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](http://www.bu.joinhandshake.com)
   - Select Boston University Student Login

   - Log in using your Kerberos name and password

   ![Handshake Login Screen](image)
2. How do I schedule an appointment with an Advisor?

- From your homepage, **Click ‘Career Center’ then ‘Appointments’** from the top of the screen

- Then click on **“Schedule A New Appointment”**
• You will then pick a **category**

**Choose a Category**

- **Questrom: Industry Relations**
  Contact the Feld Center to meet with the Industry Relations Team.
- **Questrom: Career Advising**
  Meet with the Coaching Team.
- **Center for Career Development**
  Serving all on-campus, degree-seeking students and corresponding alumni.
- **Questrom: Academic Advising**
  Have a quick question such as adding/dropping a class, using the wait list, or getting a transcript? Please call the front desk at 617-353-2840 or stop by our office in the UDC – we can help you today, or assist you in scheduling an appointment if needed.

**MUST complete a TSP prior**

- **Suite 104 UDC – QST students ONLY**
- **100 Baystate – Central Career Services for ALL BU students**

• Then select an appointment **type**
• Once you’ve selected your appointment category and type, you will be taken to the next available appointments.

- **Category**
  - **Questrom: Career Advising**
- **Type**
  - **Questrom - Career Exploring**
- **Staff Member**
  - **No Preference**
- **Appointment Medium**
  - **No Preference**

- **Suite 104 UDC – QST students ONLY**: No Appointments Available on July 22nd, 2018.
- **100 Baystate – Central Career Services for ALL BU students**: No Appointments Available on July 28th, 2018.

• 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.
• 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 all events
- Please note: All Questrom-only Events will begin with the word Questrom
- These can be found using “Search Events” and typing ‘Questrom’
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.
• 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”** 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.
• Attach the required documents. Click **“Submit Application”**.