Say Hello to Handshake  
*The Career Center’s New Career Network and Job Platform*

The DePaul Career Center is pleased to introduce Handshake, depaul.joinhandshake.com, our new hub for all things college to career - jobs, internships, career fairs, events, mentors and more. Handshake launched in late May, replacing the now discontinued Experience platform as the Career Center’s primary career services system. The Handshake platform was designed by students for students with one goal in mind: to help connect you to your dream career.

**THE MORE YOU DO IN HANDSHAKE, THE SMARTER IT GETS.**

The system itself was engineered to get smarter the more students it knows! The more it knows about your career needs, job interests, preferences and outcomes, the better able it is to deliver relevant up-to-date content directly to your feed. So, complete your profile completely in order to make the most of the system’s features.

**Getting starting in Handshake:**

1. **You already have an account.** Log in at depaul.joinhandshake.com using your Campus Connect username and password.

2. **The first time you log in,** an alert will pop up asking you to confirm your privacy settings. Check the box at the bottom of the alert to make your profile public—this means employers will be able to search for and view your profile. You can always change or update this later under your profile’s Account tab.

3. **Create your profile completely.** Be as specific as possible in your profile—Handshake will recommend relevant job and event information based on your profile. You can also include relevant skills, your GPA (some positions require it!), and links to external sites, like your portfolio or LinkedIn profile.

4. **Use the left navigation in the system to start searching** for upcoming events, jobs, internships, employers, mentors and more!
5. The mentor module in Handshake is constantly evolving. Check out the ASK Mentee Guide for tips that can help you search for and connect with a mentor: http://bit.ly/DePaulASKMenteeTips

Handshake for Faculty and Staff
The Career Center pre-enabled system access for academic advisors and a segment of faculty/staff (primarily those who had been active users of Experience) when Handshake launched. Login to the system at depaul.joinhandshake.com with your Campus Connect credentials. If you have any difficulty accessing the system, please fill out our Handshake Account Request Form at careercenter.depaul.edu and our support staff will create or approve your account.

Once you login, you’ll be prompted to complete your profile. As a student-focused platform, the Handshake profile does not currently have a “faculty or staff” status option. We encourage you to complete that portion of the profile with your students in mind. For example, if you primarily teach or work with freshmen, you may want to select that status option for now, so that the system will serve up events and content relevant to that audience in your daily feed. As the system adds and updates its features, we will continue to share best practices for faculty and staff.

Tell us what you think!
We are excited to introduce you to DePaul’s Handshake and can’t wait for you to check it out. Questions? Comments? We want to hear from you. Please contact us at handshake@depaul.edu or visit careercenter.depaul.edu and drop a note in our live chat.
Get an internship. Get academic credit. It’s easy. Enroll for Winter Intersession and Winter Quarter courses in Campus Connect.

University Internship Program (UIP) courses fulfill Experiential Learning and general elective credit and can help you prepare for your future career. Take one or take them all!

**UIP 250**  ➤  You, Your Work and the World
Learn about societal and world issues and gain valuable career planning skills, including the creation of a career portfolio.

**UIP 251**  ➤  Finding Your Leadership Potential
Learn about the principles and practices of effective leadership.

**UIP 252**  ➤  Creativity as a Change Agent in the Workplace
Examine creative innovations related to invention, leadership, advertising and marketing, learning concepts and collaboration, and the drive behind entrepreneurship.

**UIP 253**  ➤  Careers for the Common Good
Learn about careers in nonprofit organizations: foundations, branches of government, unions, for-profit companies that provide a public service, and other types of public service organizations.

**UIP 254**  ➤  Corporate Social Responsibility
Examine your own internship experiences, along with real world case studies, research, and commentary, to learn about the critical decision-making processes organizations address as they balance competitive advantage against the weight of social progress.

**UIP 255**  ➤  You, Your Work and the World
Learn about societal and world issues and gain valuable career planning skills, including the creation of a career portfolio.

**UIP 256**  ➤  Finding Your Leadership Potential
Learn about the principles and practices of effective leadership.

**UIP 257**  ➤  Creativity as a Change Agent in the Workplace
Examine creative innovations related to invention, leadership, advertising and marketing, learning concepts and collaboration, and the drive behind entrepreneurship.

**UIP 258**  ➤  Careers for the Common Good
Learn about careers in nonprofit organizations: foundations, branches of government, unions, for-profit companies that provide a public service, and other types of public service organizations.

**UIP 259**  ➤  Corporate Social Responsibility
Examine your own internship experiences, along with real world case studies, research, and commentary, to learn about the critical decision-making processes organizations address as they balance competitive advantage against the weight of social progress.

**UIP 260**  ➤  Careers Pathways: Explore Your Options
Analyze your values, skills and personality preferences and connect them to career possibilities. Meet with a professional mentor in your field of interest.

**UIP 261**  ➤  Uncovering Your Skills
Discover how your academic studies and campus experiences transfer to the workplace. Learn how to articulate your skills in a way that will impress potential employers.

Ready to enroll?

- Submit Your Internship Proposal Online: Once you have secured an internship or job, you must complete the online proposal form: uip.depaul.edu
- Complete UIP Orientation: Register for a UIP Orientation by logging onto depaul.joinhandshake.com.
  - The Orientation is not required for UIP 350 students.

Questions?
For further information about UIP, please email: uip@depaul.edu or visit careercenter.depaul.edu/jobs/internships.aspx

Need help exploring career options? Take a Two Credit Course.

**UIP 240**  ➤  Careers Pathways: Explore Your Options
Analyze your values, skills and personality preferences and connect them to career possibilities. Meet with a professional mentor in your field of interest.

**UIP 241**  ➤  Uncovering Your Skills
Discover how your academic studies and campus experiences transfer to the workplace. Learn how to articulate your skills in a way that will impress potential employers.

To enroll, visit campusconnect.depaul.edu.
Questions? Contact uip@depaul.edu.

UIP 240 and UIP 241 do not require an internship and do not fulfill the experiential learning requirement.
Resume & Interview Prep

Walk-in Advising
No appointment necessary! Peer career advisors are available for walk-in appointments and can teach students and alumni about Career Center services, including DePaul’s web-based system Handshake, On-Campus Interviewing (OCI), resume resources, career mentors, workshop and event registration and much more.

Resume Drive Thru
Wednesdays and Thursdays
Offered quarterly, weeks 2-10
LPC Learning Commons
3:00 – 5:00pm, both days
DPC 8th floor
Wednesdays
4:30 – 5:30pm
Thursdays
12:30 – 1:30pm

Need resume help? Don’t have time to set an appointment? Cruise on over for a Resume Drive Thru! Career Center staff will be standing by to help you create or revise your resume. Stop by for a resume tune-up!

Practice Interviews
The Alumni Sharing Knowledge (ASK) Volunteer Network gives you the opportunity to enhance your interviewing skills by meeting with an ASK Volunteer. During the one-on-one session, you will participate in a mock interview and receive helpful tips and feedback. Visit ask.depaul.edu to view the schedule. Contact ASK at (312) 362 – 8281 or ask.depaul.edu with questions or scheduling concerns.

Career Development Month
Career Week is now Career Development Month
Ongoing, November
DePaul’s annual Career Week has moved and expanded! In an effort to bring even more career-enhancing programming and professional development opportunities to DePaul adult students, graduate students and alumni, we’ve moved our events to November to coincide with National Career Development Month and Adult Student Week. Career Development Month presents an exciting series of networking events, employer panels, webinars and workshops designed to help you discover strategies to build and manage your career, develop your job search skills, engage with industry experts and make connections.

Whether you are just launching your career or are a seasoned professional, Career Development Month has something for you! See you in November! Career Development Month events are open to current DePaul graduate and adult students, including CPE students, and DePaul alumni. For more information, visit careercenter.depaul.edu.

Job & Internship Fairs
Job & Internship fairs are free. Unless otherwise noted, the Job & Internship fairs are not open to the general public. You must be a DePaul student or alumnus to attend.

FALL QUARTER

Meet The Firms Career Fair
Wednesday, September 16
4:00 – 7:00pm
(Only BAP Members and pledges can arrive at 3:30)
Congress Plaza Hotel
Great Hall-520 S. Michigan Ave
Meet the Firms, presented by Beta Alpha Psi, is DePaul’s largest career fair for accounting, finance and MIS students. You will be expected to wear interview attire, bring many copies of a polished resume, and have refined your elevator pitch for when you speak to the company representatives.

Employer Insights With Duff & Phelps: Prepare For The Fall Job & Internship Fair
Thursday, October 1
4:30 – 5:30pm
Loop Campus, DePaul Center 9950
The team from Duff & Phelps will be leading a workshop on how to best prepare for attending the Fall Job & Internship Fair on October 8 & 9. Learn from recruiters what to bring, how to dress, and how to stand out in the crowd (in a good way)! Space is very limited. Pre-registration is required.

Fall Job & Internship Fair
Thursday, October 8
3:00 – 6:00pm and
Friday, October 9
11:00am – 2:00pm
Lincoln Park Campus Student Center 120
Meet The Firms Career Fair is open to DePaul’s largest career fair for accounting, finance and MIS students. You will be expected to wear interview attire, bring many copies of a polished resume, and have refined your elevator pitch for when you speak to the company representatives.

Different companies will be attending each day.

Technology Job & Internship Fair
Wednesday, November 4 and
Thursday, November 5
3:00 – 6:00pm
Loop Campus, DePaul Center, Concourse Level
Explore a career in technology-related fields at this two-day event. Employers will be seeking students and alumni to fill a wide variety of entry level to experienced positions. Different companies will be attending each day so be sure check the event on Handshake for a full listing.

Register for events on depaul.joinhandshake.com
Career Networking Events

Networking Events often consist of a panel discussion followed by an informal reception where you can speak with panelists in small groups or one-on-one. Professionals share information about career paths, industry trends, specific companies and professional development.

FALL QUARTER

Profiles In Health
Friday, October 16
1:00 – 3:00pm
Lincoln Park Campus, McGowan South Atrium

Profiles in Health is a networking event that provides an opportunity for students to connect with professionals in the health field in order to learn about their career paths, educational background, and day-to-day work.

Futures In Finance
Wednesday, October 21
3:00pm – 7:00pm
Loop Campus, DePaul Center, 8005

A panel of professionals representing careers in Finance will provide expert industry advice and career insight.

Event Format:
3:15 – 3:45 pm
Pre-Event Huddle:
Last Minute Tips to Ace the Networking Event, Room 8005
4:00 – 5:00 pm
Exploratory Panel (Open to only UNDERGRADUATE students), Room 8005
5:00 – 7:00 pm
Reception/ Open Networking (Open to ALL), 5th Floor Finance Atrium

Teachers’ Forum
Saturday, October 25
10:00am – 1:00pm
Lincoln Park Campus, Cortelyou Commons

The DePaul Career Center’s Teacher’s Forum offers new teachers the opportunity to gain critical skills and resources and network with principals and professionals in education. This one day event is open to DePaul students and alumni who are preparing and pursuing a career in teaching. As this is a professional development and networking opportunity, students at all stages of their program are encouraged to attend this event! For more information visit careercenter.depaul.edu/teachersforum
Navigating Your Career Change

Experienced professionals who are considering or already involved in the process of changing careers will benefit from this workshop. Learn how to develop a career change plan by identifying the career development components you must need to work on. This workshop will help you identify the type of transition you are attempting and assess its level of difficulty.

Thursday, November 19
5:30 – 7:00pm DPC 9500

Polish Your Professional Interviewing Skills

Refresh your skills and learn how to prepare for advanced interviewing techniques including critical behavioral, panel and case interviews. Review the dos and don’ts for interview situations and learn how to address the most difficult questions.

Monday, November 9
12:00 – 1:30pm DPC 9500

Workshops

30 in 30: Perfecting Your Pitch
One of the most important elements in networking and building your personal brand is your elevator pitch. Get ready for upcoming job fairs and networking opportunities. Join us for a 30-minute workshop to perfect your 30-second pitch. Learn the components in developing a strong and effective pitch and have an opportunity to practice.

Monday, November 2
5:00 – 5:30pm DPC 9500

Ace Your First Professional Interview
Preparing for interviews can give you the confidence you need to highlight your strengths. This workshop teaches you how to prepare for the interviewing and post-interview follow-up process. You will be introduced to various types of interviews, including behavioral interviewing.

Tuesday, September 29
5:00 – 6:00pm Teleconference

Campus Employment 101
Looking for tips on finding an on-campus job? An on-campus job offers more than just a paycheck and short commute! It’s an opportunity to build skills and gain experience that will prepare you for your future career. Learn the process of applying and interviewing for an on-campus job in this comprehensive workshop led by the Office of Student Employment.

Thursday, September 17
4:00 – 6:00pm Student Center 220

Connecting Your Values to Career Satisfaction
Your work values play a very important role in determining what kind of work you find fulfilling. Through this workshop, you’ll assess and prioritize your most important work values, and discover how to use your work values to help guide your career decisions.

Monday, October 5
1:00 – 2:30pm SAC 151

Handling Job Offers
Determine the best techniques and practices to negotiate your compensation package. This workshop will include a discussion on salary and benefits negotiation, plus advice on how to handle multiple offers.

Wednesday, November 11
12:00 – 1:30pm SAC 151

#Hired: Social Media and the Job Search
Many people understand the value of using LinkedIn as a networking and job search tool, but what about other social media channels? More than 90% of employers review a candidate’s social media presence when evaluating applicants. It’s important to evaluate how you use sites like Facebook and Twitter for personal use, and understand the benefits of these social media channels to your job search. This workshop will explore ways to ensure your profiles are professional and polished, while sharing tips and strategies for networking with professionals and using your social media presence to enhance your job search.

Tuesday, November 3
12:00 – 1:30pm Loop TBD

How to Build a Career Portfolio
A professional career portfolio provides you with a tremendous resource for showcasing your work skills and experiences to an employer. In this workshop, you’ll learn how to conceptualize and compile an effective portfolio.

Tuesday, October 13
2:00 – 3:30pm SAC 151

Identify Your Skills and Accomplishments
Skills are the currency of the job market; you get a paycheck in exchange for the skills you use in your job. Through this workshop, you’ll assess your skills, determine which ones you want to acquire or further develop, and identify ways to do so. Also, you’ll learn how to clearly articulate your skill set and provide solid examples of those skills in practice.

Monday, October 19
1:30 – 3:00pm SAC 151

Job Search Strategies
Learn how to identify effective job search strategies in a challenging job market. Get an overview of job search tactics and begin the process of selecting the strategies that make the most sense for you. Learn how to maximize the numerous job search resources available at DePaul and beyond.

Thursday, October 29
12:00 – 1:30pm DPC 9500
LinkedIn Basics for Job Searching
This is part one of the hands-on workshop held in a computer lab.
Learn the value of LinkedIn as an online networking tool and the basics of building a professional profile that represents your online brand. After building your profile, we will also discuss and demonstrate making connections to build your network, joining relevant groups, and cover some basic job searching tips on LinkedIn. Please be sure to create a LinkedIn account before the workshop so you have a starting point when you attend the workshop.

Wednesday, October 14
12:00 – 1:30pm Loop TBD

Maximize Your Job & Internship Fair Experience
First impressions count! Learn how to approach employers and make a lasting first impression. DePaul’s Career Center hosts multiple Job & Internship Fairs throughout the academic year with hundreds of employers looking for candidates like you. This workshop helps you maximize the Job & Internship Fair as an opportunity to showcase your skills and abilities in an active job searching forum.

Thursday, October 1
12:00 – 1:30pm SAC 151
Tuesday, October 6
12:00 – 1:30pm DPC 9500
Tuesday, November 3
5:30 – 7:00pm DPC 9500

Myers-Briggs Type Indicator (MBTI)
Looking for work that is intrinsically interesting and gratifying to you? The MBTI is used to assist individuals in identifying their personality strengths, preferred work environments, communication styles and career possibilities. While few occupations provide a “perfect” match between personality and work tasks, this indicator and workshop will assist you in making an informed decision.

Thursday, November 12
12:00 – 2:00pm DPC 9500

Panic-free in 30: Prepping for your Phone Interview
Ninety-five percent of the time, the interviewing process starts with a seemingly simple phone call. However, there can be some serious professional pitfalls if you are not thoroughly prepared. Join us for this 30-minute workshop and learn how to wow prospective employers before, during and after the interview.

Thursday, October 22
12:15 – 12:45pm DPC 9500

Soup it Up! – Resume Writing for Educators
*This workshop is only open to students and alumni in DePaul’s College of Education
How do you transition a traditional resume to an educator’s resume? What is the best way to highlight my skills on paper? Join us to answer these questions and more as you learn important components of an education resume and how to highlight your strengths which will allow you to stand out and showcase what you have to offer.
Whether you are beginning to craft your teaching resume for the first time or preparing for the job search, this workshop examine nuts and bolts, best practices, and key areas to consider to draft a strong educator resume!

Wednesday, October 28
4:00 – 5:30pm SAC 151

Tell Me About Yourself 101
This workshop will help you build confidence in approaching and talking to potential employers at job fairs. Specifically scheduled right before the Just-in-Time job fair, this workshop will help you build confidence in approaching and talking to potential employers at the job fair. Attendees will work on perfecting their introduction to employers. With help from DePaul Alumni Sharing Knowledge (ASK) mentor Lynn Gibson, you will leave knowing exactly what to say when an employer says, “Tell me about yourself.”
*Workshop is 10-11am; optional practice and critique of your answer is 11-11:30am

Friday, October 9
10:00 – 11:30am LPC TBD

University Internship Program (UIP) Orientation
*Please Note: All orientations are facilitated in webinar format. This is a prerequisite workshop for UIP and must be completed in order to enroll in an academic internship course to earn Experiential Learning credit. Students who have not yet secured an internship are welcome to attend this workshop.
The UIP Orientation provides you with the information you need to complete the enrollment process, and register for a University Internship Program course. In this workshop, you will learn the format and content of the UIP 250, 251, 252, 253, 254, 350 and 367 courses, as well as how completing an internship can help you explore career paths, gain valuable experience and connect with professionals in your area of interest.
Note: For UIP Webinars, you will receive instructions via email the day before the scheduled webinar. An internet connection and the ability to hear audio is required to participate. If you have technical difficulties or questions regarding participating in the webinar, please contact the UIP team at uip@depaul.edu or 312.362.8437.

Monday, September 28
11:00am-12:00pm Webinar

Friday, October 2
10:00-11:00am Webinar

Wednesday, October 7
3:30-4:30pm Webinar

Thursday, October 15
1:00-2:00pm Webinar

Tuesday, October 20
3:00-4:00pm Webinar

Monday, November 2
2:00-3:00pm Webinar

Thursday, November 12
10:00-11:00am Webinar

Monday, November 23
3:00-4:00pm Webinar

Tuesday, November 24
10:00-11:00am Webinar
3. **Bring Hard Copies of your Resume**
   Even if you submitted your resume online prior to a career fair, bring plenty of hard copies of your resume so the employers can refer to it during your discussions. Employers may also ask you to submit your cover letter and resume online through the company website.

4. **Take Notes**
   When meeting with multiple employers in a short amount of time, it can be easy to lose track of who shared what information. Take notes on the back of the business cards you collect or in a separate notebook. Your notes will be helpful when following up with each employer.

5. **Follow Up!**
   Collect business cards from the people you speak with so you have the contact information for each person you met. Take the time to follow up with a short, personalized thank you note to each representative you met at the job fair.

To connect with Jennifer and other ASK Mentors like her, visit http://ask.depaul.edu. This article originally appeared on the ASK blog at depaulask.posthaven.com.

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**Ready to put these tips into action?**

**Mark your calendar for the Career Center’s upcoming job fairs.**

**Fall Job & Internship Fair**
- Thursday, October 8
  - 3:00 – 6:00pm
- Friday, October 9
  - 11:00am – 2:00pm
- Lincoln Park Campus Student Center 120
  - *Different companies each day!*

**Technology Job & Internship Fair**
- Wednesday, November 4 and Thursday, November 5
  - 3:00 – 6:00pm
- Loop Campus, DePaul Center, Concourse Level
  - *Different companies each day!*

**Winter Internship Fair**
- Friday, February 12
  - 10:00am – 2:00pm
- Lincoln Park Campus Student Center 120

**Creative Job & Internship Fair**
- Tuesday, March 1
  - 3:00 – 6:00pm
- Loop Campus, DePaul Center, Concourse Level

**Just In Time Job Fair**
- Tuesday, June 14
  - 10:00am – 2:00pm
- Lincoln Park Campus Student Center 120

Find more details and register in Handshake at depaul.joinhandshake.com.