Handshake Quick Start Guide

Students and Alumni

LOG-IN
Go to https://osu.joinhandshake.com/ and click on OSU Web Login
- Log in using your name.#@osu.edu (not @buckeyemail) email address and password.
- Forget your password? You’ll need to contact http://8help.osu.edu

STUDENT DASHBOARD – For You
- Explore opportunities customized for you based on your profile and Career Interests section
- Quickly view favorited or saved employers, jobs, and searches.

BUILD A PERSONAL PROFILE – My Profile, Career Interests
- Add your work experience and project summaries to personalize your profile
- Upload resumes, cover letters, portfolios, writing samples, or other supporting documents
- Publish your profile for a personalized URL to share with employers
- Indicate the types of positions and industries you are seeking
- Select a number of career communities to receive targeted communications, jobs, internships, articles, and events aimed specifically at Arts & Sciences students at OSU.

FIND POSITIONS AND EMPLOYERS – Jobs
- Quickly search for opportunities using given filters like job function, industry, and keyword
- Perform a detailed search by using advanced search filters such as location and GPA
- Review employers’ organization industry, overview of products/services, and address
- View organization’s available positions posted in Handshake and create a list of favorite employers
- Create a Saved Searches to automate searches you perform on a regular basis and notify you when new opportunities arise.
- Submit applications to positions you’re interested in

ATTEND CAREER-RELATED EVENTS – Events tab
- View and search for upcoming events such as workshops, career fairs, and employer info sessions that are sponsored by Career Success or by other career offices on campus
- Review companies attending a career fair and majors being recruited at the event
- Request an appointment with a Career Coach in the Center for Career and Professional Success
**RECEIVE EMAILS FROM ARTS AND SCIENCES CAREER SERVICES**

- To receive emails about positions recently posted to Handshake and other career development opportunities in your desired field be sure to choose Career Communities in the Career Interests page.
- Add our office email, asccareer@osu.edu, and staff emails to your Safe Senders list to avoid missing important communications from our office.

**CONTACT INFORMATION**

**Center for Career and Professional Success**  
The Ohio State University  
100 Denney Hall, 164 W. Annie and John Glenn Ave, Columbus, OH 43210  
P: (614) 292-6961 | F: (614) 688-3036 | E: asccareer@osu.edu  
W: [http://asc-careersuccess.osu.edu](http://asc-careersuccess.osu.edu)

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Stay connected to our office!

ASCcareer

*Last Update: 12/5/18*