



Orientación

Handshake para estudiantes

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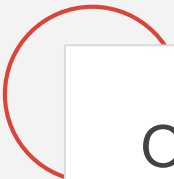


UPR P I

¿Cómo utilizar
la plataforma
Handshake?



Agenda



Orientar a los estudiantes sobre cómo registrarse en la plataforma Handshake.



Describir el proceso de inscripción para acceder a la feria virtual de otoño 2021.

¿Qué es Handshake?

Es una plataforma especializada, diseñada para que estudiantes universitarios y exalumnos de la FAE puedan conseguir:

- ✓ Internados dentro o fuera de PR
- ✓ Empleo dentro o fuera de PR

A través de
Handshake
puedes...

Descubrir más de 3,000 organizaciones

✓Compañías

✓Organizaciones sin fines de lucro

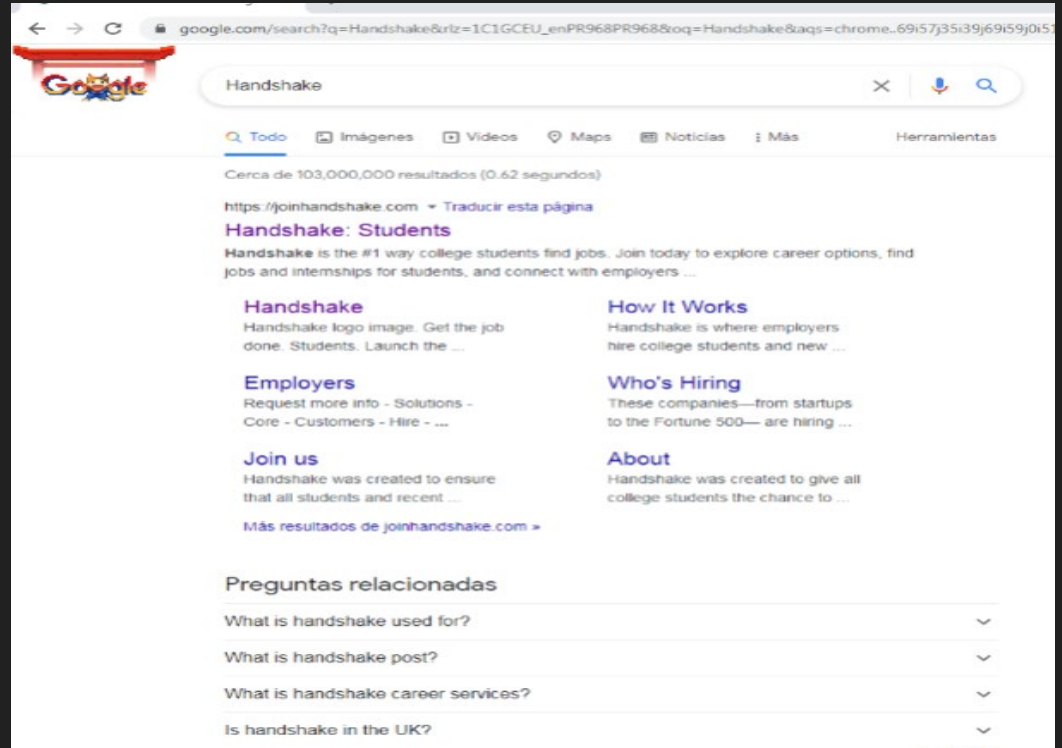
✓Agencias del Gobierno



1. Pasos para
abrir y
activar una
cuenta en
Handshake



Ir a tu buscador favorito y escribir el nombre de la plataforma



Escoger la opción de Handshake Students e ir a “Sign Up”

The image shows a screenshot of the Handshake website. The main banner features the text "The #1 way college students get hired" and "Find the right job. Get hired." Below this is a form to "Enter your .edu email address" and a "Sign up" button. A black arrow points from the "Sign up" button to a smaller inset window on the right. This inset window shows the "Sign Up" page for students, with the heading "Let's find your next job" and a form to "Enter your .edu email address". The inset window also includes links for "Are you an employer?" and "Already have an account?".

Handshake

Overview How it works Who's hiring Career tips Sign up

Handshake is hiring! Join us to make a big impact. View current roles. →

The #1 way college students get hired

Find the right job. Get hired.

Enter your .edu email address Sign up

Let's find your next job

Join Handshake's community of students, schools, and employers to find internships, land a job, and more. Get started by creating a free account in just a few steps.

edu email address

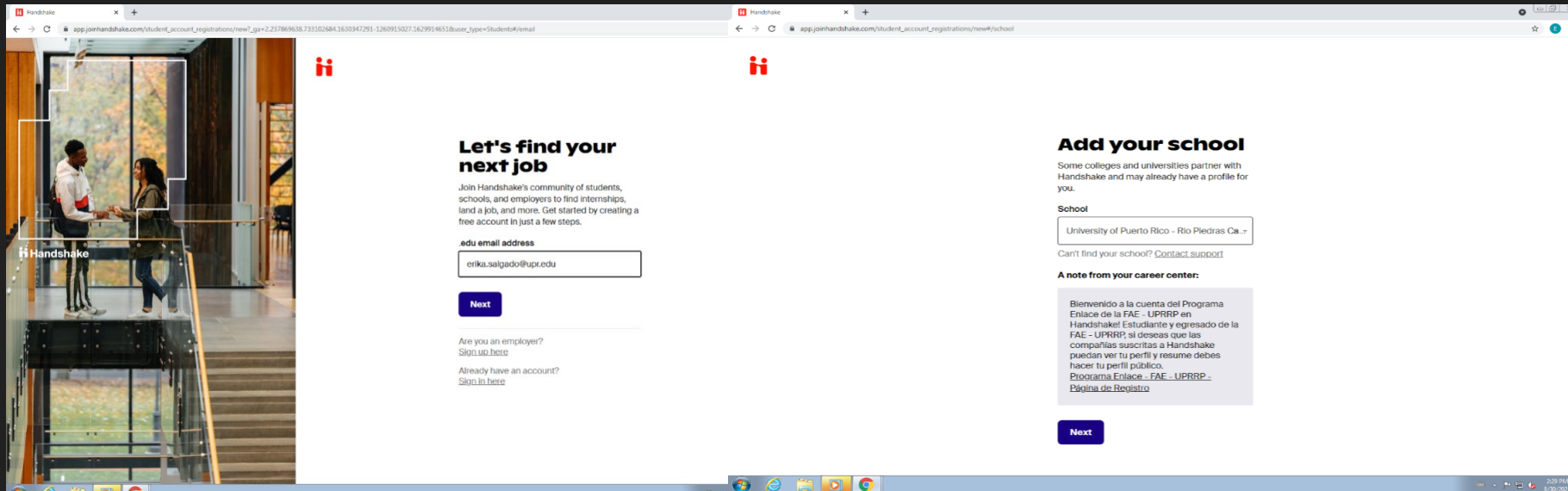
Next

Are you an employer?
[Sign up here](#)

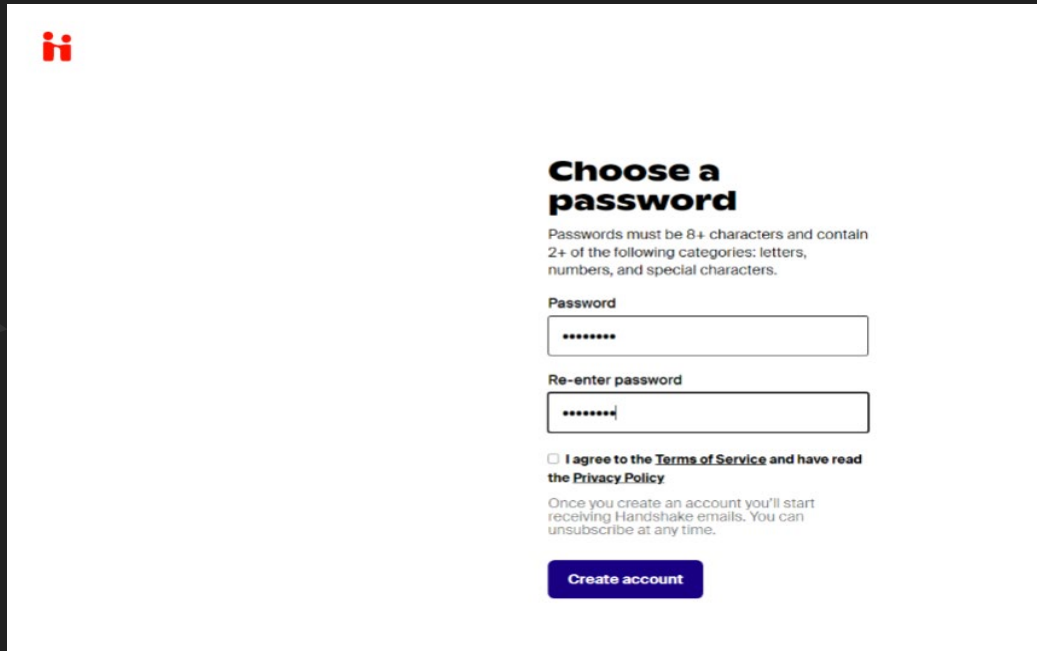
Already have an account?
[Sign in here](#)

Una vez le des click a **"Sign Up"**, escribes tu correo institucional y oprimas la opción **"Next"**.

Te aparecerá la opción de añadir tu universidad y seleccionas: **Universidad de Puerto Rico - Recinto de Río Piedras**



Después de seleccionar la universidad, creas una contraseña y aceptas los Términos y Condiciones. Finalmente, oprimes la opción **"Create Account"**.



The image shows a screenshot of the LinkedIn account creation page. In the top left corner, there is a red LinkedIn logo. The main heading is "Choose a password" in bold black text. Below it, a paragraph states: "Passwords must be 8+ characters and contain 2+ of the following categories: letters, numbers, and special characters." There are two input fields: "Password" and "Re-enter password", both containing masked text (dots). Below the fields is a checkbox labeled "I agree to the [Terms of Service](#) and have read the [Privacy Policy](#)". At the bottom, there is a blue button with the text "Create account". A grey arrow points from the left towards the "Password" input field.



Choose a password

Passwords must be 8+ characters and contain 2+ of the following categories: letters, numbers, and special characters.

Password

Re-enter password

☐ I agree to the [Terms of Service](#) and have read the [Privacy Policy](#)

Once you create an account you'll start receiving Handshake emails. You can unsubscribe at any time.

Create account

Una vez le des a la opción de **"Create Account"**, te va a pedir información básica y al final oprimes **"Next"**.

Tell us about yourself

The info below helps us customize your Handshake experience. Don't worry - you can make changes later.

* Required field

* First name

* Last name

* Major

* Graduation month
You can estimate this

* Graduation year

Requested by your school
Use su correo electrónico institucional

Next

Activa tu
cuenta con el
correo -e
upr.edu

Tus datos como estudiante activo de la
FAE ya fueron migrados a Handshake

- ✓Concentración
- ✓Año de Estudio
- ✓GPA
- ✓Email upr.edu

Una vez oprimes **"Next"**, te enviarán un **Email** para confirmar tu cuenta y seguir las instrucciones.



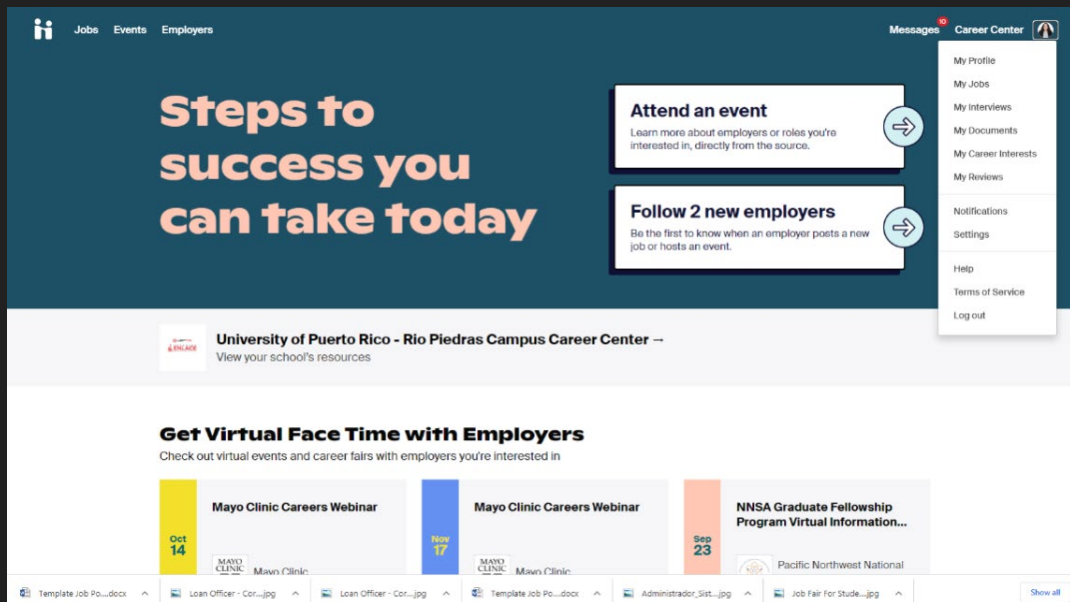
Check your email

We sent a confirmation to the email below.
Please follow instructions in the message to
confirm your account.

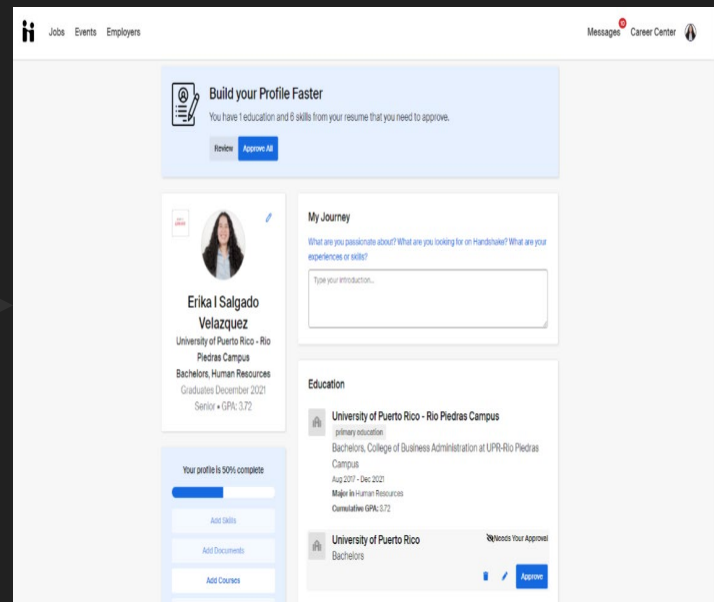
2. ¿Cómo Utilizar Handshake?



Una vez dentro de la plataforma, oprime el botón circular al lado de **"Career Center"** y le das click a la opción a **"My Profile"** para poder cumplimentar tu información.

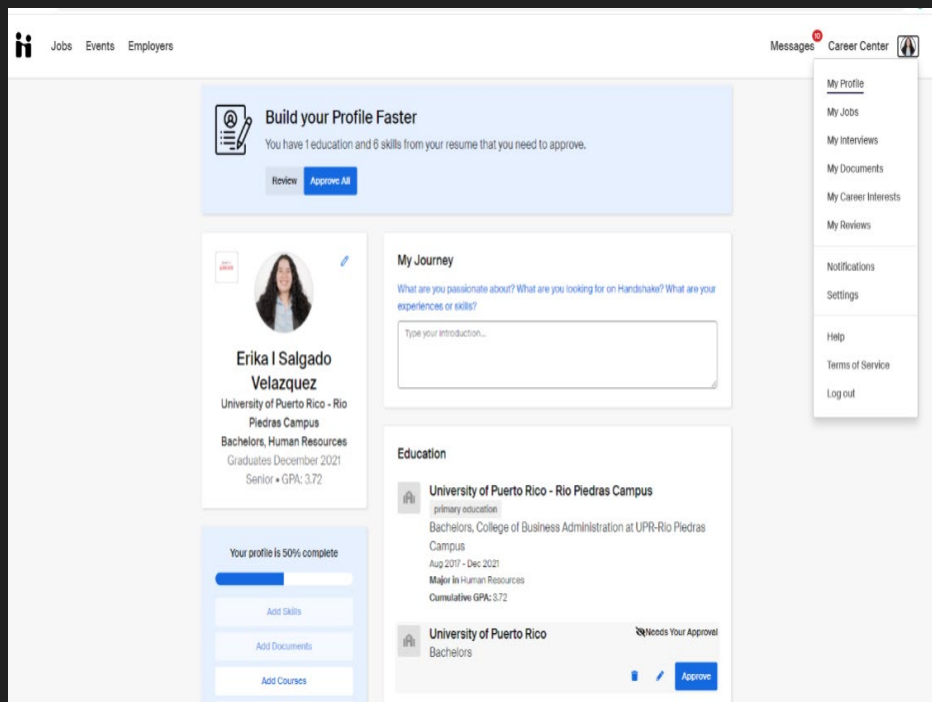


The screenshot shows the Career Center dashboard. At the top, there's a navigation bar with 'Jobs', 'Events', and 'Employers'. On the right, there's a 'Messages' icon and a 'Career Center' button with a circular profile icon. A dropdown menu is open from this icon, listing options: 'My Profile', 'My Jobs', 'My Interviews', 'My Documents', 'My Career Interests', 'My Reviews', 'Notifications', 'Settings', 'Help', 'Terms of Service', and 'Log out'. The main content area has a dark blue header with the text 'Steps to success you can take today'. Below this, there are two white boxes: 'Attend an event' and 'Follow 2 new employers'. Further down, there's a section for 'University of Puerto Rico - Rio Piedras Campus Career Center' and a 'Get Virtual Face Time with Employers' section with various event cards like 'Mayo Clinic Careers Webinar' and 'NNSA Graduate Fellowship Program Virtual Information...'. At the bottom, there's a taskbar with several open documents.



The screenshot shows the 'Build your Profile Faster' page. It has a light blue header with the text 'Build your Profile Faster' and a sub-header 'You have 1 education and 6 skills from your resume that you need to approve.' Below this, there are two buttons: 'Review' and 'Approve All'. The main content area is divided into two columns. The left column shows a profile card for 'Erika I Salgado Velazquez' with a photo, name, and details about her education and graduation. The right column has a 'My Journey' section with a text input field and an 'Education' section with a list of educational institutions. At the bottom, there's a 'Your profile is 90% complete' section with buttons for 'Add Skills', 'Add Documents', and 'Add Courses'.

Si quieres subir tu resumé a la plataforma debes oprimir la opción de **“My Documents”**.



The screenshot shows a user profile for Erika I Salgado Velazquez. The profile includes a header with navigation links (Jobs, Events, Employers), a 'Build your Profile Faster' section with a 'Review' button and an 'Approve All' button, a 'My Journey' section with a text input field, and an 'Education' section listing the University of Puerto Rico - Rio Piedras Campus. A dropdown menu is open on the right, showing options: My Profile, My Jobs, My Interviews, My Documents, My Career Interests, My Reviews, Notifications, Settings, Help, Terms of Service, and Log out. The 'My Documents' option is highlighted.

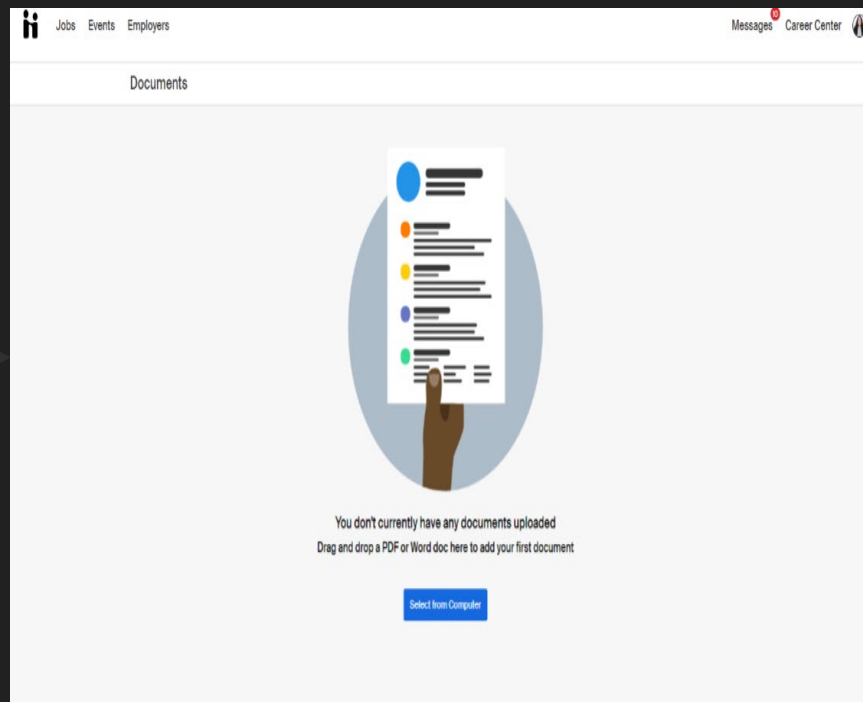
Jobs Events Employers Messages Career Center

Build your Profile Faster
You have 1 education and 6 skills from your resume that you need to approve.
Review Approve All

My Journey
What are you passionate about? What are you looking for on Handshake? What are your experiences or skills?
Type your introduction...

Education

- University of Puerto Rico - Rio Piedras Campus**
primary education
Bachelors, College of Business Administration at UPR-Rio Piedras Campus
Aug 2017 - Dec 2021
Major in Human Resources
Cumulative GPA: 3.72
- University of Puerto Rico**
Bachelors
Needs Your Approval
Approve



The screenshot shows the 'Documents' page. It features a large illustration of a hand holding a document with a checklist. Below the illustration, there is a message stating 'You don't currently have any documents uploaded' and 'Drag and drop a PDF or Word doc here to add your first document'. A 'Select from Computer' button is located at the bottom.

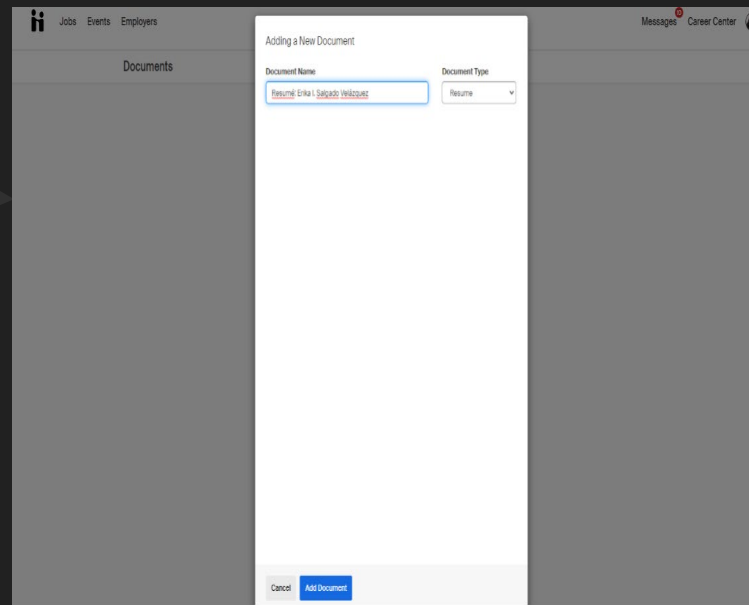
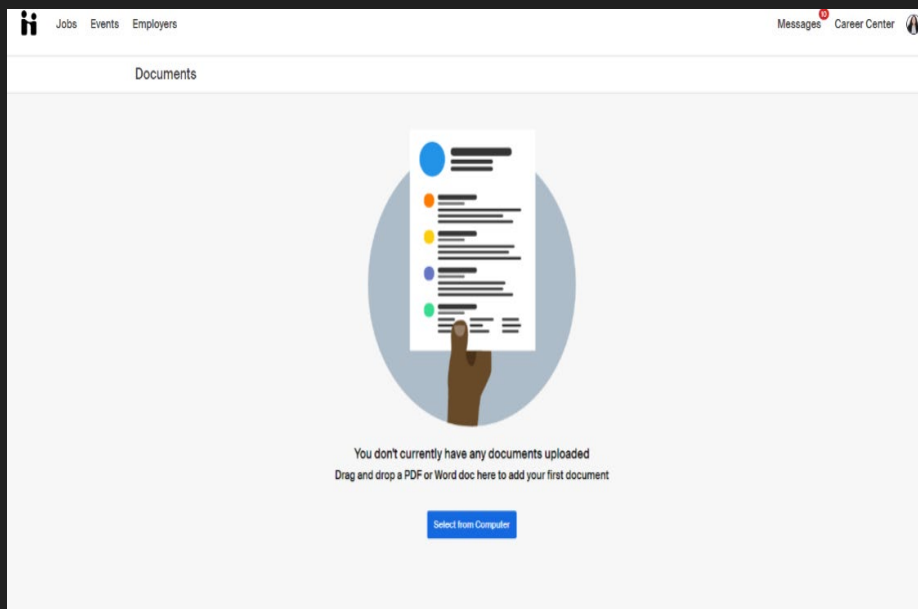
Jobs Events Employers Messages Career Center

Documents

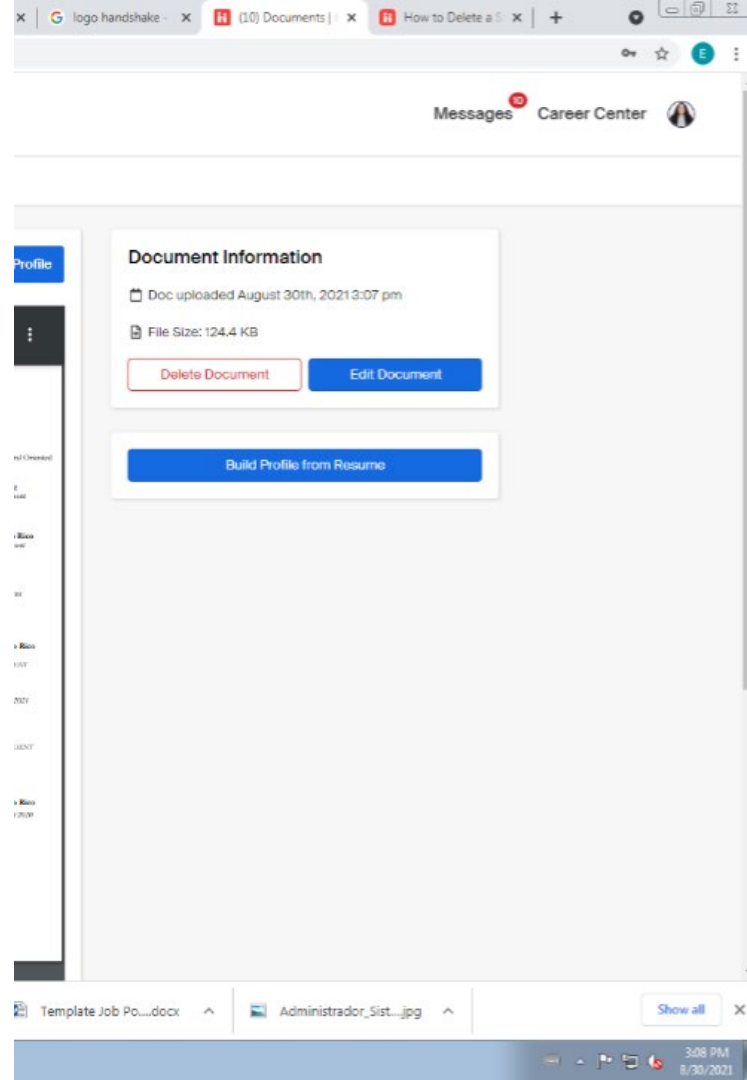
You don't currently have any documents uploaded
Drag and drop a PDF or Word doc here to add your first document

Select from Computer

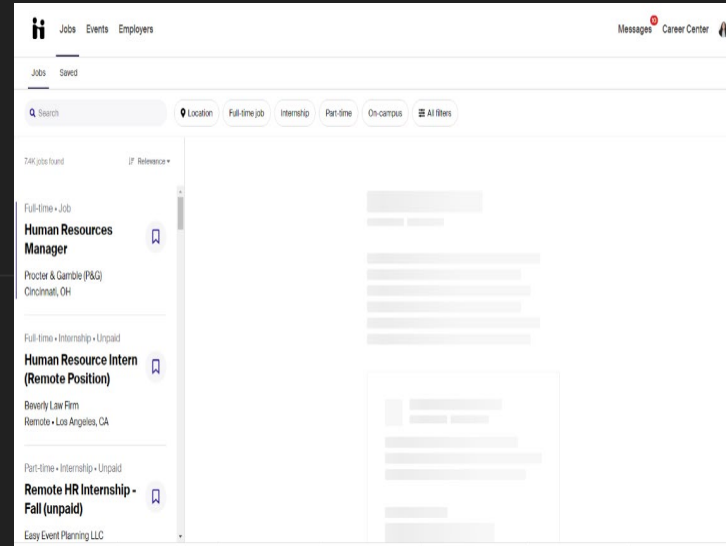
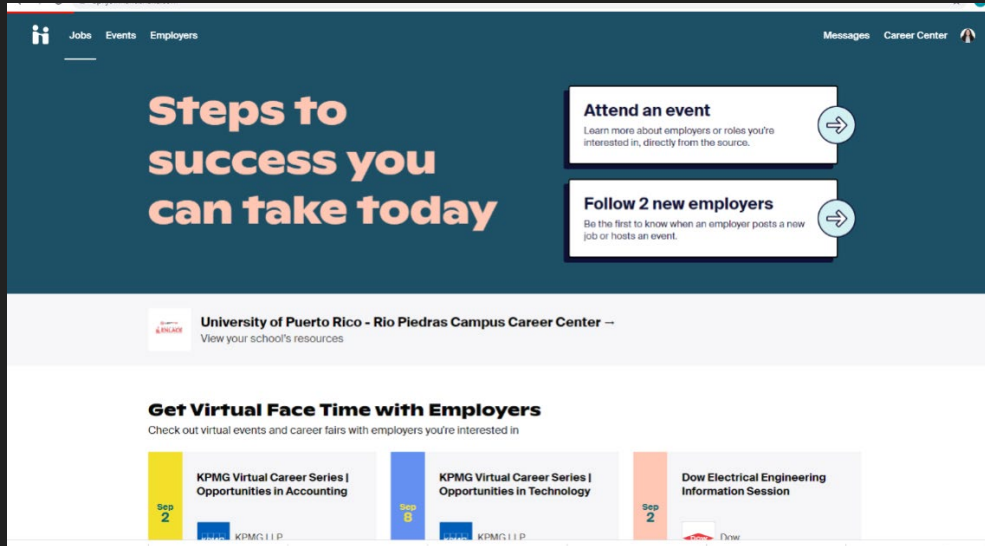
Dentro de “**My Documents**”, oprimes “**Select From Computer**” y subes el documento de tu resumé.



Una vez subido
te da la opción de
que sea visible
en tu **perfil**.



Para poder ver las diferentes ofertas de empleo entonces oprimes **"Jobs"**.



Recuerda
registrarte en la
**Feria virtual de
empleos e
internados Otoño**
que coordina el
Programa Enlace

