

Handshake

Intermediate and Advanced User Guide

Handshake is a career-networking platform where Ohio State students and recent graduates can connect with employers and apply for internships, part-time jobs and full time career opportunities. Use Handshake to register for upcoming career fairs and on campus recruiting events. Employers use Handshake when recruiting the high caliber and diverse talent Arts and Sciences students at Ohio State offer.

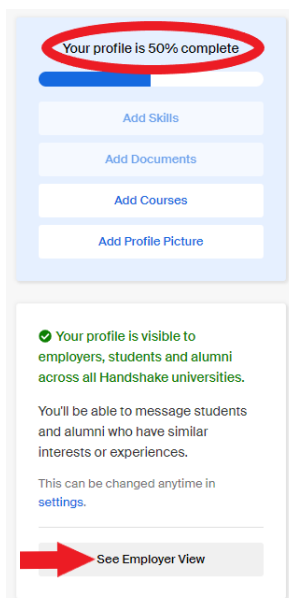
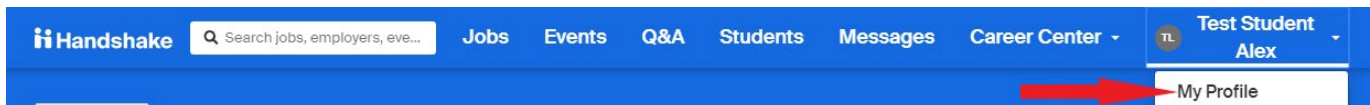
Applicable Career Communities:



Accessing Handshake

Log in to Handshake at <https://handshake.osu.edu> and click on the red “Access Handshake” button, then click the blue “OSU Students & Alumni” button and input your OSU name.# and password to access Handshake. You will then be directed to the main Student Dashboard page. This will feature jobs, internships and events that are suggested and customized by your interests that Handshake bases on your profile information. Other features offered through Handshake include: accessing applications you’ve started and submitted, saving favorite employers, and engaging in discussion boards with fellow colleagues about various career topics.

Create and Complete your Profile: My Profile



If you click on your name in the top right corner and select My Profile, you will be able to view and edit public information in your profile. Plan to add as much information as possible in order to give recruiters and employers the fullest picture of you and your skills. On the left side of the screen, there is a box that will tell you how complete your profile is. Continue adding information until you hit 100%! This will give you the highest chance of being contacted by recruiters. Handshake will even explain what pieces of information you are missing in order to complete your profile. To see what information is being publicly displayed to employers, select “See Employer View” also on the left. To switch back to your standard student view click the “Stop Viewing” button, which is located right where the “See Employer View” button was. Always make sure your profile is up to date and double check any changes you made.

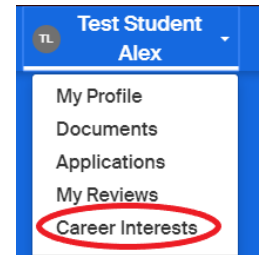


It is highly recommended to upload copies of your professional documents in order to ease the process of applying for jobs. To do this click on the “Documents” tab under the upper drop down menu.

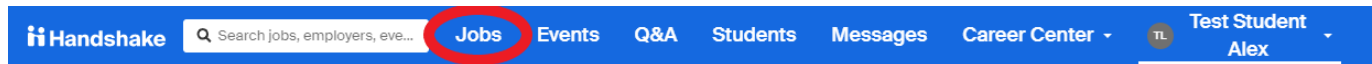


Make sure to have a generalized resume set as your public resume and then customize it appropriately when you apply for jobs. You can also upload cover letters and letters of recommendation. If you need assistance or guidance on how to curate a resume to a specific job, consider making an appointment with a career coach. Instructions on how to do so are at the bottom of this tip sheet

The final step in completing your profile personalization is selecting the job types, industries, locations, functions and Career Communities that you are most interested in. This can be accomplished under the “Career Interests” heading of the main drop down menu. Completing these steps will also help Handshake personalize jobs that best fit your interests for you. Career Interests can change so go back and update them as you progress through your journey.

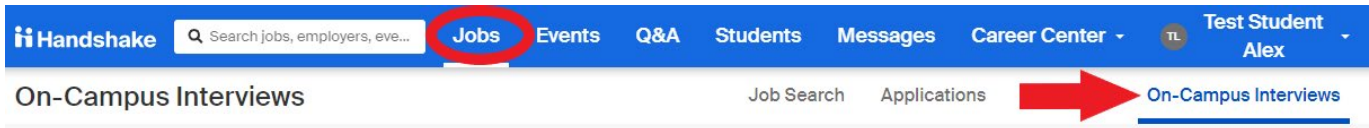


Applying for Jobs: Job Search, Employers and On-Campus Interviews



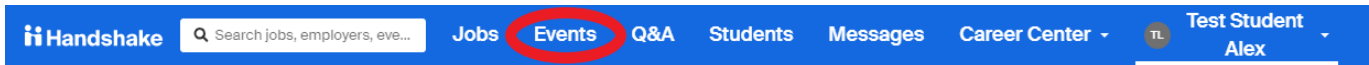
Under the “Jobs” tab you can search for jobs and employers through keywords, locations, career interests, major and more. There is an option to sign up for email alerts when new positions are posted that fit your search. Once you’ve found an opening that interests you, you can often apply directly through Handshake, although some positions will direct you to an external website to apply.

If you are offered an interview, make sure that you do your research on the employer ahead of time. Most preparation and research can be completed by viewing the employer’s page on Handshake or LinkedIn. All the listed information is provided by employees of the organization, therefore some pages will have more information available than others. Often you can find links to their social media pages to learn more. Any employee with their contact information visible has consented to having that information public, so feel free to contact them with any professional questions you might have.



Many organizations will conduct interviews right on campus. Under the “On-Campus Interviews” heading of the “Jobs” tab, you can view which companies will be interviewing for which positions. If a company thinks your application is a good match, they will invite you to their interview day. If offered a spot, please schedule your interview slot in a timely manner as there is a set limit before your spot will be forfeited. When accepting, scheduling or cancelling an On-Campus Interview you are required to follow Career Success’s policies which can be found at artsandsciences.osu.edu/career-success/students/office-policies.

Additional Features: Events, Students, Career Center and GoInGlobal



Check out the “Events” tab frequently to view upcoming Career Fairs, Career Success Signature Events or Corporate sponsored events. Handshake allows you to filter event searches based on specific themes or interests but you may also view a list of all events offered on the “Calendar” tab. Please register in advance for any events as seating is often limited. If the option to RSVP is not available on Handshake, please contact Career Success or the workshop facilitator to save your spot.



If you’d like to get firsthand knowledge of what working for a certain company may be like, or would like to learn how to get an internship or job in a certain field, you can search for students with those experiences via the “Students” tab. If the student has enabled the Messaging feature, you are encouraged to message that individual and have a conversation inquiring about their experience



Handshake Search jobs, employers, eve... Jobs Events Q&A Students Messages **Career Center** TL Test Student Alex

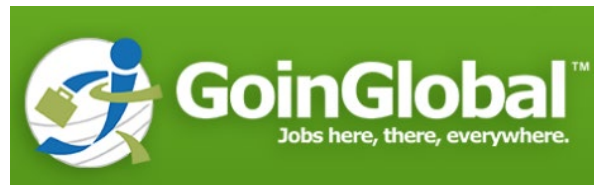
Appointments

Schedule A New Appointment

Upcoming Appointments

- My School
- Appointments
- Resources
- Experiences
- Surveys
- Discover Careers

The Career Center tab includes other notable features to explore. Under My School, you can see all OSU related fairs, events, career centers and contacts. Under Appointments, you can schedule an appointment with the Career Coach who manages the Career Communities you've expressed interest in. To do so, click "Schedule a New Appointment," then "The Arts and Sciences Center for Career and Professional Success." Now choose the title of the Career Community you want help with and then find a date and time that works for you.



Finally, under Resources you can access GoinGlobal, a job and internship posting board that is focused on international opportunities. GoinGlobal provides country and city guides, which host a plethora of information on what it's like to both live and work in a respective country or city. The same information is available for American cities for both international students studying at OSU, and American students looking to move across the country.