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Activating and Building Your Profile

First things first—welcome to HireTigers powered by Handshake! You can access the system by visiting http://princeton.joinhandshake.com and logging in with your Princeton NetID and

1. This friendly pop-up will greet you when you log in for the first time. This is also where you can confirm your privacy settings. If you’d like your profile to be public, which means employers will be able to search for you and view your profile, leave the box at the bottom checked. If you do not want employers to be able to view your profile, you can uncheck the box. It is NOT mandatory to have a public profile, and you can still participate in events, programs, interviews and on-campus recruiting if your profile is private. You can also change this preference at any time. By making your profile public, it will be visible to employers seeking candidates for open positions.

2. Now that you’re in the system, you can begin to build your profile.

3. You can review and add details about your education. If you have a resume, you can upload it and sync it to your account and it will complete these sections automatically. To learn how to sync your resume, see page 4. If you prefer to sync your resume, keep selecting “Next” for the remaining steps.
Activating and Building Your Profile

4. Once the education section is complete, you can move on to adding any details about past work experience, which can include research, summer jobs, internships and more. If you have a resume, you can upload it and sync it to your account and it will complete these sections automatically. To learn how to sync your resume, see page 4. If you prefer to sync your resume, keep selecting “Next” for the remaining steps.

5. Almost done! This section is your time to shine outside of the classroom and the workplace—feel free to highlight extracurricular activities you’re involved with or projects you’ve worked on.

6. Last but not least, you can showcase any skills you have. What’s your special sauce?

7. You’re all set! Nicely done. You can always update this section at a later date.

8. Now that you’ve set up the basics of your profile, you are ready to start preparing and searching for your dream career!
Your HireTigers Homepage

On the homepage screen you can view several features at-a-glance including announcements, a news feed of updates including new job postings and events, a search tool, an appointment scheduling tool, your upcoming appointments and events, notifications, multiple shortcuts to tools throughout the HireTigers system and more.
Building Your Profile from a Resume

You can upload resumes to HireTigers to fill out most of your profile information. You can choose whether to add specific entries from your resume to your profile, or leave them out.

1. Click on “Profile” in the left-side navigation bar. This will bring you to your profile page.

2. Near the upper-right of the page, click “Documents.”

3. Upload the resume you wish to use by clicking the “New Document” tab. Enter the desired name for your resume. On this screen, you also have the opportunity to make this resume public and downloadable for employers. If you do not select the box, the document will not be viewable to employers unless you use it when applying for an opportunity.

4. Click the “Browse Document” button to browse for and select your resume. Enter a description for your resume for later reference as you may upload multiple resumes for different positions when you apply for jobs or internships.

5. Click “Create Document” and follow the prompts.
Building Your Profile from a Resume

6. After the document has been uploaded, return to the “Documents” page. Click the “Build Profile From Resume” button.

7. After a few seconds, you will be brought to the import selection screen. Choose which parts of your resume you wish to add to your profile. When you’ve made your selection, click the “View Profile” button at the bottom of the page.

You can always edit your profile later to adjust the wording that was imported from your resume.
Scheduling Career Counseling Appointments

1. You can request counseling appointments by selecting the “Request Appointment” tab on the right-side of your HireTigers homepage. You can navigate to the homepage by clicking the Handshake logo in the top left corner.

Please note: Only a single counseling appointment can be scheduled at a time. If you already have an appointment scheduled, you will not be able to schedule another appointment until the appointment occurs or you reschedule it.

2. This will bring you to a page where you can select the type of appointment you would like to make. Please select the option that best fits the reason you’d like to meet with a counselor.

3. After selecting the appointment type, you can select the date you are available to meet with a counselor by clicking on the date. This will bring up a calendar where you can select your preferred date. Please note that you may only schedule appointments up to two weeks in advance.

4. If a counselor is available on this day, open times will be populated below. If no times appear, please select another day.

5. Once the open times populate below, click your preferred time. You may also filter results by counselor by selecting the “Staff Member” button above.
Scheduling Career Counseling Appointments

6. Once you select an appointment time, you will be taken to a page with additional appointment details. Please select your “Appointment Medium” (In-person, Phone, Skype). You may include additional notes to help the counselor prepare for your appointment. For example, if you scheduled an interview preparation session, you can provide details for the specific position for which you are interviewing.

7. Once completed, click the “Request” button at the bottom of the screen. You will receive an email confirmation that your appointment has been scheduled.
Updating Your Account Settings

1. To reach your account settings page: Click your name in the upper-right corner of the page and select "User Settings."

Or, you can also click on "Profile" in the left-side navigation bar, and click "Account" near the upper-right of your profile page. Once on your account page you can edit various aspects of your account.

Notable fields on the student account information page include:

- **Name**: How your name appears in HireTigers.
- **School Year**: Your current year of enrollment.
- **Mobile**: You may add your mobile number.
- **Allow Employer Search & View**: Unchecking this box makes it so that employers can’t search for your profile or view it in any way. It is NOT mandatory to have a public profile, and you can still participate in events, programs, interviews and on-campus recruiting if your profile is private. By making your profile public, it will be visible to employers seeking candidates for open positions. You can also change this preference at any time.
- **Calendar Export**: Various calendar services (Zimbra, Google Calendar, Outlook, etc.) will let you import your HireTigers calendar through this link. The process differs for each calendar software.
- **Change Password**: Change your password using this button at the bottom of the page.

![HireTigers User Interface](image-url)
Updating Your Account Settings

2. **Updating notification preferences**: You can receive notifications when various activities occur that you are interested in knowing about. There are a few different options for notifications: you can receive updates via email, notifications in-app, and push notifications to your phone. To change your preference, click the check mark. If it is green, it indicates you will receive a notification for that event. If it is gray, you will not receive a notification.

3. **Updating job interests**: This page is where you can indicate what you’re interested in, from industries and locations to job functions and employer size, to help HireTigers curate relevant content for you. Please note that student employment options at Princeton University can be found in a separate system here: https://puwebp.princeton.edu/StudentEmployment/index.jsf.

As you can see, there are multiple ways to customize your account settings to make sure your information is up-to-date and that you’re being notified about and exposed to cool opportunities.

**Please note**: The “Industry” and “Job Function” categories are pre-populated with a few examples. Many more options can be selected by using the dropdown menu below each respective category.
Updating Your Profile

Students and alumni should update their personal profiles regularly.

1. To update your profile, click on “Profile” in the left-side navigation bar.

2. Information fields that are editable will have a “+” sign in the upper-right of each one. Clicking it allows you to add a new entry to that field.

The relevant fields are:

**Education:** This describes your university education.

**Work Experience:** This describes your professional experience in the workplace.

**Extracurriculars:** This describes activities you participate in that aren’t related to academics, like volunteer work, athletics, and student group involvement.

**Projects:** This is a place where you can showcase your project experience. You can give the project a name, describe your position (i.e., programmer, editor, usability analyst, etc.), and give a brief description. If you wish to add a link to the project’s results (e.g., a web page or a file in your Google Drive) you can do that in the external URL field.

**External Links:** This is a place to list links of any sort. If you have a personal web page, a blog, a YouTube channel, or some other professional presence online, you can link it to your profile here. Give a brief description telling viewers what each link is.

**Courses:** You can list notable list courses here.

**Organizations:** This lists any relevant organizations you’re a member of. Begin typing the name of your organization and it should show up in the suggestion box underneath your text. Click on it to select that organization. If your organization is not already listed, you have the option of adding it.

**Skills:** This lists any relevant skills you have developed. Begin typing the name of your skill and it should show up in the suggestion box underneath your text. Click on it to select that skill. The text you’ve currently entered shows up as an option in the selection box as well, so if your skill isn’t already listed, just type in its name completely and click “Add Skill.”

**Account:** You can also click “Account” in the upper-right to change your mobile number, password, notification settings, and set your profile to private or public. Email cannot be changed. When changes are complete, click the “Update User” button on the bottom right of the screen.
Uploading, Editing, or Deleting Documents

In order to apply for jobs and interviews, you will first need to upload career documents into the HireTigers system, including resumes, cover letters, transcripts, and work samples.

1. To upload a document, click “Profile” in the left-side navigation bar.

2. Click the “Documents” tab in the upper-right.

3. Click the “New Document” button in the upper-right corner to create a new document, or click on a document’s name to edit or delete that document.
Searching and Applying for Jobs

The search function is a great way to narrow down your search for a job, internship, fellowship or employer. You can use filters in each of these categories to find an opportunity in your favorite city or a startup company with less than 10 employees.

1. Select the “Jobs” or “Employers” tab on the left.

2. Enter key words into the search box to find opportunities or employers that interest you. This could include an employer name, job function, title or more.

3. You can filter the results on a number of fields, including job type, employment type, major, employer size, industry, division, start date, job function and more.

4. You can order the results by multiple categories including date posted, expiration date, employer name and more.

5. You can save searches by clicking the “+” button.

6. Click on the job title to learn more about the position, or click on the employer name to learn more about the organization.

7. To apply for a job, click on the position title. This brings you to that job’s page. In the upper right of the page, there is an “Apply” button. Clicking it allows you to pick a job document. Click “Apply” again to submit that resume and your application.

Employers who post interviews for this job will be able to see your application, and may decide to add you to their interview schedule.
Browse Events

All Career Services events can be found in the HireTigers system, including professional development workshops, industry panels/guest speakers, alumni networking events, Meetup recruiting events, employer information sessions and more.

1. To sign up for an event, click on the event’s title any time you see it in HireTigers. The “Events” tab of the left-side navigation bar is a good place to browse for events, or you can search for them with the search feature. Clicking the event’s title will bring you to that event’s page.

Please note: HireTigers Meetups can be found under the “Fairs” tab on the left-side navigation bar.

2. From the event page, you can see more details about the event including a full description and location. You can also share the event via social media by using the icons under the event photo. For Meetups, you will able to view the employers who will be in attendance and search through the types of positions they will be recruiting for by a variety of categories including major, job type and more.

3. On the left side is a button labeled “Join Event.” Clicking it signs you up for the event. Some events will have an attendee limit; if the event is already full, you will not be able to join it.

4. Once you join the event, you will receive an email with a link to add the event to your calendar.
Career Journal/Articles

1. You can use the “Journal” to keep track of your career and professional development progress and to share it with your counselor during appointments.

2. The “Mentoring” function is currently in development and not yet functional. Check back soon for updates.

3. “Articles” contains resources and information that may be helpful for you in your professional development and job and internship search. Additional tools and resources are available on the Career Services website. Follow us on social media for more.