



MEMORANDUM

TO: Class of May 2023
FROM: Yvette S. Clayton, Director, Career Development Services Center
DATE: February 14, 2023
RE: **Graduation Clearance with CDS**

Congratulations on obtaining a bachelor's degree and reaching this major milestone in your life! As you complete the steps in the graduation clearance process, please be advised that Career Development Services (CDS) is included in the Exit Criteria. The three requirements that must be completed in order to be cleared by CDS are below:

STEP 1. Get your Resume Critiqued & Approved

- Have your resume critiqued and **approved** by your designated CDS [Counselor](#); If you need a resume template, [go to the CDS website and look for the Create section.](#)
- Create a profile in Handshake *and* upload your resume into Handshake Access Handshake by logging into your [single sign-on \(SSO\) account](#) and type the word, Handshake in your search bar to locate the application. <https://aamu.joinhandshake.com/>.

STEP 2. Complete your Profile in Handshake

- Once logged into Handshake, complete your profile in Handshake.

STEP 3. Take the First Destination Survey (Employment Status Survey)

- Take the First Destination Survey available in Handshake.

Note: If your status changes after you submit the survey, i.e. from Searching for Employment to Employed, accepted a higher salary, or going to graduate school, please go back and update your form. That will help us to have the most accurate data on the May Class of 2023.

You will need to use your University-issued email address to use these resources.

Note:

- **ALL** graduating students are required to complete the First Destination Survey; the non-identifying information is used for reporting, and to assist AAMU with recruitment and accreditation efforts. *Example: XX% of the May Class of 2023 had an average starting salary of \$50K or more.*
- Registering with CDS is optional for International and non-traditional students, please *contact our office if you have questions.*
- Commissioning officers and enlistees with documentation are not required to register; please *contact our office regarding your supporting documentation.*
- *Graduate students are only required to complete the First Destination Survey.*

The last day for candidates to be cleared with CDS is Friday, April 21, 2023. If you have any questions, please contact us at 256-372-5692.