



# Handshake

## Quick Start Guide for Employers

Handshake is the Ohio State's University-wide position posting system where students have access to search and apply for part-time jobs, internships, co-ops, and full-time career opportunities. Thousands of jobs, internship and career opportunities are posted in Handshake, as well as information on upcoming career fairs and on-campus recruiting events.

## Register & Log-In

**New Users** [No account? Sign up here.](#)

Go to [osu.joinhandshake.com](http://osu.joinhandshake.com) to log-in. If you are a new user click on "Sign up here" in the top right corner, select "Employer" and follow the prompts to create your account. If you are a returning user, click on "sign in with your email address" underneath the blue "OSU Students & Alumni" button.



The Ohio State University

OSU Students & Alumni

[You can sign in with your email address.](#)

**Returning Users**

## Join the Handshake community

Discover jobs and internships based on your interests.

[Are you an employer? Create an account here.](#)

School

The Ohio State University

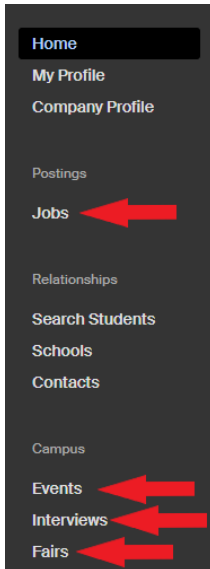
My school is not listed, let me type my own

### Instructions from Your School

If you are a current Ohio State student, you should already have a Handshake account. Please log in using your name.#@osu.edu email NOT your buckeyemail email. If you are not able to log in, please email your name.#, major, and expected graduation date to [handshake@osu.edu](mailto:handshake@osu.edu).



## Homepage Navigation



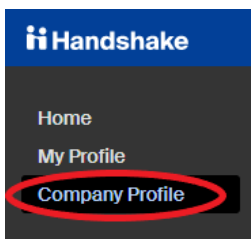
From the main homepage, you can view or add Jobs, request Interview Schedules, and view upcoming Events and Career Fairs. From the navigation bar on the left, you can view your profile or your organizations' profile, search and connect with students and schools or view upcoming events, interviews and more.

## Manage Your Personal Profile: My Profile



On this page you can fill out your profile with your own experiences and professional links (i.e. similar to LinkedIn) and add a photo. You can then make your profile visible to students so that students are able to contact you via your company's page. You also have the capability to sync your Handshake Calendar with your personal calendar.

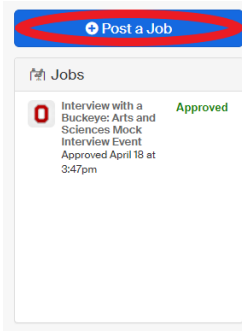
## Build the Organization's Profile: Company Profile



In this section, you are able to add information related to your industry, products/services, competitors, and awards/accomplishments. Be sure to upload a logo or company branding image. Please identify and explain your company culture, including any key statistics that will help your company stand out from others.

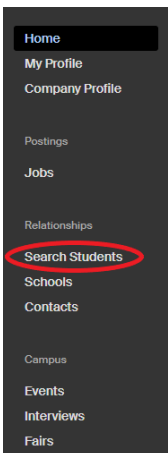


## Post and Review Positions: Jobs



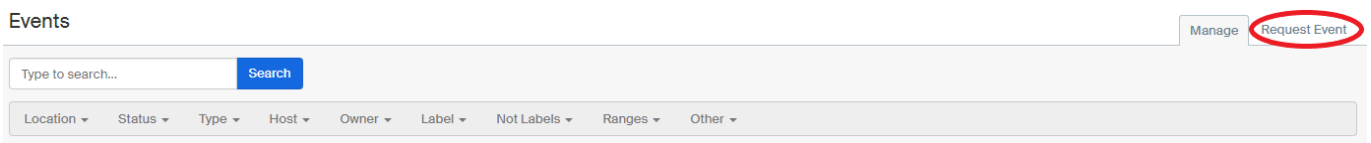
Click the blue “Post a Job” button to enter the required information about the positions you are recruiting for. It’s imperative to indicate your contact preference for applicants who will be contacting you directly about the position. Once the position is posted, you are able to view the students who have applied for each position by clicking the “Review Applicants” button under each listing. Other options include: filtering applicants based on the needs and requirements of the position, reviewing each applicant’s profile and uploaded documents (resume, cover letter, writing sample, etc.) by clicking on his/her name or looking at the documents separately by clicking “Export Documents”. Once you’ve made your decision, you can update the status of each applicant’s candidacy.

## Reach Out to Students: Search Students



By utilizing the search feature, you can find students with majors and skills that you are interested in hiring. Once identified, you can download their resumes or message them to encourage them to apply for opportunities that you have available.

## Attend an Event at Ohio State: Events and Fairs



By clicking on either of these headings, you can view upcoming fairs and events, which are sponsored by Career Success or other campus partners. Once you find an event that you are interested in, you are able to register to participate. If your organization is interested in hosting its own event, you have the option to create one. To create an event, select Request Event under the Events tab, fill out the information that is required, and click Save. The event will then be sent to one of our Industry Connections team members to review.



**THE OHIO STATE UNIVERSITY**

COLLEGE OF ARTS AND SCIENCES



**Communities.**

**Connections.**

[asc-careersuccess.osu.edu](http://asc-careersuccess.osu.edu)

## Recruit on Ohio State's Campus: Interviews

When you are recruiting for specific openings, you may request to schedule on campus interviews to connect directly with applicants. Each interview can be specified to which position you are recruiting for. Once you've set up interview slots, you can review applicants for the position and grant them a slot. Please note that recruiting schedules must be approved by Career Success. For questions please contact [asccareer@osu.edu](mailto:asccareer@osu.edu).