Handshake is the primary platform Kent State and other universities utilize for job/internship postings and event registration. All students have a Handshake account generated automatically. This guide covers different ways to use Handshake to secure a job or internship and attend career focused events both virtually and on campus.

To log in to Handshake for the first time…

- Go to https://kent.joinhandshake.com/login and sign in with your Kent State email and password.
- OR login to FlashLine, select "Career Exploration & Development" on your Student Dashboard, and click Handshake at the top of the page. You can also search "Handshake" on FlashLine.

Setting up your profile:

- Click your initials in the upper right corner of the page. You'll see them in a circle next to the bell shaped notification icon. Select "My profile."
- Handshake will walk you through what to add to your profile to complete it. Students with more complete profiles are more likely to be viewed by employers!

Add your current degree program under "Education."

- the name of your college – ie "Ambassador Crawford College of Business & Entrepreneurship"
- List your anticipated graduation date, using the Time Period (end date) field.
- List your Major(s) and applicable Minor(s)
- GPA is optional - we recommend making any GPA at 3.0 or above visible to employers.

Your profile is 50% complete

Add Skills

Add Documents

Add Courses

Add Profile Picture
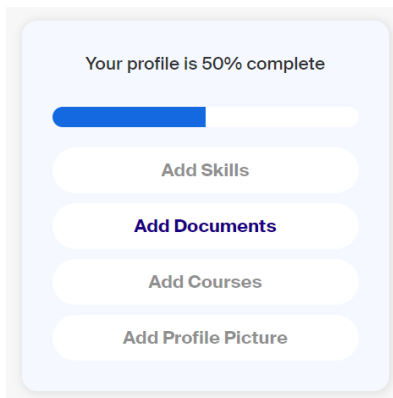
Follow this guide and try to get your profile to 100% complete!

Add work experience and extracurricular activities:
Include the position title, the name of the company, and dates you were employed.

Add bullet points (like you would on a resume) that describe your activities at your job or in your extra-curricular activity. Make sure these start with strong action verbs and are all in the same tense.

Add a profile picture!
This should be a professional-looking, clear photo with no filters.

TIP: KSU students can get a free professional headshot! Click this link or go to https://www.kent.edu/career/professional-headshots to schedule your headshot session.

Add your resume!

- Click "Add Documents" to add your resume. If you upload a resume, you will be able to share it with potential employers.
- When adding your resume, make sure you change your profile visibility so that other Handshake users are able to view it. To do this, select your icon in the top right corner, then select "Settings" → scroll down to "Privacy" → select "Community"
- When attending events, you'll sometimes have the opportunity to opt into a resume book that's shared with employers!

KENT STATE UNIVERSITY

Ambassador Crawford College of Business and Entrepreneurship

**For more information:
Career Services Office
buscareers@kent.edu**

Add your career interests:

This section also helps Handshake make recommendations! Find it in the profile completion sidebar, or at the top by clicking on your icon. For this section:

- Identify the job interests (full time, part time, on-campus, internship)
- Select your post-graduation options and add your expected graduation date.
- Add job roles, industries, and job types you are interested in.
- List cities where you'd like to work.

Job/Internship Search:

- Select the "Jobs" tab on the left side column to access Handshake's job board. Employers share new opportunities here all the time, so check back frequently.
- Use the search box to look for different job titles, companies, and fields. If you're not seeing a lot of results for your search, try a more general search term.
- Use the filters along the top to limit your results to only part-time, full-time, internships, etc. NOTE – job postings are not always tagged accurately. If you find you aren't getting a lot of results with a filter, try searching without it.
- If you are planning to check back frequently using the same search terms for new internship or job postings, consider sorting your results to see the most recently posted first.
- Not ready to apply? You can click the circular ribbon icon to save jobs and come back to them later. This also helps Handshake's algorithm provide you more relevant suggestions.

Career Fairs and Events:

- Register for Kent State and employer events via Handshake. Some virtual events will be hosted by Handshake, but in-person events will of course, be in person. You can find information about where and when events are and register on Handshake.
- Select the "Events" tab and use the filters to see upcoming events. You can filter by host to see only events and fairs hosted by Kent State Career Services by selecting "more filters" and then selecting the appropriate career center (ie – "Career Services, Ambassador Crawford College of Business and Entrepreneurship")
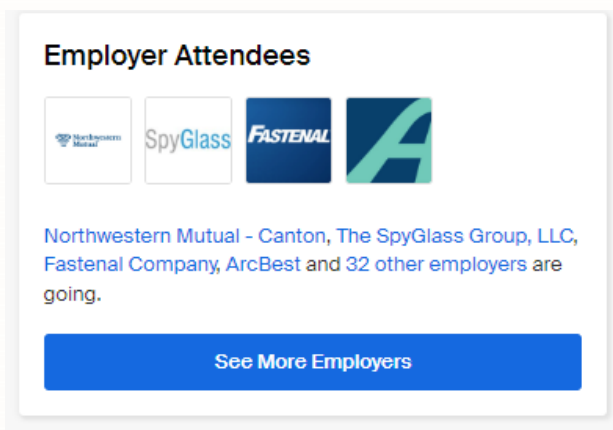
- Not sure if you want to attend yet? You can click the ribbon icon to save events and return in the future to register.
- You can research employer attendees prior to attending events! Click the "employers attending" page and click out to their profiles to see contact information and posted positions.
- Event pages will also have contact information for the host if you have any questions about registration or the event in general.

Researching and messaging employers:

- Use the "Employers" tab to pull up a searchable list of employers that have posted position on Handshake.
  - You can use this tab to search for specific companies and research them. Some companies even have a public staff list with contact information.
  - On an employer's profile, you can click the "Follow" icon to get updates when they post new events, jobs, etc.

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