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
- Sgh

**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

Troubleshooting/Technical Questions
Christian Margard
Career Technology and Data Coordinator
P: (614) 292-8310 | E: margard.2@osu.edu

Last updated 3/26/18

Stay connected to our office!

ASCcareer