

Handshake Tips & Tricks

Students and Alumni

LOG-IN

Go to <http://Handshake.osu.edu> and click on *OSU Web Login*

- Use the same log in credentials as Carmen, Buckeyelink, etc
- Forget your password? Contact <http://8help.osu.edu>

STUDENT DASHBOARD

- Handshake jobs and internships are recommended to a user based on profile information, previous applications, favorite employers, and other key information

JOBS AND EMPLOYERS

Jobs

- Review application instructions carefully: some positions require you also apply outside of Handshake
- Create a job search agent that can alert you to positions of interest
- View the positions you have applied to by clicking Applications

EMPLOYERS

- Conduct employer research before writing your cover letter or interviewing
- **All fields** are populated by employers; they can add as little or as much info as they wish
- Learn more about the company via their YouTube, Twitter, LinkedIn, and Facebook feeds
- Contacts listed in each organization's public staff list have authorized the release of their information to you

ON-CAMPUS INTERVIEWS

- View and apply to opportunities to interview for Handshake postings right here on campus from the *On-Campus Interviews* tab
- Schedule your interview promptly, as only a small window exists to sign up before your slot can be released to an alternate candidate
- Be sure to adhere to our office policies if you need to cancel an interview

MY PROFILE

PROFILE

- Make sure your profile is up to date. Be sure to double check any changes you make like changing your major or college.
- Fill out the entire profile to the best of your ability, check your profile completion to gauge how desirable your account will appear to employers.
- See how your profile will appear to employers with the *See Employer View* function.



DOCUMENTS

- Upload a single general resume not targeted to any one employer or position; make this your “featured” resume to it will be visible to employers who view your profile.
- Label each document you upload correctly, you don’t want to accidentally apply to a position using the wrong documents!

CAREER INTERESTS

- Fill out your desired job type, industry, and Career Communities in the *Career Interests* section
- Selecting two to three Career Communities helps the Center for Career and Professional Success share with you events and positions that you may be interested in!

EVENTS

- Register to attend events whenever you can, as seating may be limited; if RSVP not available through Handshake call the office or email the workshop facilitator.

STUDENTS

- View other students’ profiles to see what sort of opportunities other students in your field and career community have listed on their Handshake profiles.

CAREER CENTER

MY SCHOOL

- Find your career center to view upcoming career fairs, events, interview schedules, and more

RESOURCES

- Jump to Going Global or USA Career Guides, career resources to which the office subscribes

CONTACT INFORMATION

Center for Career and Professional Success

The Ohio State University
100 Denney Hall, 164 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>

Last updated 1/9/19

Stay connected to our office!



ASCcareer



THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES