

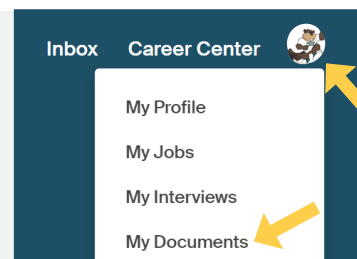
INSTRUCTIONS: HOW TO SIGN UP FOR A PRACTICE INTERVIEW IN HANDSHAKE

Handshake

To access Handshake, click on the Handshake icon in your MyBSU or MyNTC account, select the student access button and enter your StarID and password.

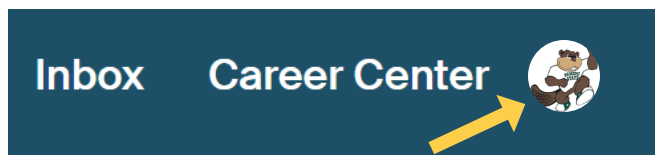
FIRST YOU WILL NEED TO UPLOAD YOUR RESUME IN HANDSHAKE

- » Click your account icon in the upper-right corner of the screen
- » Upload your Resume (under My Documents)

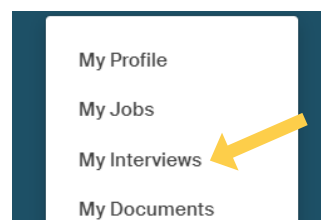


NEXT YOU CAN FIND THE INTERVIEW SCHEDULE, APPLY TO THE MOCK JOB POSTING, AND SELECT A TIMESLOT

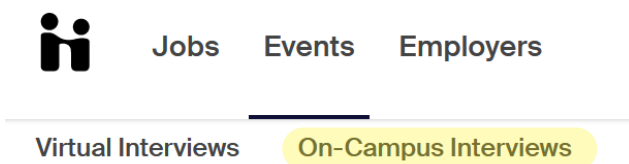
1. Click your account icon in the upper-right corner of the screen



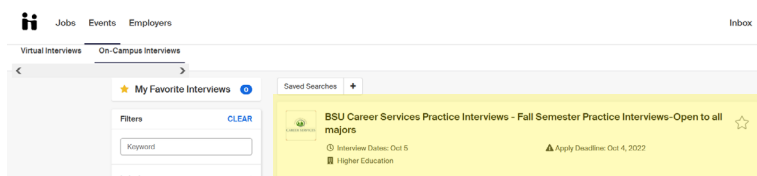
2. Select My Interviews



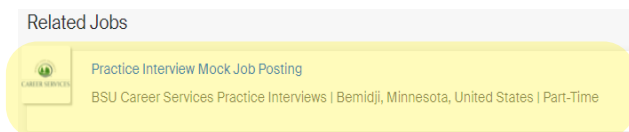
3. Select On-Campus Interviews



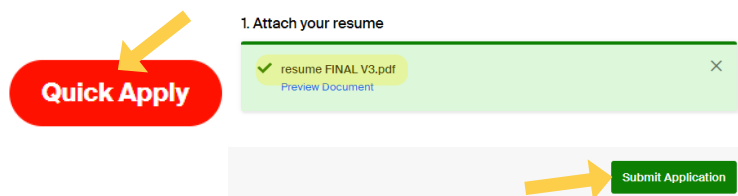
4. Select the Interview you want from the list of schedules



5. Click on the mock job posting to apply



6. Click Quick Apply, Attach Your Resume, Submit Application



7. Select a timeslot on the practice interview schedule

Time	Jobs	Student	Interviewer	Room	Action
8:30 am - 9:00 am	Practice Interview Mock Job Posting #6886970	Not Assigned	Nicole	Decker Hall Career Services Interview Room 1	Take Slot
9:00 am - 9:30 am	Practice Interview Mock Job Posting #6886970	Not Assigned	Nicole	Decker Hall Career Services Interview Room 1	Take Slot

8. You will receive an email from Handshake confirming your practice interview

