Handshake Quick Start Guide
Students and Alumni

**LOG-IN**
Go to [https://osu.joinhandshake.com/](https://osu.joinhandshake.com/) and click on *OSU Web Login*
- Log in using your name.#@osu.edu (*not@buckeyemail*) email address and password.
- Forget your password? You’ll need to contact [http://8help.osu.edu](http://8help.osu.edu)

**STUDENT DASHBOARD – For You**
- Explore opportunities customized for you based on your profile and Career Interests section
- Quickly view favorited or saved employers, jobs, and searches.

**BUILD A PERSONAL PROFILE – My Profile, Career Interests**
- Add your work experience and project summaries to personalize your profile
- Upload resumes, cover letters, portfolios, writing samples, or other supporting documents
- Publish your profile for a personalized URL to share with employers
- Indicate the types of positions and industries you are seeking
- Select a number of career communities to receive targeted communications, jobs, internships, articles, and events aimed specifically at Arts & Sciences students at OSU.

**FIND POSITIONS AND EMPLOYERS – Jobs**
- Quickly search for opportunities using given filters like job function, industry, and keyword
- Perform a detailed search by using advanced search filters such as location and GPA
- Review employers’ organization industry, overview of products/services, and address
- View organization’s available positions posted in Handshake and create a list of favorite employers
- Create a Saved Searches to automate searches you perform on a regular basis and notify you when new opportunities arise.
- Submit applications to positions you’re interested in

**ATTEND CAREER-RELATED EVENTS – Events tab**
- View and search for upcoming events such as workshops, career fairs, and employer info sessions that are sponsored by Career Success or by other career offices on campus
- Review companies attending a career fair and majors being recruited at the event
- Request an appointment with a Career Coach in the Center for Career and Professional Success
RECEIVE EMAILS FROM ARTS AND SCIENCES CAREER SERVICES

- To receive emails about positions recently posted to Handshake and other career development opportunities in your desired field be sure to choose Career Communities in the Career Interests page.

- Add our office email, asccareer@osu.edu, and staff emails to your Safe Senders list to avoid missing important communications from our office.

CONTACT INFORMATION

Center for Career and Professional Success
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Stay connected to our office!
ASCcareer

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