

# Using Handshake as a Student

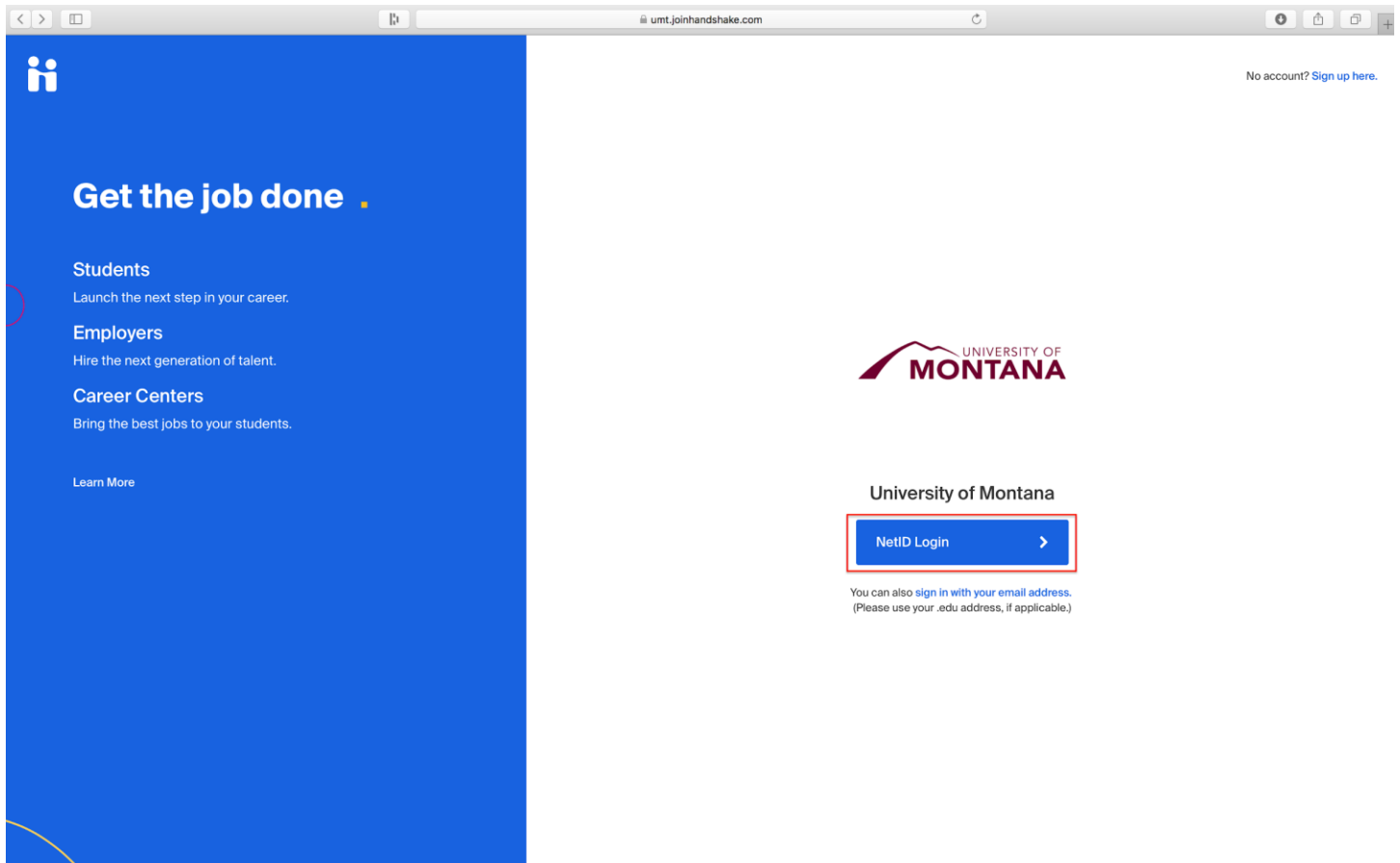
Logging In for the First Time

## 1. Getting to Handshake

The easiest way to access your student account is by going to this URL:

<https://umt.joinhandshake.com/> which will lead you to the webpage shown below.

You can also find a link to the login page on our department home page: <https://umt.edu/elcs>



## 2. Logging into Handshake

By clicking the "NetID Login" button, you will be redirected to the familiar University of Montana NetID Login webpage. Login with your standard NetID and password. If you don't know your NetID, you can find it [here](#).

NETID LOGIN

Accessibility 243-HELP(4357)

For your security, please close your web browser when not in use.

NetID

What is my NetID?

Password

I don't know my password!

Sign In

**handshake**

Handshake is your hub for internships, jobs, research and volunteer opportunities, career fairs, events, and more.

- Visit the [Handshake Help Center](#) if you have questions
- [Disclaimer and Job Search Safety Tips](#)
- Questions? Contact us at [interns@umontana.edu](mailto:interns@umontana.edu) or [hireumgrads@umontana.edu](mailto:hireumgrads@umontana.edu)

**Duo** Now Available!

University of Montana is now offering two factor authentication (2FA) with Duo Security. Simple to use, with convenience options, Duo is more secure than using a password alone. **Opt-in** to enable Duo for your NetID account today!

Learn More

UNIVERSITY OF MONTANA

Change Password Change Security Question Duo Options

This system is the property of University of Montana and is subject to the MUS security, monitoring, and appropriate-use policies. Unauthorized use is a violation of 45-6-311, MCA and Montana University System policies. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning.

Never respond to email asking you to provide account information. UM will never ask you for personal information by email. If you think you have provided your password by email, contact the IT help desk immediately.

Privacy Policy Student Use Policy Employee Use Policy

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### 3. Profile and Preferences

Since this is your first time signing into your account, you may be prompted to set some preferences and add details to your profile. This is optional, and can be filled out or changed later. If you choose to skip this step, select the "Exit" option in the top right.

### 4. Handshake Dashboard

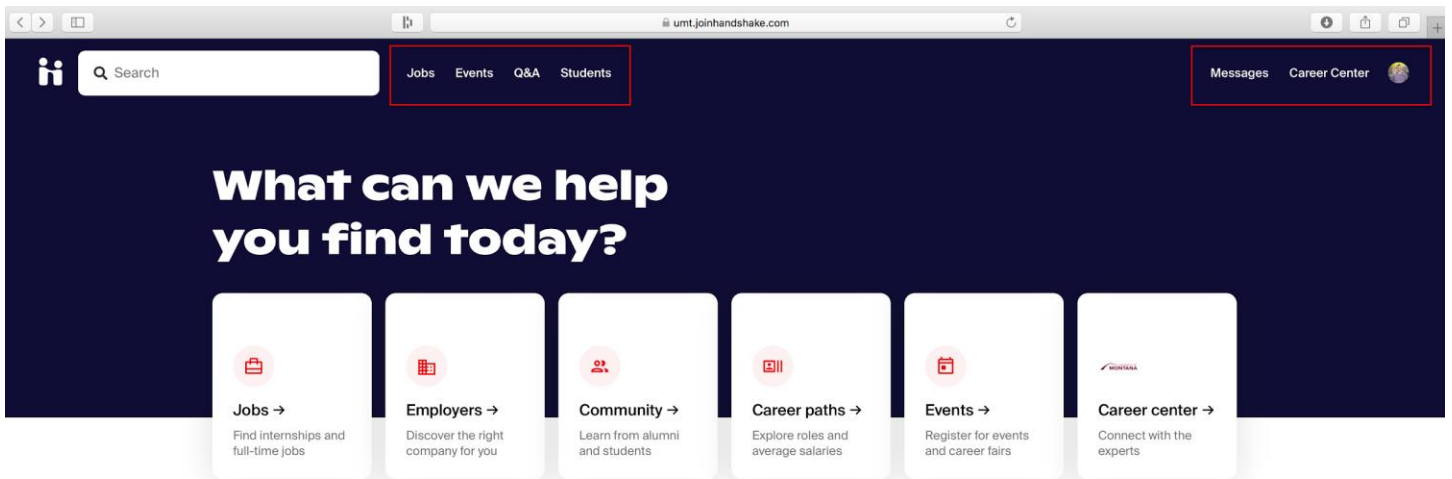
After the setup screen, you will be redirected to the Handshake dashboard.

In the top right corner, you can access:

- Your Handshake message inbox
- Experiential Learning and Career Success's Handshake page
- Your Handshake profile options

In the top left corner, you can:

- View job postings that are directed to UM students and alumni
- See upcoming Experiential Learning and Career Success events such as career fairs
- Explore questions asked by students and answered by employers
- Connect with your fellow University of Montana students and alumni



### Employers are hiring. Keep your job search active.

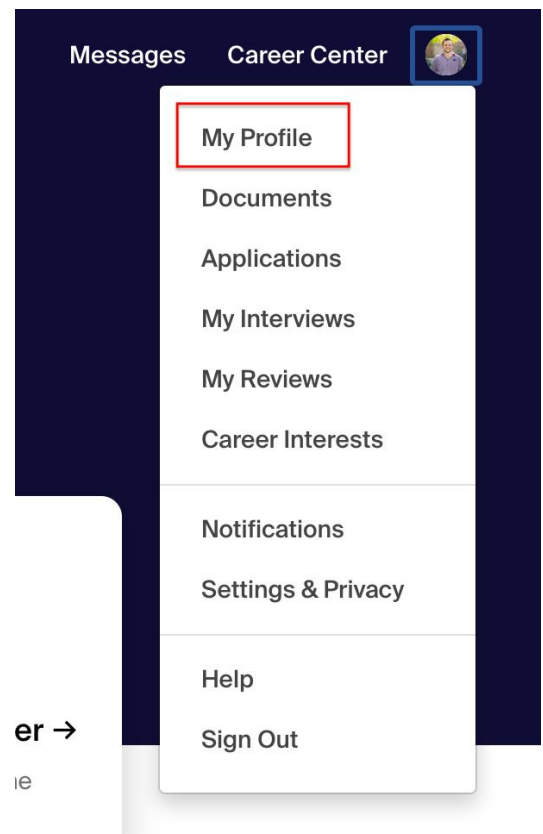
Many things are slowing down or halting right now – your job search doesn't have to be one of them. Here's how you can connect with employers hiring on Handshake.

- 1. Follow employers that catch your attention**  
By following, you'll stay connected with employers and be the first to know about new job postings or events.  
[View employers →](#)
- 2. Save your favorite jobs as you explore**  
Optimize your job search process. Explore your options, save your favorite jobs, then apply once you're ready.  
[Explore open roles →](#)
- 3. Update your interests**  
See relevant job stand out to re with your experience.  
[Update interests](#)

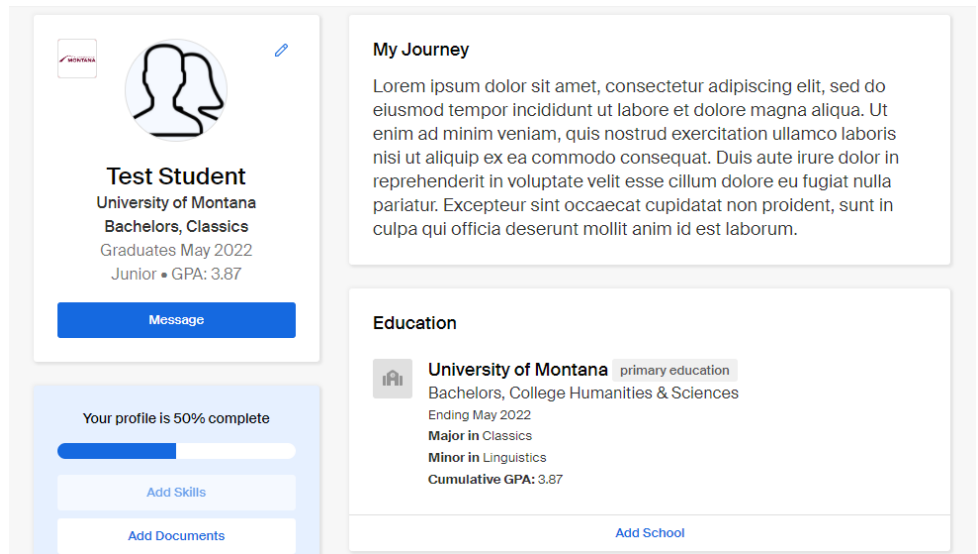
## 5. Setting up Your Profile

Think of your profile as an extension of your résumé or curriculum vitae. Your profile will already include your name, UM email, and GPA. Let us know if any of the pre-loaded information is incorrect!

Access your profile by clicking the circle in the top right corner of the dashboard. Then select "My Profile"



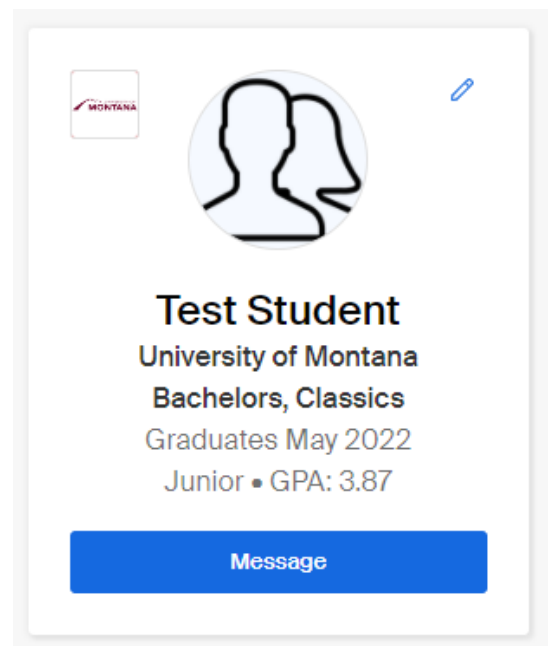
Adding and editing information on your profile is very easy. Click the blue text at the bottom of the boxes on the profile, such as "Add School", in order to add new information onto your profile. Click the blue pencil icon in the top right corner of the boxes to edit information. You may have to hover the mouse over the boxes in order for the blue pencil icon to appear.



Your profile consists of several different boxes, in which you can add information. In order to maximize your competitive status, strive to include information in all the boxes. Check out the different boxes below.

### a. Box 1: Profile Picture

Here, you can upload a profile picture, your preferred name, and the degree you are working towards. Information from the "Education" box will automatically be included in the profile box, such as the current institution, major, graduation date, degree, and GPA.



### b. Box 2: My Journey

The "My Journey" box is a great way to summarize who you are as a person, your objectives, and your goals in a quick sentence or two. You may edit this box as your education and career pursuits change in order to capture your current journey.

### **My Journey**

I'm a linguistics graduate student with detailed experience in leadership, public speaking, customer service, and student affairs. Being a linguist entails that I am a skilled analyst and I have experience using many computer programs (Microsoft, Photoshop, Cascade, etc.).

I enjoy helping others and have great communication skills.

### **c. Box 3: Education**

The education box lists your current and previous educational institutions. For each institution, you can include the degree you received (or will receive), the dates of enrollment, and your GPA.

#### **Education**



**University of Montana** primary education  
Masters, College Humanities & Sciences  
Aug 2018 - Dec 2020  
**Major in** Linguistics  
**Cumulative GPA:** 3.87




**University of Montana**  
Bachelors, College Humanities & Sciences  
Aug 2014 - May 2018  
**Major in** Classics  
**Minor in** Linguistics  
**Cumulative GPA:** 3.32





## d. Box 4: Work & Volunteer Experience

You can include your work and volunteer experience on your profile, just as you would on a resume. In addition to providing the location and dates, you can add a short description of each experience.

### Work & Volunteer Experience

**Iron Griz**  
Server/Bartender/Manager  
Aug 2018 - Present (2 years) | Missoula, MT  
As a server and bartender, managed a hospitable environment for guests, provided remarkable customer service, prepared meals and drinks for both guests and other servers, maintained a sanitary work environment, and secured cash for management.


**Parliament Tutors**  
Private Linguistics Tutor  
Sep 2018 - Dec 2019 (1 year, 4 months) | Missoula, MT  
As a private linguistics tutor, provided aid to linguistic student. We met at least twice a week, going over homework assignments and conducting a research project. Student received no lower than a B+ in their classes.

**Northwest Paddle Surfers**  
Stand-Up Paddle Board Rental Manager  
May 2015 - Aug 2017 (2 years, 4 months) | Seattle, WA  
As a rental manager, oversaw day-to-day activities, secured payments, equipped guests with instructions and safety tips in order to control paddle board.

[Add Work Experience](#)

## e. Box 5: Your Interests

### Your Interests

 Only visible to employers

#### JOB HUNT

- Actively looking for a job

#### JOB INTERESTS

On-Campus Job • Part-Time

#### CITIES

Missoula, Montana, United States of America

#### ROLES

[What roles interest you?](#)

#### INDUSTRIES





Higher Education • Research

The “Your Interests” box, located on the column to the left of the “Work & Volunteer Experience” box, includes information that is only viewable to employers. Here you can provide the logistical details about what you are looking for in a job, internship, or volunteer position. Such details include the status of your job hunt, full-time or part-time status, the location, and industry.

## f. Box 6: Organizations & Extracurriculars

Just as you would on a resume, you can list any organizations and extracurricular activities you're a member of. This is a great way to showcase your interests and skills outside of work and school. You'll need to include the name of the organization, the title of your role, time spent in the organization, and a short description of your activity.

### Organizations & Extracurriculars

-  **President**  
Linguistics Club  
Sep 2017 - Present (2 years, 11 months) | Missoula, Montana, United States  
As President, managed tutoring schedule, organized professional development programming, and implemented fundraising for conference travel and fees.
-  **President, Programming Chair, Philanthropy Chair**  
IFC (Inter-Fraternity Council)  
Dec 2015 - Dec 2018 (3 years, 1 month) | Missoula, Montana, United States  
As both Programming and Philanthropy chairs, conducted community-wide clothes drive for YWCA, re-instated community's pride week, and organized large-scale events. As President, re-established IFC bylaws, re-organized inter-fraternity communications, served as conduit between administration and students, resolved rising conflicts within community.
-  **Tour Guide and Project Leader**  
UM Advocates  
Feb 2015 - May 2018 (3 years, 4 months) | Missoula, Montana, United States  
Directed tours of the university, oriented new students of the university, and, as Project Leader, coordinated development retreats.
-  **Vice President of Member Development**  
Sigma Phi Epsilon Fraternity  
Sep 2014 - May 2018 (3 years, 9 months) | Missoula, Montana, United States  
As VP of Member Development, conducted professional, personal, intellectual, physical, and mental expansion programming, managed committee of development coordinators, organized brotherhood retreats, implemented new technology from national HQ.

[Add An Organization](#)

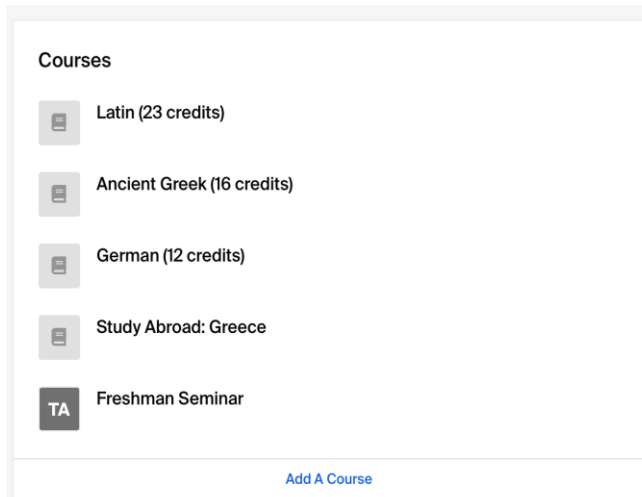
## g. Box 7: Skills

### Skills

- Conflict Resolution ✕
- Customer Service ✕
- Data Analysis ✕
- Event Planning ✕
- Excel ✕
- Leadership ✕
- Photoshop ✕
- PowerPoint ✕
- Public Speaking ✕
- Risk Management ✕
- Word ✕

This is a small box that highlights a list of various skills you've gained; they are displayed on your profile like hashtags on an Instagram post. There are many pre-selected skills to choose from such as public speaking, Excel, customer service, etc., and you have the ability to write your own skills.

## h. Box 8: Courses

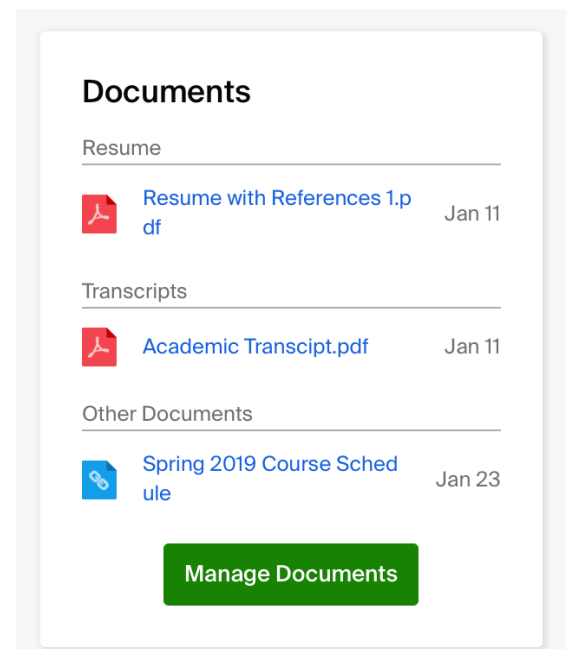


The “Courses” box is a special feature that allows you to highlight specific courses you’ve taken which may be relevant to a job you’re applying to. For example, if you’re applying to be a translator, you may want to include the language courses you’ve taken. Or maybe you’d want to include the CPR and paramedic courses you’ve taken to prepare for a summer job as an EMT, lifeguard, or camp counselor. You can even indicate that you were a teacher’s assistant in a course.

## i. Box 9: Documents

The “Documents” box is where you can upload any documents you want employers to see. You may want to upload your résumé, curriculum vitae, and references so that employers can easily download and access them. It’s also helpful for employers if you include a document of your availability and class schedule. In addition, you could include your academic transcript(s), certificates, letters of reference, and any other relevant documents.

Although having a generalized résumé on your profile is helpful for virtual career fairs, where employers will be able to view your credentials before they meet with you, we do not recommend using a generalized résumé to apply for all of your jobs. You should tailor your résumé to reflect specific qualifications and duties listed in a job posting. Not sure how to do this? [Schedule an appointment with one of our Career Coaches!](#)






## j. Box 10: Projects

If you've worked on any specific projects you'd like to highlight, the "Projects" box is a perfect feature for this. You can highlight that research project you've been working on outside of your classes. Maybe you'd want to include that community service project you helped organize, or even the presentation series you created during your internship. This box allows you to include the project title, dates, a short description, and a URL link.

### Projects +

 **NACLO Lessons** [🔗](#) ✎

Linguistic Consultant/Coordinator  
Sep 2018 - Dec 2020

NACLO (North American Computational Linguistics Olympiad) is an international language-puzzle competition designed for high schoolers. Every week I lead an after-school program in collaboration with the English teacher Beth Keyser to prepare her students for the competition. This program exposes the students to the scientific study of language in a fun and exciting manner, and it challenges me to explain complex, linguistic phenomena in a way that's accessible to a non-linguist audience.