

Constructor Career Fair Handshake Guide for Students

Step 1: Enter your Constructor University Email

- Use this link to log in using your constructor university email.

Let's find your next job

Join Handshake's community of job seekers, the best place for students, early career professionals, and career changers to find jobs and internships.

Email address

Using a university email will get you quicker access to Handshake.

Continue

Step 2: Set up your details

Enter your information:

- First name
- Last name
- Constructor University email
- Choose your password

Sign up for Handshake

We'll send a confirmation to the email you sign up with.

First name

Last name

Email address

Password

Must be between 8 and 50 characters and contain at least 2 of the following categories: letters, numbers, and special characters

Re-enter password

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#)

Once you create an account, you'll start receiving Handshake emails. You can unsubscribe at any time.

Create account

Step 3: Confirm your email

- You will receive an email to your Constructor University email address to confirm your account

Check your email

We sent a confirmation to the email below. Please follow instructions in the message to confirm your account.

asmaenakib@gmail.com

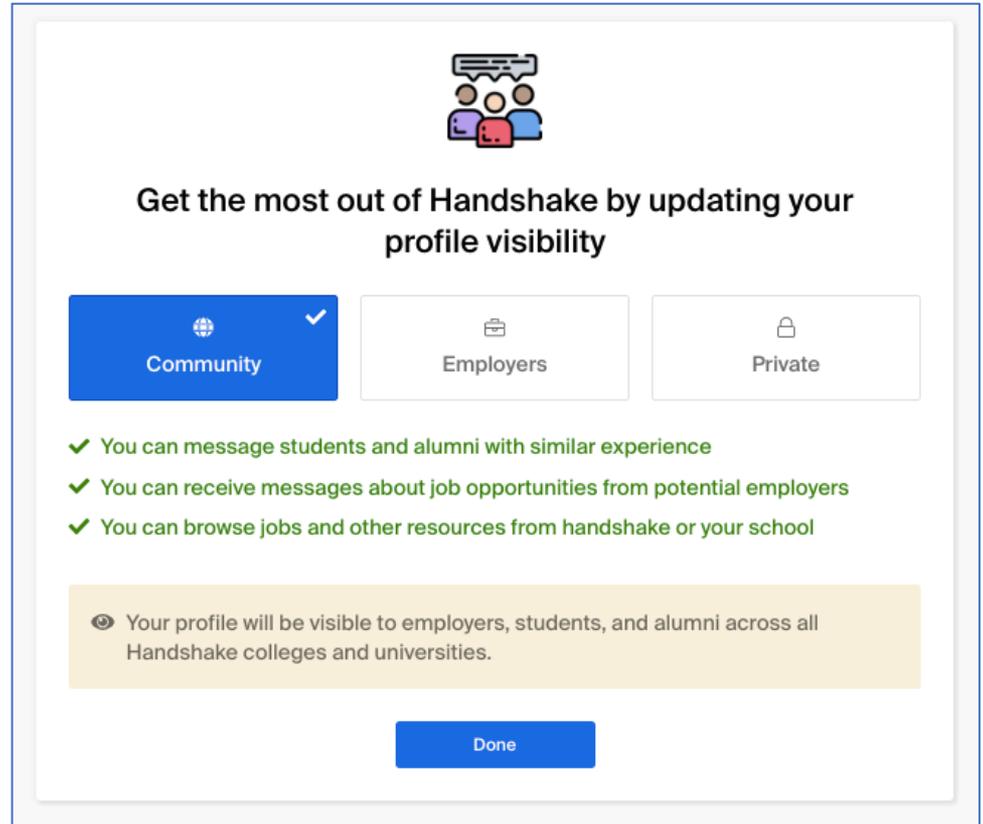
[Logout](#)

Don't see a confirmation email?

- Give it a couple of minutes
- Make sure you're using the email above
- Check your spam folder
- [Try resending the confirmation email](#)
- [Contact support](#)

Step 4: Change your visibility

- Once you confirm your email, you will be redirected to the Handshake platform.
- To be able to register for the Career Fair, you will need to select community as your profile visibility.



The screenshot shows a mobile interface for selecting profile visibility. At the top, there is an icon of three people with speech bubbles. Below it, the text reads "Get the most out of Handshake by updating your profile visibility". There are three buttons: "Community" (blue, selected with a checkmark), "Employers" (white), and "Private" (white). Below the buttons are three green checkmarks with corresponding text: "You can message students and alumni with similar experience", "You can receive messages about job opportunities from potential employers", and "You can browse jobs and other resources from handshake or your school". At the bottom, a yellow box contains an eye icon and the text "Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities." A blue "Done" button is at the very bottom.

Get the most out of Handshake by updating your profile visibility

Community ✓

Employers

Private

- ✓ You can message students and alumni with similar experience
- ✓ You can receive messages about job opportunities from potential employers
- ✓ You can browse jobs and other resources from handshake or your school

👁️ Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities.

Done

Step 5: Complete the Student Onboarding

Complete your profile by adding your details:

- Languages
- Skills
- Industries of interest
- Field
- Courses you have taken
- Preferred location(s)

What skills will you bring to your next job?

Common skills for Biotechnology students

[Biotechnology +](#) [Chemistry +](#) [Communication +](#) [Customer Service +](#) [Data Analysis +](#)

[Data Management +](#) [DNA +](#) [Laboratory Skills +](#) [Leadership +](#) [Microsoft Excel +](#)

[Microsoft Office +](#) [Microsoft PowerPoint +](#) [Microsoft Word +](#) [Organization Skills +](#)

[Problem Solving +](#)

Not sure

[Back](#) [Continue](#)

What relevant courses have you taken?

Step 6: Upload Your CV

Upload your CV on "**My Documents**" via the drop down menu (top right hand side of the screen), employers will review it and get back to you.

Certain employers may also request other documents such as cover letters and transcripts.

Documents

Add more resumes, cover letters, or transcripts [Add New Document](#)

Resumes

Name	On Profile	Date Added	Status
Burke Resume	<input type="radio"/> Visible	February 9th 2022	Pending
23_Resume	<input type="radio"/> Visible	February 15th 2023	Reviewed

Cover Letters

Name	On Profile	Date Added	Status
cover letter	<input type="radio"/> Visible	February 9th 2022	Reviewed
cover letter 2	<input type="radio"/> Visible	February 9th 2022	Reviewed

Transcripts

You don't currently have any transcripts uploaded. Why not [upload one?](#)



Other Documents

Name	On Profile	Date Added	Status
Handshake Resume for Demo Profile.pdf	<input type="radio"/> Visible	May 13th 2021	

Add more resumes, cover letters, or transcripts [Add New Document](#)

Step 7: Review your student profile

The more complete your profile, the better you can impress employers before the Career Fair.

These are the sections to complete:

- My profile (education, courses, Looking for, Summary, Skills, Projects, Languages, Profile Picture, Level of Study)
- My documents (CV, Cover Letter, Transcript etc)
- My career interests

The screenshot displays the 'Editing Jason Lord (STU)' profile page. The main content area is titled 'Editing Jason Lord (STU)' and contains a form for 'Account Information' with the following fields:

- Account Information (selected)
- Notification Preferences
- Language

The 'Account Information' section includes the following fields:

- Given Name: Jason
- Preferred Name: [Empty]
- Middle Name: [Empty]
- Last Name: Lord (STU)
- Level of Study: Level 6

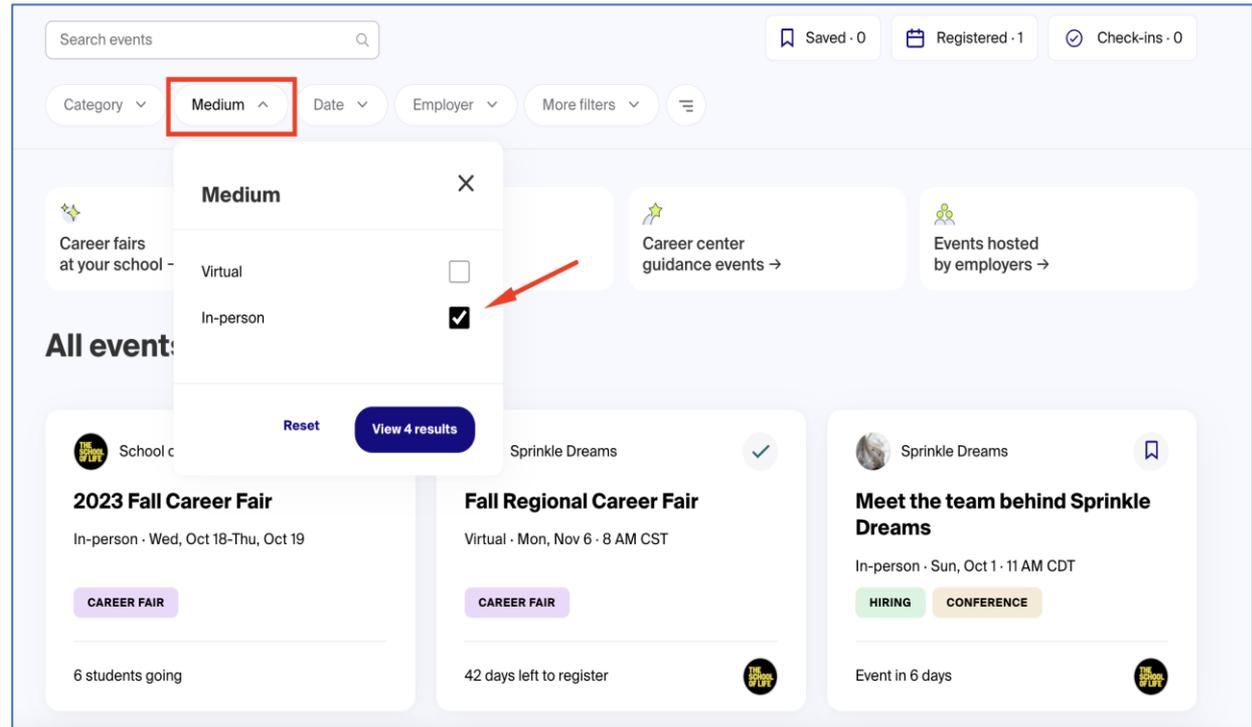
A red arrow points to the 'Level of Study' field. On the right, a dropdown menu is open, showing the following options:

- My profile
- My jobs
- My meetings
- My documents
- My career interests
- My reviews
- Notification preferences
- Institution connections
- Settings
- Help centre
- Log out

Red boxes highlight 'My profile', 'My documents', 'My career interests', and 'Settings' in the dropdown menu.

Step 8: Register for the Career Fair

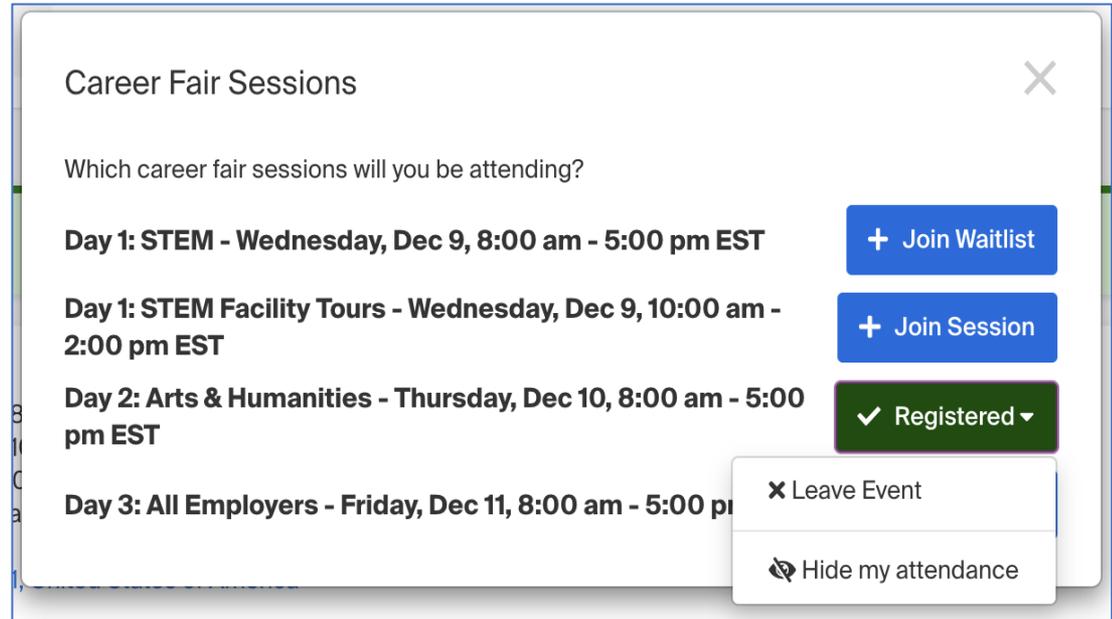
1. Click **Events** on the left navigation menu.
2. All events and fairs posted by Constructor University will load by default — click the white button **Medium**.
3. Register for "Constructor Career fair On Campus" and "Constructor Career Fair Online". If you are an online student, only register for the online fair.



Step 9: Register for a presentation

Several employers will be hosting presentations both online and onsite. You can register on Handshake:

- Click **Join Event** in the upper-right corner of the page. The button will automatically change to green and state **Registered**.
- This indicates you've registered successfully!
- Registration is binding: if you register, you are expected to show up.



The screenshot shows a registration modal titled "Career Fair Sessions" with a close button (X) in the top right. Below the title is the question "Which career fair sessions will you be attending?". There are three session options, each with a corresponding button:

- Day 1: STEM - Wednesday, Dec 9, 8:00 am - 5:00 pm EST** with a blue "+ Join Waitlist" button.
- Day 1: STEM Facility Tours - Wednesday, Dec 9, 10:00 am - 2:00 pm EST** with a blue "+ Join Session" button.
- Day 2: Arts & Humanities - Thursday, Dec 10, 8:00 am - 5:00 pm EST** with a green "✓ Registered" button.

Below the "Registered" button is a dropdown menu with two options: "✕ Leave Event" and "👁 Hide my attendance".

Step 10: Check your inbox

Employers may follow up on your job applications, so be sure to check your inbox and your Constructor University email regularly for their messages.

You might even secure a few job interviews during the fair!

