



## Handshake

### Quick Start Guide for Students and Alumni

Handshake is Ohio State’s University-wide career management system where students have access to search and apply for part-time jobs, internships, co-ops, and full-time opportunities. Thousands of opportunities are posted in Handshake as well as information on upcoming on-campus recruiting, events, programming, and career fairs. This guide will help you begin your Handshake journey. For more in-depth assistance, consult our Advanced Handshake Guide Tip Sheet.

Applicable Career Communities:



1. To get started with Handshake log in at <https://handshake.osu.edu> and click on *Access Handshake* then *OSU Students & Alumni* on the next page.

Access Handshake →

The Ohio State University

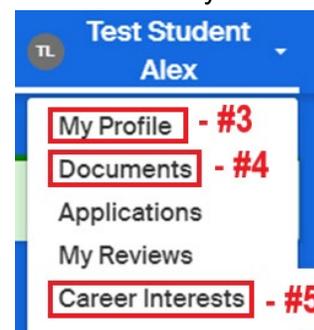
OSU Students & Alumni →

You can also sign in with your email address.  
(Please use your .osu.edu address, if applicable.)

\*If this is your first time accessing Handshake, please follow these instructions <https://support.joinhandshake.com/hc/en-us/articles/360008797354-Signing-into-Handshake-as-a-student-for-the-first-time>

2. Login with your osu.edu (not buckeyemail) email address and password.
3. Click on your name in the top right and then “My Profile.” Begin building your profile by adding your major, any work, internship or volunteer experience, summaries of significant projects you’ve completed, clubs and organizations you’re a member of, any relevant courses you’ve taken and any professional skills you possess.

4. Upload professional documents such as a resume, cover letter, or writing sample to the “Documents” section.
5. Under the “Career Interests” tab, select the Career Communities that you are interested in. You may select more than one. If you are not familiar with our Career Communities model you can learn about them at <https://artsandsciences.osu.edu/career-success/career-communities>.
6. Handshake allows you the option to choose what types of post-graduation options you are considering, including jobs, grad school, locations and industries that you are interested in. Remember, the more information you provide Handshake, the more curated suggestions it will provide and better communications you will receive.





## Find Positions and Employers



Under the “Jobs” tab, you can quickly search for opportunities using filters like job type, function, title, industry, and keyword or perform a more detailed search by using advanced filters such as location and GPA. While searching, you can see overviews and reviews of employers and companies. Once you’ve found an employer or position that interests you, you can add them to your list of favorite employers and jobs. Also, once you’ve created a detailed search that works well, you can save the search and automate it to notify you when new opportunities arise. A great feature of Handshake is once you decide to apply for a position, you can submit the application directly to the employer through Handshake, sometimes in one click!

## Discover and Attend Career-Related Events



By clicking on the “Events” tab on the navigation bar, you can view and search for upcoming events such as workshops, career fairs or expos and employer information sessions that are hosted by Career Success or by other career offices on campus (Be sure to verify if they allow students from other colleges to attend). New events are being added all the time so check back often! You will also periodically receive newsletters from our Career Coaches specific to your identified Career Community interests.

Through the “Appointments” tab under the Career Center heading, you can request an appointment with a Career Coach who specializes in a Career Community in which you have interest. 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.

