



handshake

Frequently Asked Questions- Students

How do I sign up for Handshake?

As an MSU student, your account has already been created for you, all you need to do is visit msu.joinhandshake.com to login to your account log in using your MSU email (NetID@msu.edu) and password.

Do I need a resume?

While you don't need a resume to join Handshake, uploading a resume when you create your profile 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 [pg xx](#) 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 (for example GPA) private. A public profile makes it easier for employers to find you for their top talent.

Why does my profile say N/A under Work Authorization?

MSU has chosen not to import or utilize that information into your Handshake profile. The N/A simply reflects that it has not been imported, NOT that you are not authorized to work in the US. Work authorization is not a field that is viewable to employers, so this will not have any impact on your ability to search or apply for jobs or connect with employers. (Bill we are still working to finalize this, and will have updates soon)

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

Finding workshops and events in Handshake is easy. Simply click on the events or fairs tabs on the left navigation bar and then click the search tab in the upper right corner. 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 fair that's interesting to you.

How can I schedule a career advising appointment?

Log in to Handshake, select appointments, 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 you'd like to meet with (please select a staff member who sees "All Majors" or the consultant from your college for the best assistance).

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' tab on the left navigation bar, and set up the search criteria you are interested in. 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' in the left navigation bar, and enter "MSU" into the search box. Be sure to also check out the resource library in Handshake for a list of MSU departments who frequently hire student help.

How do I apply for positions?

You can easily apply for positions by clicking the 'apply now' button in the 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 instructions!

How do I find interviews with employers when they are on campus?

If you would like to browse for interviews coming up on campus you can select 'Interviews' on the left navigation bar. You can filter by the options on the left side of the screen to find the interviews you are interested in.

Need some additional help? Visit teachme.joinhandshake.com or contact us at 517-355-9510.