

Career services online

✔ CareerNetwork.msu.edu info & resources at your fingertips 24/7

- ▶ **Content on our home page** provides handy links to **Handshake** and **Career Advising** as well as highlighting upcoming career events and sharing Twitter news and YouTube videos.
- ▶ Use **Career Tools** to personalize your resource search and discover information about career fields, job outlooks, professional organizations, job and internship opportunities, and much more!
- ▶ Do you know about the **Steps for Success Workshops**? Workshops are a great way to get hands-on help and answers to common questions about resume writing, interviewing, internships, and getting into grad school.
- ▶ As if that weren't enough, alumni and employers often participate in our **Career Exposure Series**, so workshops can also be a way to make new connections and explore fields of interest. Career Exposure events are highlighted in Handshake and on our **homepage Events Calendar**. Check out what's coming up!
- ▶ Need some one-on-one help? **Schedule a career advising appointment!** Click on "Make an appointment" to log in and sign up for an open time with a Career Consultant or a Career Advisor to answer your questions. What's in it for you? **Career advising can help you at every stage** of planning for life after MSU—whether your plans are employment or graduate study. Not sure

who to meet with? Click "**Services + Locations**."

TIP: Because appointments are in high demand, attending a workshop and/or using the information here in Career Passport or online before you come see us can jump-start the conversation to make the most of your time.

- ▶ Look under **Exploring Options** for information to help you with your major and career. **Resources + Tools** has info about everything from resumes to applying to grad school. And **Jobs + Internships** can help you with ... finding jobs and internships!
- ▶ We also subscribe to **powerful resources to help you** with your career and job search. Under **Resources + Tools** click on "**Career Research Tools**" and find in-depth info on everything from learning about your interests, to finding potential employers and salary data, to international "country career guides."
- ▶ Our **full list of career events** is online—just click on "**Career Fairs**" under **Jobs + Internships**. All events are open to students in *all* majors. Use the website to get **times, locations, and links** to see who's attending, and to sign up to be a student ambassador. Attend any and all events that fit your personal interests.



More ways to find us online!

✔ Handshake your personal career management tool

- ▶ **Jobs and internships.** Thousands of employers post job and internship opportunities on **Handshake** each year. Search here first for part-time or on-campus jobs, and for jobs and internships across the country. And many employers hold interviews right on campus for positions they've posted in **Handshake!**
- ▶ **Events and workshops.** **Handshake** has information on all career-related events and workshops on campus, including career fairs (see pages 64-67), workshops and presentations, employer information sessions and campus visits, and trips off campus to visit employers. With more than 100 events each year, you'll be sure to find events that help you meet your career goals!
- ▶ **Career exploration and management.** **Handshake** allows you to create a profile that highlights your skills, experiences, education, coursework and interests. You can also upload your resume and other professional documents, follow employers, and create and save multiple job searches. You can even sign up to get emails about new job opportunities and career events!
- ▶ **A complete profile is important.** The more you complete your profile in **Handshake**, the easier it is for us to match you with job and internship opportunities that are relevant to your interests and skills. A complete and public profile will allow employers to find qualified candidates for their internships and jobs - like you!

▶ [Learn more at CareerNetwork.msu.edu/Handshake](http://CareerNetwork.msu.edu/Handshake)

handshakeFAQ

✔ how do I sign up for Handshake?

As an MSU student, your account has already been created for you! Simply visit CareerNetwork.msu.edu and click on the "handshake student login" button and get in to your account using your MSU email and MSU password.

✔ do I need a resume?

While you don't need a resume to join Handshake, quickly uploading a resume will allow Handshake to import the information on your resume to the fields on your profile, saving you time. You will need a resume when you begin applying for jobs and internships. Check out pages 32-39 for resume help.

✔ What does it mean if I make my Handshake profile "public"?

A public profile in Handshake means that employers connected with MSU are able to view your profile information. It is not visible to other students or anyone not connected with MSU. You can have a public profile and keep some information private (for example, GPA.) A public profile makes it easier for employers to find you!

✔ How can I find career fairs, workshops and other events?

This is pretty easy once you're in Handshake. First, click on the "events" or "fairs" links on the navigation bar [≡]. Then click the search tab by the top of the page. You can join events and workshops that you plan to attend, which will add them to your calendar and 'upcoming events' list in Handshake, making sure you don't miss an event or career fair!

✔ how can I schedule a career advising appointment?

Log in to Handshake, select "appointments" from the navigation bar [≡], and click the "schedule a new appointment" button at the top of the page. Follow the prompts to select the type of appointment, date, and staff member to request an appointment. (Tip: For the best assistance, please select a career advisor who sees "All Majors" or is connected to your college.)

✔ How do I find jobs and internships?

Handshake will provide a feed of jobs on your home page based on information included in your profile. To search additional jobs, simply select the 'Jobs' link on the navigation bar [≡] and set up your search criteria. Handshake allows you to save multiple searches, so you can easily return to them and find new opportunities!

✔ how do I find on-campus jobs?

Click on 'Jobs' on the navigation bar [≡], and type "MSU" in the search box. (Tip: check out the resource library in Handshake for a list of MSU departments who frequently hire students.)

✔ How do I apply for positions?

You can easily apply for positions by clicking the 'apply now' button in a job posting on Handshake. Some jobs will allow you to apply right from Handshake, while others will direct you to an external site. Make sure to follow employer's instructions!

✔ How do I find on-campus interviews with employers?

You can browse for interviews coming up on campus by selecting "Interviews" on the navigation bar [≡]. You can filter the options to find the interviews you're most interested in!

✔ How do I sign up for interviews?

If you've applied for a job that is hosting an interview on campus and you would like to see if you have been selected for an interview you can select "Your Upcoming Interviews". This will display all interviews you've been invited to and the next steps you will need to take in the process. Next, you'll need to review the timeline of the interview. If the interview is open for taking slots you can click "Take Slot!"

There are two main types of interview schedules that employers will use on campus:

- ▶ **Pre-Select Schedule:** a pre-select schedule is one that requires that you apply to a specific job posting in order to be considered for an interview. After you apply, the employer will contact you if they are interested in selecting you for an interview slot. If selected, you will be prompted to register for a time that works for your schedule. To see if you have been selected for an interview, click on "Your Upcoming Interviews" by the top of your Handshake home page.
- ▶ **Open Interview Schedule:** This means that if you meet the criteria set by an employer, you are eligible to sign up for an interview slot when sign-up opens. These fill on a "first come, first served" basis and the schedule will close when all of the slots are taken.