



# 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](https://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 the Career Handbook for resume help.

### What does it mean if I make my 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 positions.

### Why does it say N/A by my work authorization?

MSU has chosen not to import or utilize that information into your Handshake profile. You can update this field for your profile when you log in to your Handshake account.

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

Finding workshops and events in Handshake is easy. Simply click on the events tab on the top navigation bar and then click 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 do I schedule a career advising appointment?

Log in to Handshake, select the career center tab at the top of the page, and select the appointment button. Follow the prompts to select the type of appointment, date, and staff member you'd like to meet with.

### 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 top 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 top 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 the Jobs tab on the top navigation bar. Select the On-Campus Interview tab at the upper right of the screen to search and filter employers who plan to interview on campus.

**Need some additional help? Visit <https://msu.joinhandshake.com/help> or contact us at 517-355-9510.**