



Access **AGGIE Handshake** (formerly Career AGGIE), Career Services' online job posting and networking system to:

- View jobs and events based on *your* interests
- Apply for student employment, work-study, internships, and career positions
- Network with employers and alumni
- Schedule interviews with regional and global employers

How to access AGGIE Handshake:

Go to: <https://usu.joinhandshake.com/register>
If you had an account on Career AGGIE, an AGGIE Handshake account has been created for you. If not, follow the instructions at the login page.

Please select the type of account you would like to create

Student / Alumni
 Employer
 Mentor

Your school may have already created an account for you, which is pre-filled and ready to go. This account will be registered under your school email address (your .edu email address). Please try logging in using your school email first.

First Name
 Last Name

Email Address

Make sure to use your .edu email address if you have one.

Password
 Confirm Password

Enter your password Confirm your password

Password must be at least 9 characters long, and contain at least two out of these three types of characters:

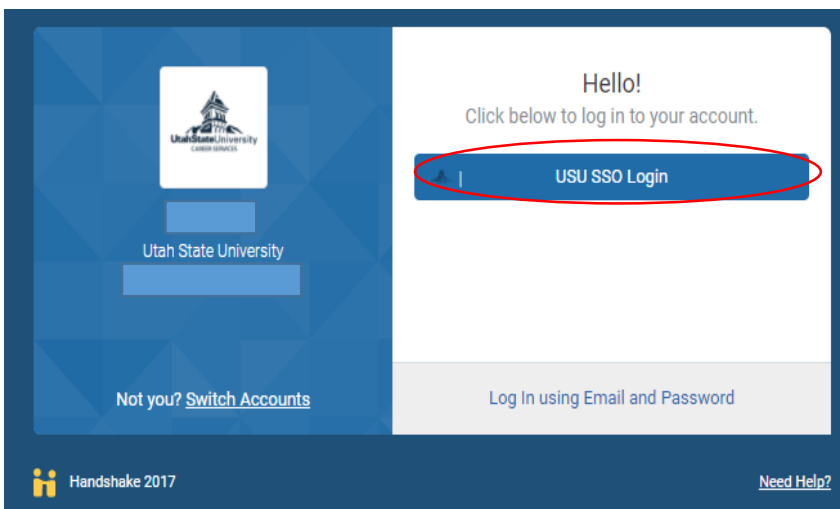
- Letters (a-z)
- Numbers (0-9)
- Other characters (punctuation, etc.)

Already have an account? [Log In](#)

I agree to the [Terms of Service](#) and have read the [Privacy Policy](#).
By registering you will receive emails about job and other opportunities on Handshake. You can unsubscribe from these at any time.

Logging On:

To log on to your AGGIE Handshake account you will need to go to <https://usu.joinhandshake.com/login> select USU SSO Login



Utah State University

Not you? [Switch Accounts](#)

Hello!
Click below to log in to your account.

Log In using Email and Password

Handshake 2017 [Need Help?](#)



Utah State University

USU LOGIN

A-Number
Need your A-Number?

Password
Forgot your password?

Please note:
Before entering your USU A-Number and password, be sure that your browser is displaying USU's real login page at <https://login.usu.edu/cas/> and not a hacker's password-stealing imitation on another web server.

Completing your profile:

Upon creating an account, AGGIE Handshake will have you fill out a series of questions to help create your profile. To continually make edits, go to the **<My Profile>** tab.

After getting your profile set up be sure to submit your resume. If you already have a resume you can upload it in the **<Documents>** tab.

Feel free to fill out any other information on your profile that would be helpful in displaying your talents for employers and alumni. Remember, employers can see some of your account so keep it professional and appropriate. Make sure to check if you want your profile public or private by going to **<My Profile>** and looking at the right column.

Make sure to always have a current resume uploaded for best results. If you need help perfecting your resume there are times you can come into career services during drops-ins or schedule an appointment with a career coach. If a document is out of date or not of any use you can remove it in the **<Documents>** tab by clicking the documents then clicking **<Edit>**. From here you will need to scroll to the bottom of the page, here you will click **<Delete>**.

Note: The **<Career Interests>** tab will help to fill out your profile or change it later (this is what was done at the beginning so if you skipped it, here is your opportunity to do so). Your interests will drive content/notifications to your account.

Searching and applying for jobs:

The **<Jobs & Internships>** tab is where you will be able to see jobs available and apply for them. There are filters on the left hand side of the page to help you narrow down your search.

If there is a particular employer you would like to find a job with, utilize the **<Search Employers>** tab. Here you can specify location, job type, and more. You can sort the results of your search by relevancy, job name, expirations date, date posted, job type, employment type and employer name. If you know you will be searching for a particular type of job frequently you can save your search by clicking **<Save these filters>** after you perform the search. After this your search will appear under the **<My Saved Filters>** tab in the search menu.

As you find jobs that interest you, you can favorite them to find them later under the **<My Favorite Jobs>** tab. You can also activate notifications for jobs similar to the jobs listed there.

Scheduling interviews:

To schedule an on-campus interview go to the **<On-campus interview>** tab and find the time, place, employer, and job you are looking to interview for. Once you request an interview, the employer will inform you if you have been selected to interview via Handshake.

The **<Applications>** tab is where you can see what jobs you have applied for. For most employers you have to apply on their external site and AGGIE Handshake. Follow the directions in the posting for application instructions.

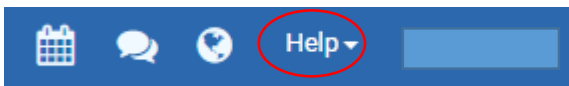
Finding upcoming events:

You can see upcoming career fairs and information sessions using the **<Events>** tab. You also can go to the **<Search Events>** and **<Search Fairs>** tabs if you have a particular event or fair you are looking for.

Under the **<My University>** tab you can see the contact information for the Career Services center where you can get help if you have any questions as well as see the staff list of the highly qualified career coaches and peers that you can schedule an appointment with.

Extra help:

If you have additional questions, please consult the **<Help>** tab at the top of the screen.



Then continue to the **<Get Help>** tab. If you then proceed to the **<I am having a technical issue or am confused>** tab you can check the **<Knowledge Base>** which has a number of helpful Q&A's, videos, and articles. Or visit: <https://support.joinhandshake.com/hc/en-us/categories/202711128-Student-Alumni>

Feel free to contact Career Services at 435-797-7777 or career.services@usu.edu for help in using AGGIE Handshake and to schedule appointments/view drop-in times. For any improvements or areas you'd like to see added to this guide, please send an email to career.services@usu.edu.