

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>

Stay connected to our office!



ASCcareer

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THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES