

handshake faculty guide

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SIGN UP

1. Send your name, email, title, & department to jmateo@san Diego.edu
2. Wait for a confirmation email
3. Go to <https://sandiego.joinhandshake.com/>
4. Click “University of San Diego Sign On” and use MySanDiego login*
5. That is it! You now have access to Handshake

*If you do not have access to a @san Diego.edu email, contact jmateo@san Diego.edu

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HELP

Visit Handshake’s How To for any navigation/functional support:

[Handshake How To](#)

If you are still having trouble, feel free to contact Judd Mateo, at jmateo@san Diego.edu

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GUIDELINES

We ask that you use Handshake responsibly and follow these guidelines:

- Please **DO NOT** change your first name, leave as “Faculty”
- Please **DO NOT** change your “school year,” “education level,” or “college” on your profile
- Please **DO NOT** upload or post any offensive language
- Respect Handshake’s Terms of Service

If you have any questions or concerns, please contact jmateo@san Diego.edu immediately.

Note: The Career Development Center reserves the right to suspend or terminate your account at its sole discretion

WHAT IS HANDSHAKE?

Handshake is USD Career Development’s job portal, host for career counselor appointments, on-campus interview schedules, career events and registration, and career resources.

A key benefit of having Handshake access is to be able to see the internship and job opportunities your students see.

CAREER DEVELOPMENT CENTER

Thank you for partnering with the Career Development Center and taking the time to learn Handshake. We appreciate your support!



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careers@san Diego.edu