

# Handshake Tips & Tricks

## Students and Alumni

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### **LOG-IN**

Go to <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>

### **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***

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Stay connected to our office!



**ASCcareer**



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