule time to meet with experts and build your career

#### Resources →

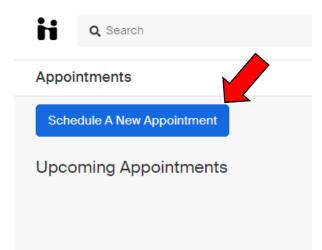
Read curated content from your career center

#### Surveys --

Answer questions from your career center



• Then click on "Schedule New Appointment"



• You will then pick a *category* Choose a Category BU Financial Assistance All BU Students Appointments with BU Undergraduate Financial Assistance staff Center for Career Development All BU Students Serving all on-campus, degree-seeking students and corresponding alumni. Questrom: Undergraduate Student Questrom Organizations Students Meetings to discuss student organization events and organizational needs. Questrom: Undergraduate Academic Advising Have a quick question such as adding/dropping a class, Questrom using the wait list, or getting a transcript? Please call the Students front desk at 617-353-2650 or stop by our office in the UDC - we can help you today, or assist you in scheduling an appointment if needed! Questrom: Undergraduate Career Advising Questrom Meet with the UDC Coaching Team. Students



## • Then select an appointment type

Choose an Appointment Type Questrom - (Virtual) Mock Interview Schedule a Mock Interview with the coaching team Questrom - (Virtual) Document Review (Resume &/Cover Letter) Questrom - (Virtual) Career Exploration Questrom - (Virtual) Job/Internship Search Questrom - (Virtual) Networking for Events Questrom - (Virtual) Networking with Professionals Questrom - (Virtual) Offer Review/Salary Negotiation Questrom - (Virtual) LinkedIn Review Questrom - (Virtual) Outside of Continental US: Career Advising

 Once you've selected your appointment category and type, you will be taken to the next available appointments.

egory Iestrom: Underg		pe uestrom - (Virtual) Do	ocum	Staff Member No Prefere	ence	Appointme No Prefe	
		*	Week of Sunday	y, April 19th 🕶	>		
Sunday April 19th 2020 No Appointments Available	Monday April 20th 2020 No Appointments Available	Tuesday April 21st 2020 Appointments Available	Wedne: April 22nd Appointr Availa	d 2020 ments	Thursday April 23rd 2020 Appointments Available	Friday April 24th 2020 Appointments Available	Saturday April 25th 2020 No Appointments Available
or 21						Time Zone:	Eastern Time (US & Canada) 🛛 🔻
Soon Sovoy Apr 2	1 - Questrom - (Virtu	al) Document Review (Re	esume &/Co	ver Letter)		8:00	am EDT - 8:30 am EDT
Sean Sevey - Apr 2							
	- Questrom - (Virtua	I) Document Review (Re	sume &/Cov	rer Letter)		8:00	am EDT - 8:30 am EDT

# **Questrom Career Advising**

- Click on a day/time that works for you OR click on 'staff member' to see the availability for specific staff members within the category you chose.
- You will then be taken to a screen to provide more details about what you are looking to meet about.

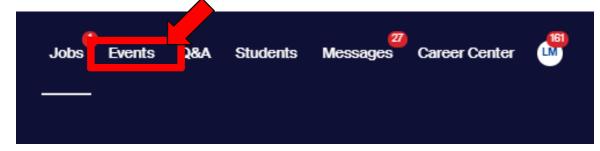
Appointment Request Details					
* Appointment medium	In Person	~			
* What can we help you with?					
Page 1					
* In preparation for your appointment, consider your goals for what you hope to accomplish in the meeting. This may include identifying some short- and long-term goals as they relate to your academic, personal, and professional aspirations. You may also want to discuss possible professional experiences, study abroad, degree enhancements, student organizations, etc. Thinking about these goals will help guide your conversation with your advisor – we look forward to meeting with you!					
○ Yes, I have read the above statement					
Cancel	Re	equest			

- Enter details about the appointment in the **What can we help you with?** Section, read and agree to the statement, then **click** the green *Request* button at the bottom of the screen.
- You will be taken to the overview of the appointment where you can cancel the appointment or add comments before the appointment.



# 3. How to register for Questrom Events

• Select "Events" from the top navigation bar, this will show you <u>all</u> events



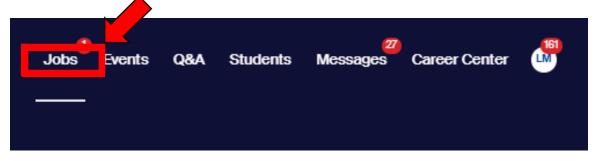
- Please note: All Questrom-only Events will begin with the word Questrom
- These can be found using "Search Events" and typing 'Questrom' in the search bar on the left of the screen

H	Q Search			
Upcor	ming Events			
Q	earch Events	Request Appointments	Explore Jobs	
Events to	oday			
BAN	Bank of America Spring Forums March 4 to April 22, 2020 View Details	g 2020 Diversity & Inclusion	764 stud	er

			<b>`</b>
BOSTON	Questrom - Senior Job Search Series (3 sessions in 3 weeks) $\Box$ Boston University	Filters	R (II)
ONTERSTIT	April 7 to 21, 2020	Tillers	N(I)
	Questrom School of Business, HAR 424	Search	~
	These sessions take place on the following 3 Tuesdays from 5-6pm. 4/7 4/14 4/21 If you're active in your full-time job search then this event is for you! In these workshops you will: 1. Develop a tangible job search strategy with an accountability partner 2. Process your results to the Clifton Strengths Assessment to help boost your confidence and	Questrom	]
		Туре	~
BOSTON	Questrom- Bank of America Employer Spotlight (UG)          Boston University	+ Add Type	
	April 21, 2020 from 12:00 pm to 1:30 pm EDT No location	Virtual Session (2)	
	Our open house virtual event will provide an opportunity for you to get to know us and for us to get to know you. On the call will be different business representatives who are happy to answer any questions you might have about what it's like to work at Bank of America. Representatives will be present from Global Wealth & Investment Management, Merrill	Host	

# 4. How do I search for Jobs and Internships?

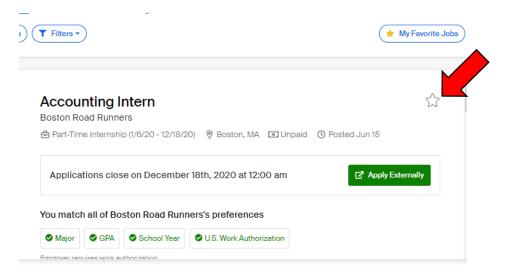
 Select "Jobs" on the top navigation bar. You will be taken to the Job Postings page. From here, there are various options possible to view available positions and narrow your search. See below for more information.



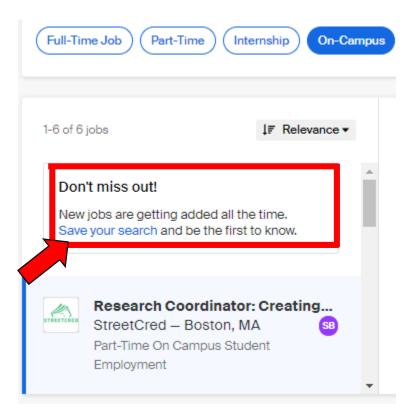
- To search for jobs using keywords, use the search box at the top of the page. Enter a few keywords and/or location. All matching results will be provided.
- You can also click on "Filters" to expand other possible search criteria

Job Search	Job Sea	rch Applications	Employers On-Campus Interviews
Q Job Title, Employers, or Keywords	<ul> <li>City, State, or Zip Code</li> </ul>		★ My Favorite Jobs 0
Full-Time Job Part-Time Internship On-Campus	T Filters		Saved Searches Apply filters to save this search and receive notifications.
Popular searches for majors human resources • sales • analyst • research • marketing • intern • er	ngineer • teacher • entry level • associate	2	Create Search Alert
1-25 of 11,236 items		J. F Relevance ▼	
Farm Sanctuary Shelter Intern (Unpa Farm Sanctuary	id, Volunteer)	☆	
<ul> <li>Unpaid Full-Time Internship</li> <li>Watkins Glen, NY</li> </ul>	<ul> <li>Apply before Thursday, 12/31</li> <li>All Employer Preferences Match</li> </ul>		
LUXURY         PR - Writer - Marketing - Fashion International Internatione Internatione International Internatione International Internat	ern - Office	☆	
NETWORK SHOR CONSIGN ■ Unpaid Full-Time Internship ♥ Boston, MA	<ul> <li>Apply before Friday, 8/31</li> <li>All Employer Preferences Match</li> </ul>		

 To send a job to "My Favorite Jobs" simply click the star on the right side of the posting on the search results page. This will keep it saved as a shortcut to come back to in your "My Favorite Jobs" folder.



 To save a custom search, select the filters that apply for you, then click *"Create Search Alert"* on the right side of the screen this will save your search and notify you when positions matching your criteria have been posted





To apply, click on a position, review the requirements and responsibilities.
 Click the green "Apply" button

# Research Coordinator: Creating hope for the future with Child Savings Accounts

## StreetCred

Part-Time On Campus Student Employment (9/1/20 - 4/30/21)
 Boston, MA 

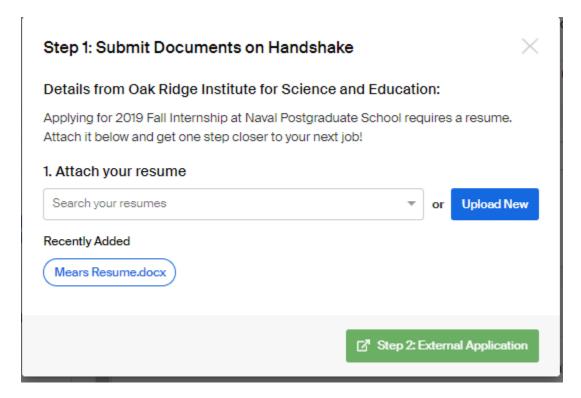
 \$18.00 per hour
 Posted Apr 7

Applications close on August 31st, 2020 at 8:50 am

You match some of StreetCred's preferences

AMARTA ACTA ACTA IV---

 Attach the required documents and follow any additional instructions. Click *"Submit Application"*.



Apply