

## Using Handshake for Accounting Recruiting

### Register/Login

- Visit Handshake ([uw.joinhandshake.com](http://uw.joinhandshake.com)) and use your NetID and password to log-in.
- Having trouble logging in? Email [handshake@uw.edu](mailto:handshake@uw.edu).

### Create/Update Your Profile (you MUST do this first!)

- Click on your name (upper right corner) to complete your profile and career interests
- Tip: You can upload a resume (via “Documents” under your name) and Handshake will use this to complete your profile. Be sure to check that everything it populates is correct and complete.
- Make your profile and resume visible to employers.

### Search for On-Campus Interview (OCI) Positions

- From the **Jobs** tab (upper right side of screen), you can select **On-Campus Interviews**
- This will list ALL jobs that have on-campus interviews at UW Bothell AND UW Seattle.
- You can filter by keyword, employer and industry to find relevant OCIs.
- For OCIs that aren’t open yet, you can click the star and “Favorite” them to be notified when the application opens.
- Note: UW Bothell is part of the larger “University of Washington” account within Handshake so **check the location of each OCI carefully as you’ll see both Bothell and Seattle locations unless you filter by Career Center (UW Bothell is visible if you click “View all”)**.

### Upload Your Documents & Apply

- Before you can apply you must upload your application materials.
- Select the **Documents** tab on the navigation bar
- Click **Select from Computer**
- Label your document (ex. Clark Nuber Resume Last Name, Deloitte Cover Letter Your Name, etc.)
- Select document type (resume, cover letter, etc.)
- Click **Browse** to select your document
- Choose the correct document and click **Open**
- Click **Submit**. You now have application materials uploaded to Handshake.
- In the job description, locate **the green Apply button** on the right side of the page. This will prompt you to select application materials from the documents you’ve uploaded. Make sure the correct documents are uploaded and selected to include in your application. Click **Submit Application**.

### Interview Schedules in Handshake

- Handshake’s Help Center gives step by step instructions for selecting an OCI timeslot:  
<https://support.joinhandshake.com/hc/en-us/articles/218693438-Interview-Schedules-Applications-and-Taking-Slots>
- Tip: be sure to check your notification preferences (in the drop-down menu under your name) so that you receive a prompt notification if you are selected for an interview.

### Helpful Hints

- If you change your major or expected graduation date, update your profile.
- Use the **Employer Directory**, under the Jobs tab, to find accounting firms to follow. Clicking the star on the right side of the employer entry ‘follows’ this employer and includes any of their opportunities in your News Feed
- Use the **Event Search** section under the Jobs tab to find employer events to RSVP for and attend. Many accounting firms host information sessions at the start of recruitment season. Note: this ONLY includes events on the UW Seattle campus. Check the UW Bothell Career Services events page for events in Bothell:  
<https://www.uwb.edu/careers/events>
- You can save searches and receive alerts from Handshake when opportunities that meet your search criteria are posted by using the **Create Search Alert** function on the right side of the search screen.
- For specific questions about Accounting Recruiting, email [careers@uwb.edu](mailto:careers@uwb.edu)