

Generic Email for HANDSHAKE

https://docs.google.com/document/d/1l1FtE6_yOVg3D2_K1WNjo35S40_C9mE6DLEOMd_OLYU/edit?tab=t.0#heading=h.355wq36nerib

A Student/Alumni's Guide to Handshake

Creating an account:

- Current Oakland University students already have a Handshake account created!
 - Visit oakland.joinhandshake.com and click **Current Student/Faculty Login Here!**
 - Login using your OU NetID and password
- Oakland University Alumni will need to create an account
 - Visit oakland.joinhandshake.com and click **Sign up for an Account**
 - Select **Student/Alumni**
 - Complete the page with your credentials - do not use an OU email address
 - Career Services will approve your account or contact you with any concerns within 1 week

Uploading a document:

- Login to your Handshake account
- Click on your name in the upper navigation bar in the upper right corner of the screen
- Select **Documents** from the drop-down menu
- Select **Add New Document** in the upper right corner
- Create a name for your document—for example, “John Doe Resume 1”
- Select the document type
- Drag and drop a document from your computer into the page or click the **Select from Computer** button to navigate through your files
- Click **Add Document**

Searching for jobs, internships and co-ops:

- Select **Jobs** in the upper navigation bar
- Search for positions using the search bar at the top of the page
- Click on the **job title** to review specifics about the position
- Click the **Apply** button before the deadline

More resources:

- Uploading a document:
<https://support.joinhandshake.com/hc/en-us/articles/218692648-How-to-Upload-a-New-Document>
- Searching and applying to jobs:
<https://support.joinhandshake.com/hc/en-us/articles/218693418-How-to-Apply-for-a-Job>

For more information about Handshake, please contact Career Services at (248) 370-3250.