

Handshake Resume Review Policy & Process 2018-19

PLAN AHEAD! For positions in Handshake, you must upload an *approved*** resume to Handshake at least one business day before the position's posted deadline in order to be able to submit your completed application on time. For example, if you want to apply for a position in Handshake with a deadline of Thursday at 11:59 p.m., you must upload your *approved* resume to Handshake by **no later than** 8:30 a.m. on that Thursday. It will be approved in Handshake by the Loeb Center by 4:30 p.m. that afternoon. We do NOT check for resumes uploaded to Handshake after hours or on weekends.

***Unapproved** resumes are those resumes that have not been previously approved by a Peer Career Advisor (PCA) or Loeb Center advisor. If your resume was previously approved and uploaded in Quest (the system prior to Handshake), you may ignore this process. If you're not sure whether your resume has been approved previously, try to upload a document to Handshake. It will say "pending" if your resume was never approved and it will be declined until it is approved.

**To have your resume *approved*, a Peer Career Advisor (PCA) must be able to check-off all the requirements on the Loeb Center's resume approval checklist. Keep in mind that it may take several drop-in meetings with a PCA before you meet all the requirements and your resume is approved. It is a resume review, so do NOT expect to get your resume approved in your first PCA drop-in meeting.