Career Advisors Network (CAN) Program

Overview of the Handshake Platform

Please note: We changed our platform and process for coordinating informational interview matches between CAN Mentors and students/recent alumni. You’ll need to create a new CAN Mentor profile in order for mentees to know that you are an active CAN Mentor. The new CAN program relies heavily on our online directory, currently housed in our new recruitment database called Handshake (formerly ZebraNet).

This document will guide you through the various sections in your CAN Mentor profile.

To create a CAN Mentor profile
1) Go to https://stonybrook.joinhandshake.com/register

To log into an already existing CAN Mentor profile
1) Go to https://stonybrook.joinhandshake.com/login
2) Click the ‘Alumni’ option, enter with your email address, and select “Forgot your Password?”
If you graduated from SBU you can also use Handshake as an alum/student, browse/apply for job openings, and register for Career Center events, or if you are an SBU friend you can use Handshake as an employer to post jobs and/or internships. If you use the same email address for your mentor, alumni and employer accounts, you can login and easily switch between your accounts, on the upper right side.

How you manage your mentee interactions

You will get an email when a new mentoring request has been submitted. Click the link in the email to log into your account. In your CAN Mentor profile, click ‘Mentorships’ on the side menu to see the list of mentees on a page called ‘Mentorships’.

The system allows you to set the status for your mentoring relationships. To officially accept a mentee, click ‘Begin’ and the relationship will be marked as Ongoing.

If your interactions have finished, you can change the status to ‘Complete.’ This allows a more accurate picture of how many current mentees you have. You can always re-mark this ‘Begin’ later on if you and the mentee decide to reconnect.
Profile Tabs: Accounts, Documents, and Calendar

Manage your account information by selecting the “Account” tab. The Account section gives us more information about your interest in mentoring students AND provides you with a “Calendar Export” to add Handshake events, appointments and more to your calendar. Under the “Documents” tab, you can upload your resume and use the resume parse option to import your experiences into your profile.

How to control how many mentees contact you
To control how many mentees can contact you, there are two settings, within the ‘Account’ tab.

1) Student contact preference – Set to ‘Allowed’ and your name will be searchable by mentees. Set to ‘Not allowed’ and your profile will still be active but will not appear on mentee searches. This is a good setting to use during periods when you’re inaccessible (e.g. busy season, vacation, maternity leave).

2) Maximum mentees – You can set the maximum number of ‘Ongoing’ mentees you’d like at the present time. This will not include the number of mentees who can reach out to you at a given time.

How to communicate with your mentees
Handshake manages messages directly in its platform through the ‘Messages’ function and hides the CAN Mentor and mentee email addresses from each other. You will still be notified by email when a new message arrives but to respond, it will require that you log into the system.

If you prefer to manage your mentee communications within your own email system, we recommend notifying the student and sharing your email addresses via a message through Handshake.
How mentees find your profile
Handshake’s CAN Mentor search capability is highly robust. Mentees can search for any major keyword that appears in your profile, regardless of which field you put it in. It also allows search by name, making it easy for mentees to find a career advisor they met in person at an event or who was recommended by a staff member. Although the typical fields that students search in are education and work history, we invite you to add information in other fields such as skills, extracurricular activities, organizations you belonged to when you were a student, and hobbies.

How to update your work history
Handshake has two ways to add jobs in your work history:

1) **Manual entry** – Similar to the old system, you can manually add each job item. It currently does not have a location field, but we suggest adding this information (especially if it’s not in NY) to the description field.

2) **Resume parser** – An exciting feature in Handshake is a resume parser that can read Word or PDF documents and automatically add the jobs to your profile. To do this, click ‘Profile’ on the left menu, then ‘Documents’ and ‘New Document.” Select ‘Resume’ as the document type and upload the document. Handshake will notify you when your work history has been updated, so that you can review and approve the transfer.

The Career Center team is always happy to help you with your profile update as well. Just send us your resume or LinkedIn URL and we can upload it for you.

Stony Brook University Section: View upcoming Career Center events

We’re here to help!
We aim to make your experience as a CAN Mentor a smooth and pleasant one. At any step of the way, please do not hesitate to contact us if there’s anything we can do to assist you in managing your CAN Mentor profile or communicating with your mentees.

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