

Step 1

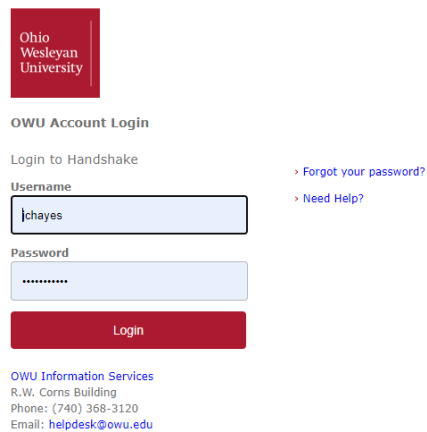
- Go to owu.joinhandshake.com/login
- Click on the blue Ohio Wesleyan Sign On



The image shows two side-by-side screenshots. The left screenshot is a blue LinkedIn banner with the text 'Get the job done' and links for 'Students', 'Employers', and 'Career Centers'. The right screenshot shows the Ohio Wesleyan University logo and a blue button labeled 'Ohio Wesleyan University Sign On'. A yellow arrow points from the button to the right. In the top right corner of the right screenshot, there is a link: 'No account? Sign up here.'

Step 2

- Enter your OWU username and password and click Login.

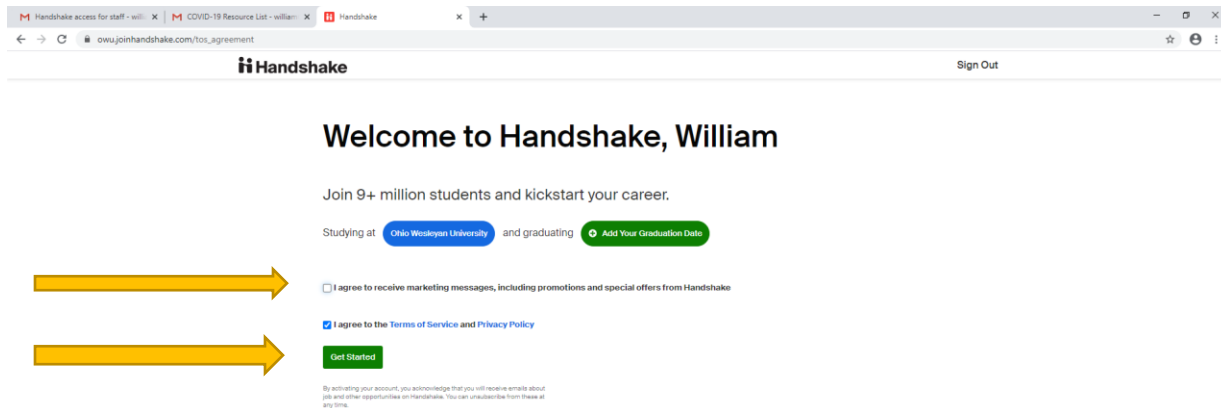


The image shows the 'OWU Account Login' page. It features the Ohio Wesleyan University logo at the top left. Below the logo, the text 'OWU Account Login' is displayed. Underneath, it says 'Login to Handshake'. There are two input fields: 'Username' with the text 'jchayes' and 'Password' with a masked password '*****'. A red 'Login' button is positioned below the password field. To the right of the input fields, there are two links: '> Forgot your password?' and '> Need Help?'. At the bottom left, there is contact information for 'OWU Information Services': 'R.W. Corns Building', 'Phone: (740) 368-3120', and 'Email: helpdesk@owu.edu'.

Step 3

You will need to activate your account which is a **one-time process**. You can start and come back to it later. It will save your progress.

- **Uncheck** “I agree to receive marketing messages, including promotions & special offers from Handshake.
- Click on the green “Get Started” button to activate your “fake” student account.



Handshake access for staff - will... X | COVID-19 Resource List - will... X | Handshake X +

owu.joinhandshake.com/tos_agreement

Handshake Sign Out

Welcome to Handshake, William

Join 9+ million students and kickstart your career.

Studying at [Ohio Wesleyan University](#) and graduating [Add Your Graduation Date](#)

I agree to receive marketing messages, including promotions and special offers from Handshake

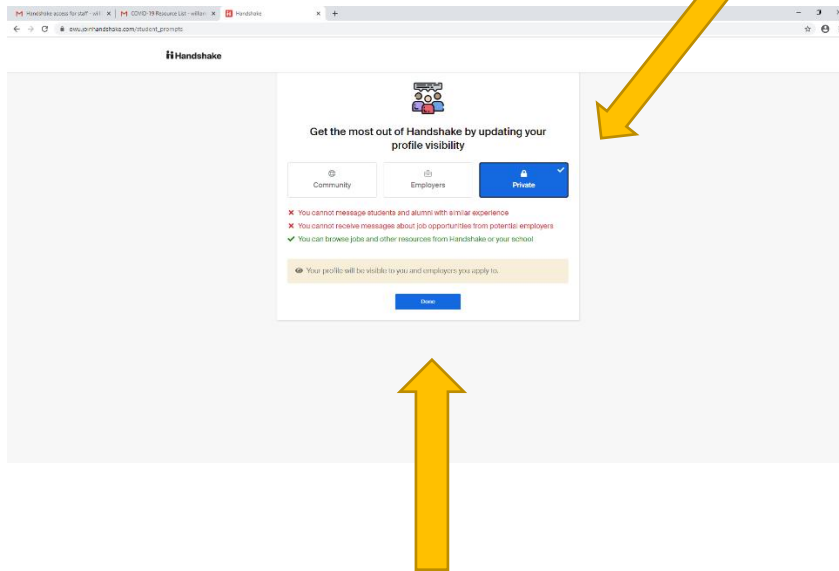
I agree to the [Terms of Service and Privacy Policy](#)

[Get Started](#)

By activating your account, you acknowledge that you will receive emails about jobs and other opportunities on Handshake. You can unsubscribe from these at any time.

Step 4

- Select Private
- Click Done.



Step 5

Handshake will ask you a short series of questions to complete the activation (takes 2 to 3 min). You can answer them according to your interests or the interests of your department. You can also skip them by clicking continue. Click “Done” at the end of the questions.

- Below are the screenshots of the questions to answer or skip.

Handshake

How do you identify? (optional)

Handshake is dedicated to diversity and providing a respectful, inclusive environment for all students.

Gender Why are we asking for this?
Gender identity isn't visible to others on your profile.

Pronouns Why are we asking for this?
Add your pronouns and choose who can view them. You can change pronouns and pronoun visibility from your profile at any time.

[Continue](#)

You're one step closer to your next job.

Answer a few short questions to see relevant opportunities.

Handshake

You're one step closer to your next job.

Answer a few short questions to see relevant opportunities.

What are you looking for?

[Full-Time Job +](#) [Internship +](#) [Part-Time +](#) [On-Campus Job +](#) [Not sure yet](#)

[Continue](#)

Where would you like to work?

Cities popular at Ohio Wesleyan

[Columbus, OH +](#) [Cleveland, OH +](#) [Detroit, MI +](#) [Grand Rapids, MI +](#) [Lansing, MI +](#) [Madison, WI +](#)
[Minneapolis, MN +](#) [Chicago, IL +](#) [Los Angeles, CA +](#) [New York, NY +](#) [Indianapolis, IN +](#) [San Francisco, CA +](#)
[Boston, MA +](#) [London, UK +](#) [Miami, FL +](#) [Anywhere!](#)

[Continue](#)

Which industries are on your radar?

Popular

- Advertising, PR & Marketing +
- Healthcare +
- Movies, TV, Music +
- Investment Banking +
- Investment / Portfolio Management +
- Management Consulting +
- Journalism, Media & Publishing +
- International Affairs +
- Government - Local, State & Federal +
- Non-Profit - Other +
- Politics +
- Human Resources +
- Sports & Leisure +
- Accounting +
- Internet & Software +
- Not sure

Continue

Choose up to five qualities you're looking for in an employer.

Your selections will help us give you better recommendations

Company Culture

- Mission Driven +
- Friendly +
- Fun +
- Collaborative +
- Flexible Work Environment +
- High-Performance +
- Values Feedback +
- Supportive +
- Inspiring Leadership +
- Socially Responsible +

Types of Employers

- Startup +
- High Growth +
- Established +
- Well-Known +
- Innovative +
- Non-Profit +
- Small Company +

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Types of Employers

- Startup +
- High Growth +
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- Well-Known +
- Innovative +
- Non-Profit +
- Small Company +
- Mid-Size Company +
- Large Company +

Company Supports

- Black / African Americans +
- Native Americans +
- Native Hawaiians / Pacific Islanders +
- Parents +
- People with Disabilities +
- Women +
- Latinx +
- Asians +
- LGBTQA +
- Veterans / Military +
- People of Different Religions +

Continue

What types of jobs will you be searching for?



Exit

What skills will you bring to your next job?

Common skills for students on Handshake

- Communication +
- Spanish +
- Data Structures +
- Dreamweaver +
- HTML +
- Typing +
- Illustration +
- Organization +
- Java +
- Liaison +
- Computer Platforms +
- Microsoft Office +
- Operations +
- Adobe Photoshop +
- Python +
- Not sure

Continue

What relevant courses have you taken?

Popular courses at Ohio Wesleyan

- Financial Accounting +
- Linear Algebra +
- Managerial Accounting +
- Computer Science +
- Multivariable Calculus +
- Data Structures +
- Operating Systems +
- Data Structures And Algorithms +
- Microeconomics +
- Statistics +

Continue



Exit

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- Microeconomics +
- Statistics +

Continue



Exit

Make your GPA visible to employers.

Share your GPA to increase interest from employers

Your GPA will not be shared with other students.

Cumulative GPA

eg. 3.0

Make Visible Skip

Are you in any clubs or organizations?

Type or select any organization

Popular organizations at Ohio Wesleyan

- Women in Business +
- Christian Fellowship +
- Undergraduate Student Government +
- Black Student Alliance +
- Gay-Straight Alliance (GSA) +
- Latino Student Association (LSA) +
- Dance Marathon +
- Mock Trial +
- National Honors Society +
- A cappella +
- Pre-Business Association +
- Asian American Students Association (AASA) +
- International Association of Marketing Students (DECA) +
- Volunteering +
- Media Entrepreneurship and Innovation Group +
- None yet

Continue

- This is the last slide of the short series of questions.
- Click Skip All to the jobs that seem interesting. This is the final step of activation.

Handshake

Where have you worked or volunteered?

Type or select any employer

Macy's, Inc. + Kennedy Krieger Institute + Sodexo + U.S. Army + Toys "R" Us, Inc. + Deloitte + N/A +

Sodexo - WI + Care.com + The Odyssey + Goldman Sachs + United Parcel Service (UPS) +

The Walt Disney Company + PNC Financial Services + Kroger + None yet

Continue

Which jobs seem interesting?

Help us personalize your job recommendations.

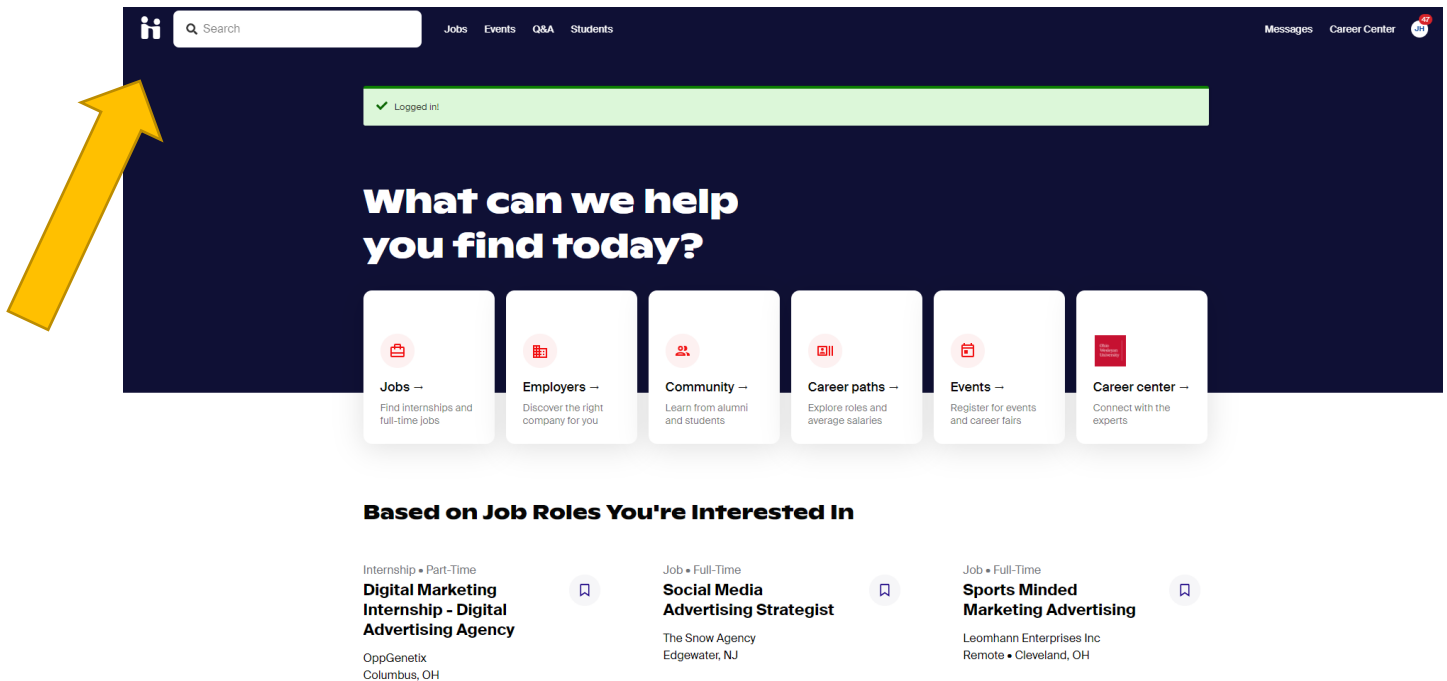
Internal Audit- 2021 Summer Internship
State Auto Insurance Companies
Full-Time Internship
Columbus, OH

Interested Not Interested Skip All

Step 6

Your account is **now activated** and this is your **dashboard home screen**. This will be the first screen you see each time you log in.

- Clicking on the handshake logo will always bring you back to this dashboard.



The screenshot shows the LinkedIn dashboard home screen. At the top, there is a dark blue header with the LinkedIn logo on the left, a search bar, and navigation links for Jobs, Events, Q&A, and Students. On the right side of the header, there are links for Messages and Career Center. Below the header, a green bar indicates the user is logged in. The main content area features a large heading: "What can we help you find today?". Below this heading are six white cards with red icons and text: Jobs (Find internships and full-time jobs), Employers (Discover the right company for you), Community (Learn from alumni and students), Career paths (Explore roles and average salaries), Events (Register for events and career fairs), and Career center (Connect with the experts). Below these cards is a section titled "Based on Job Roles You're Interested In" which displays three job recommendations with icons, titles, and company names: 1. Internship • Part-Time Digital Marketing Internship - Digital Advertising Agency at OppGenetix, Columbus, OH. 2. Job • Full-Time Social Media Advertising Strategist at The Snow Agency, Edgewater, NJ. 3. Job • Full-Time Sports Minded Marketing Advertising at Leomhann Enterprises Inc, Remote • Cleveland, OH.

Step 7

Handshake is very user friendly for students. Click on the appropriate tab to learn more.

The screenshot displays the Handshake website interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and tabs for Jobs, Events, Q&A, and Students. On the right side of the navigation bar, there are links for Messages and Career Center. Below the navigation bar, a green bar indicates the user is logged in. The main content area features a large heading, "What can we help you find today?", which is circled in yellow. Below this heading are six white cards with red icons and text: Jobs (Find internships and full-time jobs), Employers (Discover the right company for you), Community (Learn from alumni and students), Career paths (Explore roles and average salaries), Events (Register for events and career fairs), and Career center (Connect with the experts). Below these cards is a section titled "Based on jobs you're interested in" which displays three job recommendations, each with a bookmark icon:

- Digital Marketing Internship - Digital Advertising Agency**
Internship • Part-Time
OppGenetix
Columbus, OH
- Social Media Advertising Strategist**
Job • Full-Time
The Snow Agency
Edgewater, NJ
- Sports Minded Marketing Advertising**
Job • Full-Time
Leomhann Enterprises Inc
Remote • Cleveland, OH

The main tabs students use are:

- **Jobs**

- To see on-campus jobs, select the **on-campus tab**.

The screenshot shows the Handshake website interface. At the top, there is a search bar and navigation links for Jobs, Events, Q&A, and Students. Below this, there are tabs for Jobs, Saved, Applications, Employers, and On-Campus Interviews. A secondary navigation bar includes filters for Location, Full-time job, Internship, Part-time, On-campus (which is highlighted with a yellow box and a yellow arrow), and All filters. On the left side, a list of job results is shown, including 'Legacy Internship: Accounting Vendor Management', 'Community Service Learning Center & Chaplain's Office...', and 'Tutors / Mentors at Delaware's Second Ward Community Center'. The main content area displays the details for the selected job: 'Tutors / Mentors at Delaware's Second Ward Community Center', categorized as 'Fresh', 'Part-time', and 'On Campus Student Employment'. It lists the employer as 'OWU Career Connection, Delaware, OH' and provides details about the role, including an application deadline of October 30, 2020, a posted date of October 9, 2020, and an estimated salary of \$10.00 per hour. An 'Apply' button is visible, and a note states: 'Interested in applying for this position? Don't apply through Handshake -'.

Events sponsored by Career Connection

- Click on **Events** on the main dashboard. You can also find it at the top bar.



Navigation bar with search and menu options:

- Search bar with 'Search' text and a magnifying glass icon.
- Menu items: Jobs, Events, Q&A, Students.
- Messages and Career Center links with notification icons.
- Filter buttons: This week, This month, Career fair, Virtual, Saved, All filters (highlighted with a blue border).

Find events



Virtual Session
STEM T.A.P. Skills Workshop - Technical Writing
Mon October 12, 2020
Virtual



Virtual Session
BLP: Ace Your Virtual Interview
Tue October 13, 2020
Virtual



Virtual Session
Careers in Public Service
Wed October 14, 2020
Virtual



Virtual Session
International Student Focus Group
Tue October 20, 2020
Virtual



Your schedule

You have no upcoming events.

Career Center

- Click on Career Center on the main dashboard and then students can schedule to make an appointment with the Career Connection Staff.

The screenshot shows the Ohio Wesleyan University Career Center website. At the top, there is a navigation bar with a search icon, a search input field, and links for Jobs, Events, Q&A, and Students. On the right side of the navigation bar, there are links for Messages and Career Center, with a small profile icon next to Career Center. Below the navigation bar is a large banner image of the Ohio Wesleyan University building at night, with the university's name and logo overlaid. Underneath the banner, there is a section titled "What can we help you find?" with three buttons: "Appointments -- Schedule time to meet with experts and build your career", "Resources -- Read curated content from your career center", and "Surveys -- Answer questions from your career center". A large yellow arrow points to the "Appointments" button. Below this section, there are two columns of text: "About" (including Mission and Description) and "Contact Information" (including Website, Phone, Email, and Location). At the bottom right, there is a blue button labeled "Schedule Appointment".

Additional Notes:

- The Black Handshake figure in the upper left-hand corner will always bring you back to the home page.
- You can update your notification preferences by
 - clicking on your initials in the upper right-hand corner
 - select settings & privacy
 - notification preferences

For further questions, email careers@owu.edu or call Jill Hayes, Career Connection Coordinator at 740-368-3152.