Handshake Tips & Tricks
Students and Alumni

**LOG-IN**
Go to [http://Handshake.osu.edu](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](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 so 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

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