

# handshake

## Student User Guide

Nevada State College's Career Services Center offers its students and alumni a modern career development platform called Handshake. Through Handshake, students can:

- ❑ View local and national job and internship positions, personalized based on your major and interests
- ❑ Connect and interact with recruiting employers and build your career community
- ❑ Learn about and register for local and on-campus career fairs and networking events
- ❑ Explore the Resource Library to find online career-related resources and handouts pertaining to career/major exploration, resume and cover letter writing, interview skills, and more
- ❑ View a personalized news feed containing the latest information and career events from NSC's Career Services Center and your favorite employers you follow

### HANDSHAKE STUDENT SUPPORT

For additional support, please use the below resources:

- ❑ Handshake Support Center (click on "Student/Alumni"): <https://support.joinhandshake.com>  
*This site offers helpful 2-minute videos and articles with screenshots.*
- ❑ Handshake Support Team: 1-855-426-3136

### HOW TO LOG IN

Only currently enrolled NSC students have automatic access to Handshake. To log in:

- ❑ Go to <http://handshake.nsc.edu>. Click on the blue "NSC Login" button.
- ❑ Enter your NSHE ID# (in the username field) and your NSC password associated with your NSC account. Click the "Log In" button.
- ❑ Note: If you are an NSC alumni or having trouble logging in, please email [career@nsc.edu](mailto:career@nsc.edu) to request Handshake access.

**Click on the blue "NSC Login" button. Then enter your NSHE ID# and your NSC password to log in.**

**Trouble logging in?  
Email [career@nsc.edu](mailto:career@nsc.edu)**

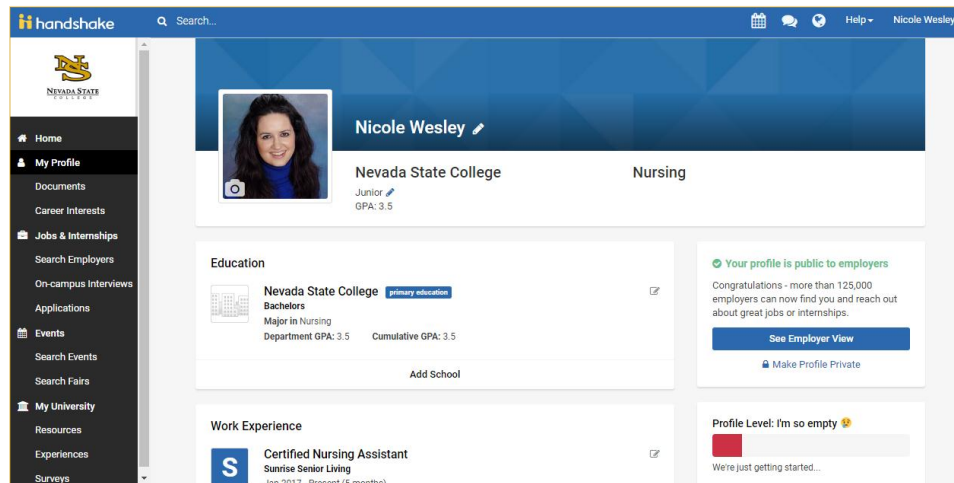
*Handshake URL: [handshake.nsc.edu](http://handshake.nsc.edu)*

### FILL OUT AND UPDATE YOUR PROFILE

Fill out your profile. Note that some of your information will already be in your Handshake profile. Check to be sure all information is correct, and fill out the remainder of your profile. By filling out your profile, Handshake will customize your news feed and help you find opportunities that align with your career goals and interests.

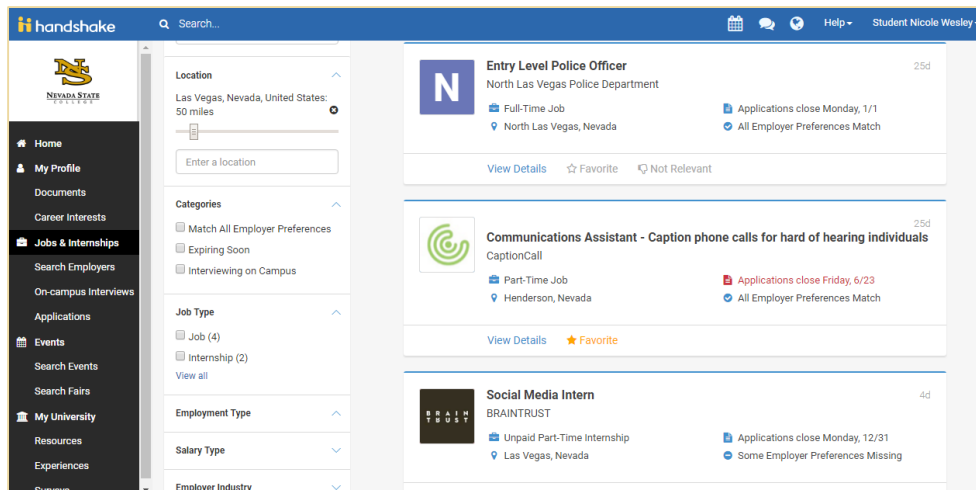
## UPDATE YOUR PROFILE (continued): UPLOAD YOUR RESUME

Update and upload your resume in Handshake. Make sure your resume follows standard resume rules and guidelines and is free of errors. If you need help revising your resume, stop by the Career Services Center to get it professionally critiqued. Uploading your resume will make it easier for you to apply to jobs/internships. You can also choose to make your resume public for employers to see. If you want recruiting employers to view your resume, make sure that it is uploaded as a public resume.



## LOCATE JOBS AND INTERNSHIP OPPORTUNITIES

There's over 100+ job and internship opportunities available on Handshake. These local and nationwide opportunities are specifically for college students and recent college graduates. New employers and postings are uploaded on a weekly basis so check back often. Use the search bar and filters to look for companies and jobs you're interested in learning more about or applying to. You can always save your searches and jobs of interest in Handshake, so finding relevant employers and jobs will be easy!



## DISCOVER CAREER EVENTS AND CAREER RESOURCES

Select the "Events" tab to learn about and register for local and on-campus career fairs and networking events. Put yourself in front of business professionals and company recruiters to increase your professional network and learn of potential career opportunities. Also explore the "Resources" tab to find online career-related resources and handouts pertaining to career/major exploration, resume and cover letter writing, job search strategies, and more.

**HANDSHAKE STUDENT/ALUMNI SUPPORT:** <https://support.joinhandshake.com>  
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