



## Alumni User's Guide

Great News! Emporia State University Career Services is excited to partner with HANDSHAKE, the premier online career management platform!

### What is Handshake?

HANDSHAKE is used by over 700 colleges and universities across the U.S., more than 300,000 employers and 14 million students and young alumni. Plus, there is an awesome new MOBILE APP to make your career planning and job search easier! Click here to learn more about this great system. <https://hs.joinhandshake.com/handshake-university-testimonials>

### How will I use it?

As a **JOB SEEKER**, you can use HANDSHAKE to:

- *Research employers, jobs and internships*
- *Set up digital job collections based on your interests*
- *View Emporia State Career Fairs & Recruiting Events*
- *Access professional resources including samples resumes, cover letters and other Career Services resources*
- *Schedule a virtual or in-person appointment with Career Services staff to discuss your specific career goals and needs*

As an **EMPLOYER and PROFESSIONAL**, you can use HANDSHAKE to:

- *Connect with your alma mater to meet your hiring needs*
- *Recruit and network with highly qualified ESU candidates*
- *Easily post jobs and internships into a single integrated network*
- *Manage your on-campus recruiting including career fairs and on-campus interviews*
- *Utilize direct student messaging within Handshake*

### How do I access it?

If you are a **JOB SEEKER**, click [HERE](#) for instructions.

If you are an **EMPLOYER** or **PROFESSIONAL** with hiring needs, click [HERE](#) for instructions.

**Questions?** Contact Career Services at [career@emporia.edu](mailto:career@emporia.edu) or 620-341-5407.