

Uploading Your Resume to Handshake

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

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

The screenshot shows the Handshake website homepage. At the top, there is a navigation bar with links for Jobs, Events, Q&A, and Students. On the right, there are links for Messages and Career Center, along with a user profile icon labeled 'ET'. The main heading reads "What can we help you find today?". Below this, there are six cards representing different services: Jobs (Find internships and full-time jobs), Employers (Discover the right company for you), Community (Learn from alumni and students), Career paths (Explore roles and average salaries), Events (Register for events and career fairs), and Career center (Connect with the experts). Below these cards, there is a section titled "Based on Job Roles You're Interested In" which 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 one above, but with the user profile dropdown menu open. The menu is located in the top right corner and contains the following items: My Profile, Documents, Applications, My Interviews, My Reviews, Career Interests, Notifications (with a red badge showing '20'), Settings & Privacy, Help, and Sign Out. The 'Documents' option is circled in red, indicating the next step in the process.

Step 2: Select "Add New Document", upload as a PDF from your computer, and name your document (i.e. Lastname EID Resume Feb 15)

The screenshot shows the 'Documents' page on the Handshake website. The page has a navigation bar with 'Jobs', 'Events', 'Q&A', and 'Students'. On the right, there are links for 'Messages' and 'Career Center'. The main content area is titled 'Documents' and includes a sub-header 'Resumes' with a table of existing documents. A blue button labeled 'Add New Document' is circled in red. Below the 'Resumes' section are sections for 'Cover Letters', 'Transcripts', and 'Other Documents', each with a 'upload one?' link.

Name	On Profile	Date Added
2018 EID Dates for Students.pdf	<input type="radio"/> Visible	January 24th 2018
Selection Instruction March 23	<input type="radio"/> Visible	February 2nd 2018

The screenshot shows the 'Adding a New Document' modal window. The 'Document Name' field is circled in red. Below the field is a large grey area with the text 'Drag and drop a PDF or Word doc here or select a file below.' and a button labeled 'Select from Computer' is also circled in red. The modal has 'Cancel' and 'Add Document' buttons at the bottom. The background shows the 'Documents' page with the 'Add New Document' button visible.

Step 3: Confirm the correct document was uploaded

The screenshot shows a web browser window with the URL tcnj.joinhandshake.com/users/9136005/documents#22595767. The page title is "Documents" and the user is currently viewing the site as "EID Test Student Test".

The main content area displays a document titled "EID Resume Sample 2021" (Resume, uploaded February 14th, 2021). The document is shown in a viewer with a toolbar and a page indicator (1 / 2). The resume content includes sections for "RESUME BREAKDOWN - SCHOOL OF EDUCATION", "NAME (18-24 pt. font)", "Education", "Teaching Experience", and "Research Experience".

On the right side, there is a "Document Information" panel with the following details:

- Doc uploaded February 14th, 2021 10:06 am
- File Size: 106.6 KB
- Buttons: Delete Document, Edit Document
- Button: Build Profile from Resume

The Windows taskbar at the bottom shows the search bar with the text "Type here to search" and the system tray with the date and time: 10:06 AM, 2/14/2021.