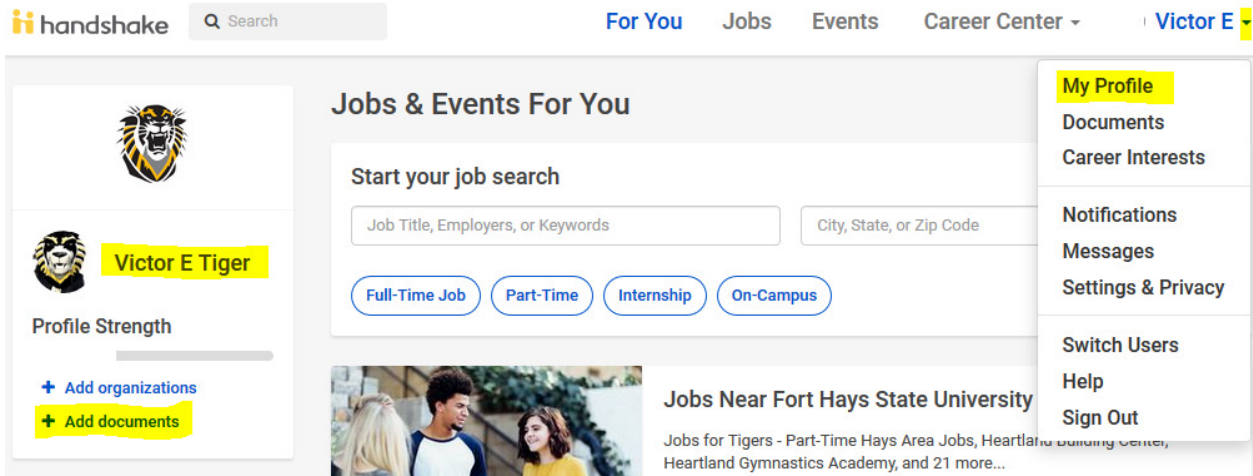


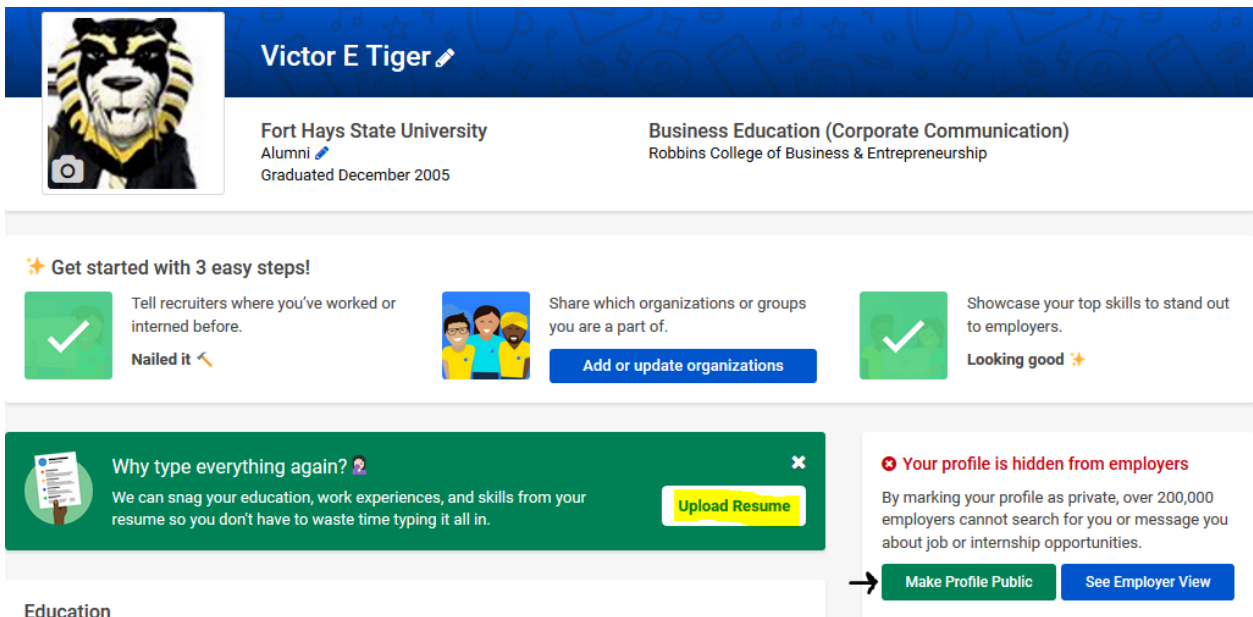
How to Upload Documents into Handshake

UPLOADING YOUR RESUME

1. Login to your Handshake account using your TigerNetID. (fhsu.joinhandshake.com)
2. Select Add documents or your name to go to your profile page.



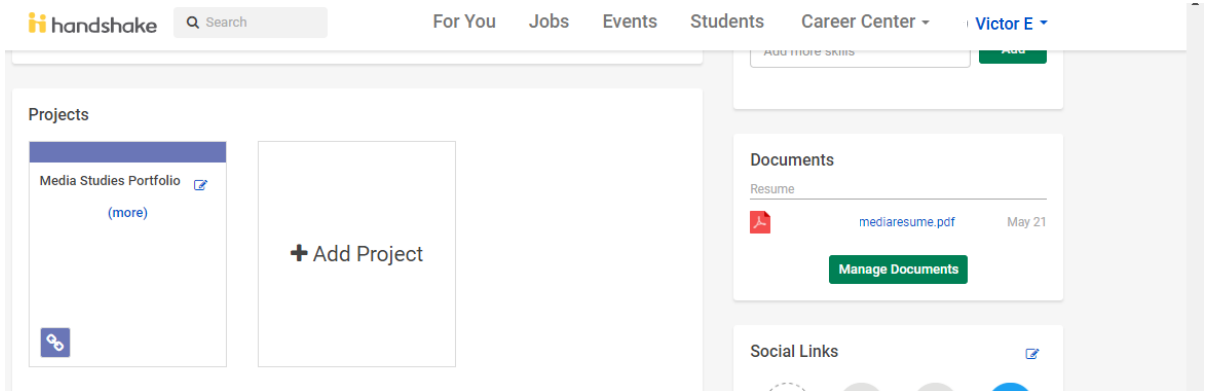
3. When viewing your profile, you should see a green box. Click on "Upload Resume".



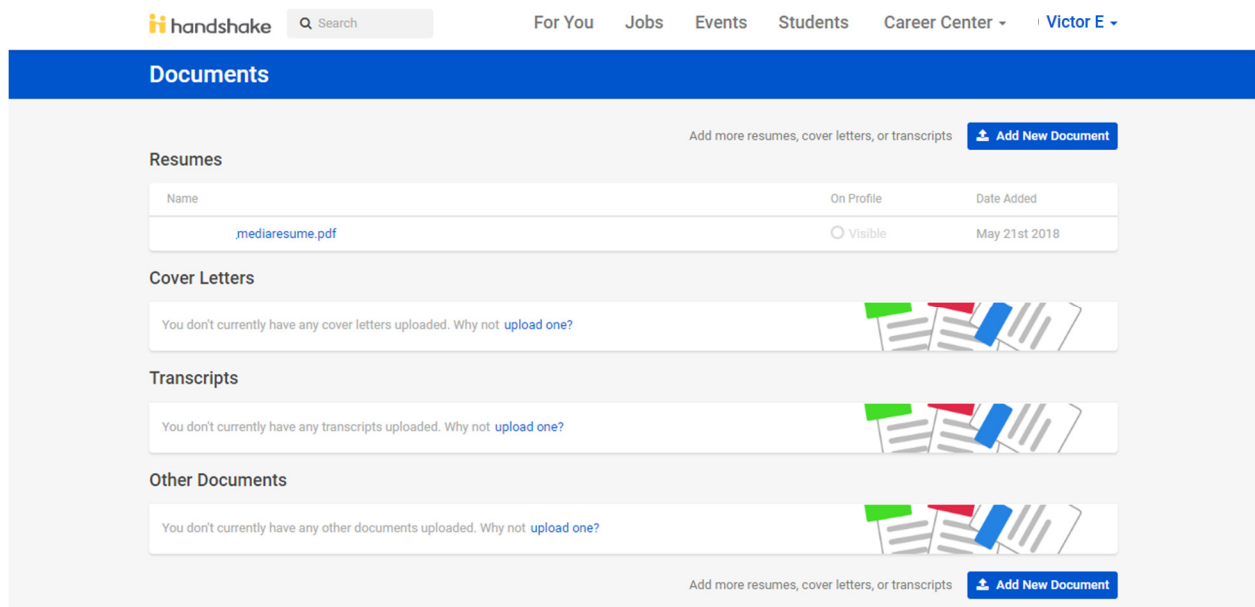
4. Handshake has the ability to add skills, education, and work experience from your resume document to build your Handshake profile. Use this feature to save time. Select "Build Profile from Resume".

UPLOADING OTHER DOCUMENTS

1. On your Handshake profile page, scroll down until you see the Documents section on the right side of the screen. Click "Manage Documents".



2. Click "Add New Document" and select your document to upload to your profile. You are able to add Resumes, Cover Letters, Transcripts, and Other Documents.



2. You can choose which documents are visible on your profile. Label your documents accordingly and select the correct section to place them in.