



Handshake Quick Start Guide

LOG-IN

Go to <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>

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

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 the College of Public Health and other career offices on campus
- Review companies attending a career fair and majors being recruited at the event

EMPLOYERS

- Research employers through reviews, highlights of the organization, student reviews and feedback from students that interviewed or worked for the organization
- Favorite Employers – Favorite an employer to receive a notification that a new job has been posted