

Updating Your Profile on Handshake

EID 2021 – The College of New Jersey – Office of Career and Leadership

Step 1: Login to tcnj.joinhandshake.com and click on “My Profile” in the dropdown menu found by clicking on your initials or profile picture

The screenshot shows the Handshake website homepage. The browser address bar displays tcnj.joinhandshake.com. The page header includes navigation links for Jobs, Events, Q&A, and Students, along with Messages and Career Center. A large banner asks "What can we help you find today?" with six categories: Jobs, Employers, Community, Career paths, Events, and Career center. Below this, a section titled "Based on Job Roles You're Interested In" features three job recommendations: "Sample EID Interview Sign Up", "Secondary Education Teachers - All Subject Areas", and "Apprentice Teacher (SY 21-22)".

This screenshot is identical to the previous one but with the user profile dropdown menu open. The menu is located in the top right corner, next to the user's initials 'ET'. The 'My Profile' option is circled in red, indicating the next step in the process. Other menu items include Documents, Applications, My Interviews, My Reviews, Career Interests, Notifications (20), Settings & Privacy, Help, and Sign Out.

Step 2: Confirm or update your graduation date, education section (including the School of Education), major, GPA, and school year (senior, graduate student, alumni)

The screenshot shows a LinkedIn profile for 'EID Test Student Test'. The profile name is circled in red. Below the name, it says 'The College of New Jersey', 'Graduates August 2021', and 'Senior'. The 'Education' section is also circled in red, showing 'The College of New Jersey' as primary education, 'School of Education', and 'Ending Aug 2021'. There are buttons for 'Add Primary Education', 'Add Work Experiences', and 'Add Organizations'. A progress bar indicates 'Your profile is 15% complete'. A red warning message states 'Your profile is hidden from employers'. The 'My Journey' section has a text input field for an introduction. The 'Work & Volunteer Experience' section has a dropdown for company name.

Step 3: Confirm or update your profile settings to be set to private

The screenshot shows the same LinkedIn profile page, but with the 'Your profile is hidden from employers' warning message circled in red. The message includes a red warning icon and text: 'By marking your profile as private, over 300,000 employers cannot search for you or message you about job or internship opportunities.' Below the message is a blue button that says 'Make Profile Public to Employers'. The text below the button says 'This can be changed anytime in settings.' The 'Your Interests' section is visible at the bottom left, with options for 'JOB HUNT' and 'JOB INTERESTS'. The 'Work & Volunteer Experience' and 'Organizations & Extracurriculars' sections are also visible.

Step 4: Confirm or turn on notification settings to ensure that you receive all information and updates regarding EID (interview schedules, jobs, career fairs, and messages should all be turned on)

The screenshot shows a LinkedIn profile page for 'EID Test Student Test' at 'The College of New Jersey'. The profile is 15% complete. A dropdown menu is open in the top right corner, with 'Settings & Privacy' highlighted by a red circle. Other menu items include My Profile, Documents, Applications, My Interviews, My Reviews, Career Interests, Notifications (with a 26 notification badge), Help, and Sign Out. The profile sections include 'My Journey', 'Education' (The College of New Jersey), and 'Work & Volunteer Experience'. The Windows taskbar is visible at the bottom.

The screenshot shows the 'Notification Preferences' page on LinkedIn. The 'Notification Preferences' link in the left sidebar is circled in red. The page contains instructions and a table for notification settings. The instructions state: 'Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.'

	Email	Notification	Push (Mobile)
General			
Information and updates to help me get the most out of Handshake	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing messages including promotions and special offers from Handshake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Events			
An event that I joined is updated	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I am moved off of the waitlist and registered to attend an event	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I am invited to an event	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employer is hosting an info session	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Upcoming events I've joined	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interview Schedules			
I am assigned to an interview slot	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>