

Handshake Quick Start Guide

Employers

REGISTER & LOG-IN

Go to <https://osu.joinhandshake.com/>

- New Handshake User: Click on *Sign up for an Account* to create a new account and select *Employer*, then follow the prompts
- Returning Handshake User: Enter your username or email address *Next* to log in.
- Learn more about Handshake and connecting with The Ohio State University at <http://careers.osu.edu/employers>

NAVIGATE THE HOMEPAGE – HOME

- View your currently posted jobs, on-campus interview schedules, and registered and upcoming events
- Quickly advance to other sections of Handshake using the shortcuts on the left
- View and manage your calendar, messages and notifications with the buttons on the top menu

MANAGE YOUR PERSONAL PROFILE – PROFILE

- Edit your contact information
- Make yourself visible to students. By making your profile public, you will allow students at schools you have connected with to see your Handshake profile, and to see your contact information on your company's profile page.
- Sync your personal calendar with Handshake using the Calendar Export feature.

BUILD AN ORGANIZATION PROFILE – YOUR ORGANIZATION

- Add information related to industry, products/services, competitors, and awards/accomplishments
- Identify and explain your company culture, including uploading a logo or company branding image
- Include key statistics to make your company stand out from others

POST AND REVIEW POSITIONS – JOBS

- Click the *Create Job* button to enter information about the position for which you're recruiting
- Indicate your contact preference related to applicants contacting you directly about posted positions
- View the students who have applied to your positions you've posted by clicking the *Review Applicants* button under each listing
- Filter applicants based on the needs and requirements of the position.
- Review each applicant's profile and uploaded documents (resume, cover letter, writing sample, etc) by clicking on his/her name or look at the documents separately by clicking *Export Documents*
- Update the status of each applicant's candidacy



REACH OUT TO STUDENTS – Search Students

- Search for students with majors and skills you might be interested in hiring using the filters
- Download their resumes to find the right student for the job
- Message students through Handshake to let them know about your opportunities or that you might be interested in hiring them

ATTEND AN EVENT AT OHIO STATE – Events and Fairs

- View upcoming events such as career fairs which are sponsored by ASC Career Services or in conjunction with ASC Career Services
- Register online to participate in events
- Learn more about the Center for Career and Professional Success' events on our website: <https://artsandsciences.osu.edu/career-success/events>

RECRUIT ON OHIO STATE'S CAMPUS – Interviews

- Request a schedule for interview and recruitment time at Ohio State
- Post positions to be recruited for during your on-campus time
- View applicants to On-Campus Recruiting positions and grant interviews
- Recruiting schedules must be approved by ASC Career Services Staff; for assistance please contact Margard.2@osu.edu

CONTACT INFORMATION

Center for Career and Professional Success

The Ohio State University
100 Denney Hall, 164 W. 17th Avenue
Columbus, OH 43210
P: (614) 292-3366 | F: (614) 688-3036 | E: asccareer@osu.edu
W: <http://asc-careersuccess.osu.edu>

Employer Outreach/Corporate Recruiting

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