



This guide is a basic introduction to AGGIE Handshake. For more detailed information and help with questions, please contact USU Career Services at (435)797-7777 or career.services@usu.edu, or access the Handshake Help Center articles by choosing <Help> in the drop down box under your initials in the upper right corner of your AGGIE Handshake Home page.

Access **AGGIE Handshake**, 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
- Schedule appointments with *your* Career Services Career Coach

Non-students/Non-USU students Handshake accounts:

- **Non-students** applying for part-time non-benefited positions at USU will need to apply through USU Human Resources. [Human Resources](#).
- **Students at another University on Handshake** (partner school) can apply for jobs at USU through their Handshake account with their school if USU has posted the job to their school.
- **Students at a University not on Handshake** (non-partner schools) can sign up for an account through the Open Handshake network. **However, these students will not be able to view or apply for USU On-Campus positions. They will need to apply through USU Human Resources.** [Human Resources](#).
- **Current students*** and **recent graduates** seeking part-time/full-time jobs while in school and for after graduation should visit AGGIE Handshake to view openings with USU, local, regional, national, and global employers. Job seekers looking for full-time, benefitted positions at Utah State University should apply through [Human Resources](#).

***This does not apply to USU concurrent enrollment students. These students will need to apply for positions through USU Human Resources.**

Full Notice of Non-discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

Executive Director of the Office of Equity

Alison Adams-Perlac

alison.adams-perlac@usu.edu

Old Main Rm. 161

435-797-1266

Title IX Coordinator

Hilary Renshaw

hilary.renshaw@usu.edu

Old Main Rm. 161

435-797-1266

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>, or contact:

U.S. Department of Education

Office of Assistant Secretary for Civil Rights

800-421-3481

OCR@ed.gov

ss

U.S. Department of Education

Denver Regional Office

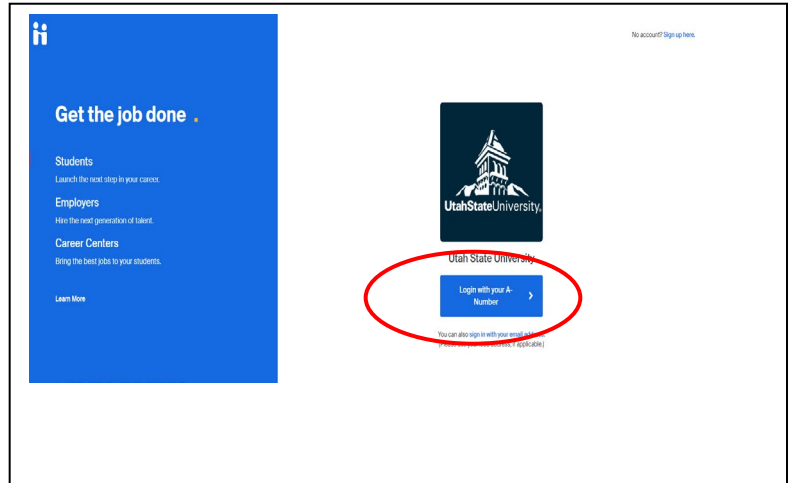
303-844-5695

OCR.Denver@ed.gov

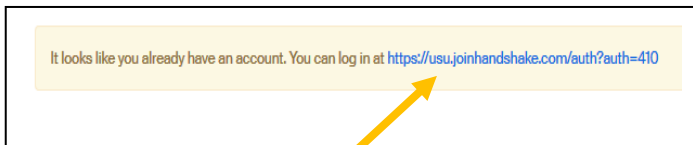
Login to AGGIE Handshake (You will need a USU A# and preferably an aggiemail.usu.edu email address.)

1. As a USU student you may already have an AGGIE Handshake account. Go to: <https://my.usu.edu/> >Quick Links>AGGIE Handshake or <https://usu.joinhandshake.com>.

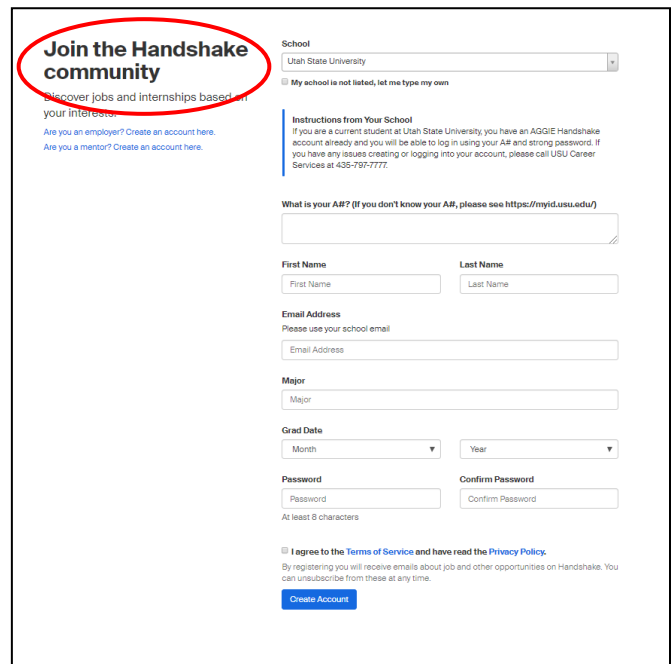
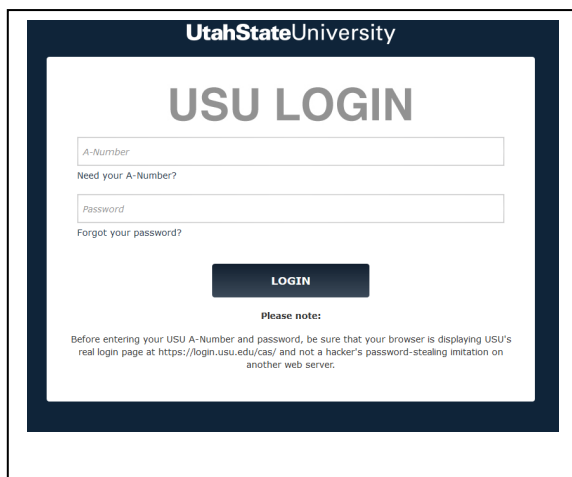
- Select <Login with your A-Number> (A# and same strong password used for your Banner account).
- Alumni or returning students may be taken to the **Welcome back to Handshake** page. Complete the fields to refresh your profile. Choose <Launch> to proceed to your **Home** page.
- If entering your **A#** takes you directly to your **Home** page, proceed to the **Upload a document** section. If not, proceed to the next step.



- Complete the required fields on the **Join the Handshake community** page.
- USU may have already created an account for you on AGGIE Handshake. If so, you will see this message:



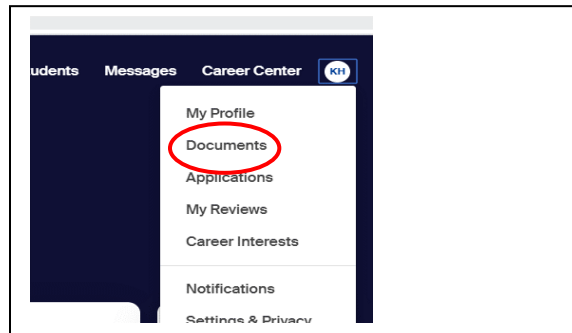
- Choose the link to be taken to the USU Login.



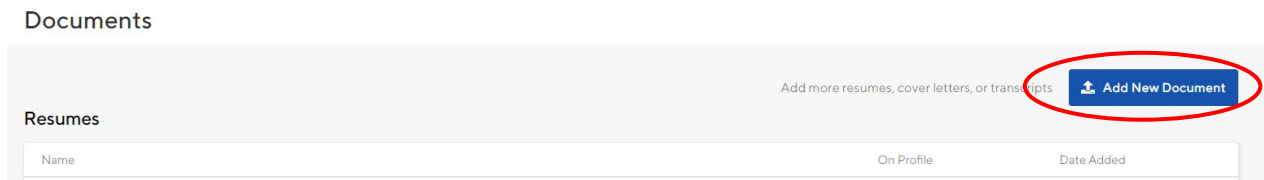
Upload a document:

1. You will need to upload a resume to AGGIE Handshake in order to apply for any on-campus positions (for auditing and payroll purposes) and some off-campus internships and career positions. To upload a document:

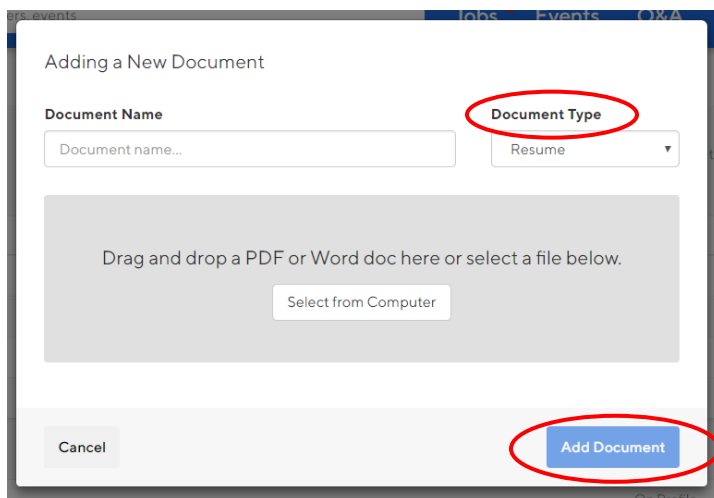
Select **<Documents>** from the drop-down menu under your name on your **Home** page.



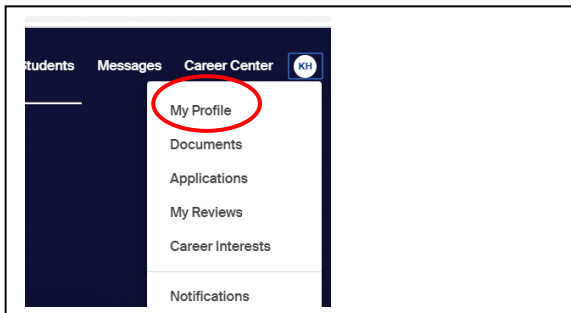
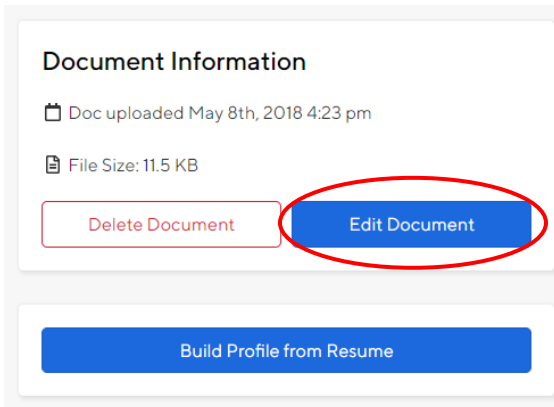
2. Choose <Add New Document>



3. Complete information in the pop-up box then click <Add Document>.

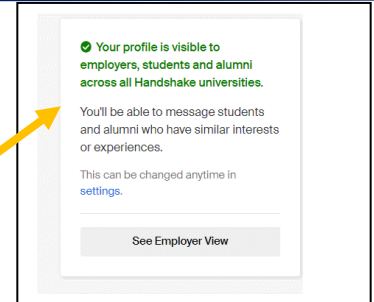


4. Pay attention to **Document Type**. If you upload a transcript but **Document Type** is set as **Resume**, the transcript will not show up in the list of transcripts when applying for jobs.
5. In **Other Documents**, you can only upload one document per application. For applications that require class schedule and references, for example, combine the required documents into one and then upload them.
6. The preferred document format for uploading documents is .pdf.
7. Always have a current resume uploaded for best results. For help perfecting your resume, come into Career Services during Drop-In hours or schedule an appointment with a Career Coach through your AGGIE Handshake account. (See **Scheduling an Appointment with your Career Coach** later in this guide.) If a document is out of date or no longer of any use to you, it can be removed in the **<Documents>** tab by clicking the document you want to delete then choose **<Delete Document>**.



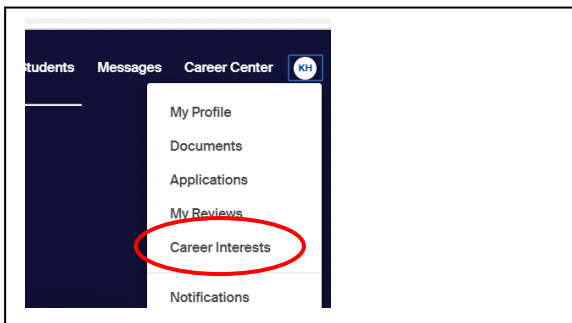
1. Upon creating an account, AGGIE Handshake will have you fill out a series of questions to help create your profile. Include information on your profile that would be helpful in displaying your qualifications for employers and alumni. You can update your profile as needed.

2. Remember, employers can see some of your account so keep it professional and appropriate. Make sure to designate if you want your profile to be public or private by going to <My Profile> and looking at the box on the left of your Home page. Career Services recommends keeping your profile public.



3. Be sure to fill in as much information as you can on your profile, such as: My Journey (introductory paragraph about you), Education, Work & Volunteer Experience, Organizations & Extracurricular, Courses (keep them relevant to the positions you are looking to apply for), Projects, Skills, Documents and a Profile Picture.

Note: The <Career Interests> tab will help to fill out your profile or change it later. (If you skipped this process earlier, here is your opportunity to complete it.) Your interests will drive content/notifications to your account.



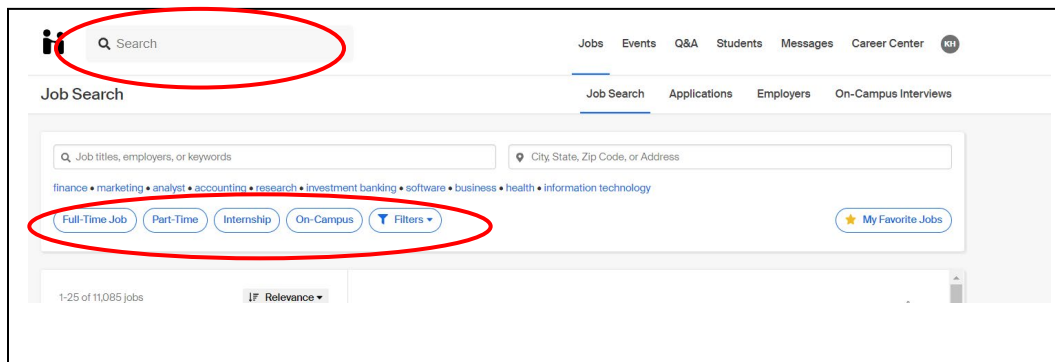
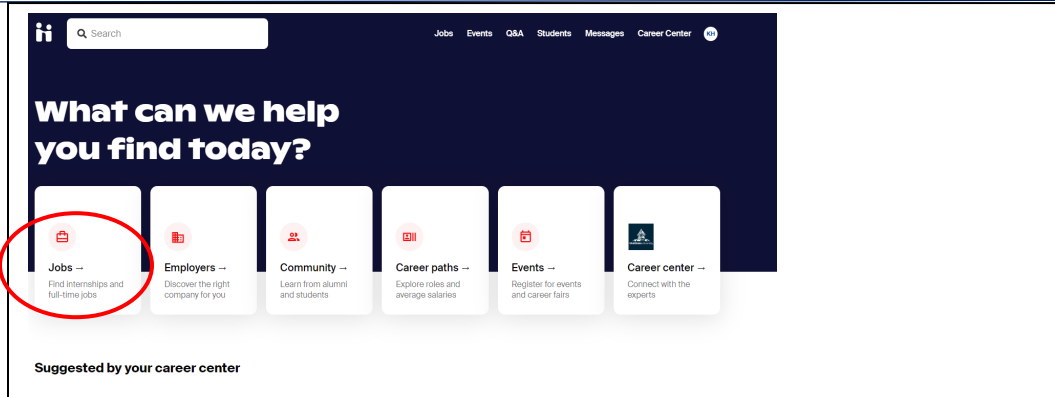
Searching and applying for jobs:

FRAUD WARNING!

USU Career Services and Handshake strive to protect students and maintain high quality opportunities in AGGIE Handshake. However, **it is up to you to take precautions to protect yourself from fraudulent activity.**

Scammers may use job posting sites as a place to scam individuals searching for jobs. Tips for Vetting Employers and Jobs (found at the end of this guide) identify several issues to be aware of in order to determine if an employer/job posting is legitimate.

1. Start by choosing <Jobs> in the top menu bar or the <Jobs> tab. You will be taken to the Job Search page.



To search for jobs using keywords, job titles, or employers, use the search box at the top of the page. You can also search by city, state or zip code. Please note that the location filter defaults to a 50-mile radius.

2. There are also options to filter your search by job duration (full time, part time) as well as by job type (on-campus, internship)

Choosing **<Filters>** will open advanced filter options to narrow your job search even further. Once you have added your search criteria, hit 'enter' to launch your search.

3. You can sort the results of your search by relevancy, job name, expiration date, date posted, job type, employment type and employer name.

4. If you know you will be searching for a particular type of job frequently, you can save your search and set up your account to have Handshake send automatic notifications related to your search. For more information, go to: <https://support.joinhandshake.com/hc/en-us/articles/218693388-Saved-Job-Searches-and-Alerts>.

5. As you find jobs that interest you, you can **Favorite** them by clicking on the star on the job listing. You will find them later under the **<My Favorite Jobs>** tab. For more information about using this feature, go to <https://support.joinhandshake.com/hc/en-us/articles/227072527-My-Favorite-Jobs-in-Handshake>.

6. Apply for a job.

Click on the title of the job.

Program Assistant

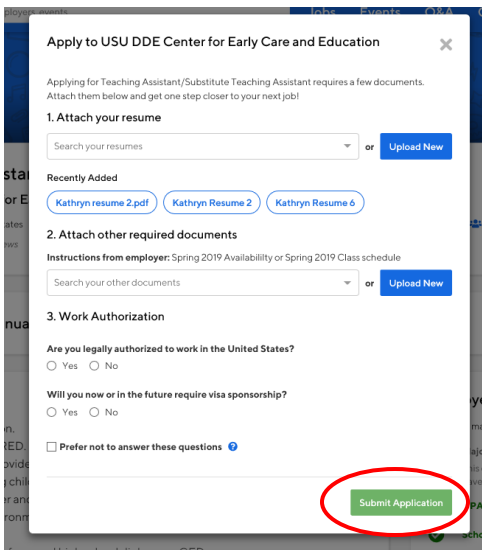
DE Center for Early Care and Education

Utah, United States Part-Time On Campus Student Employment \$8.00 per hour Other Education 10 - 50 employees
-campus interviews

Closes on January 7th, 2019 at 12:15 pm



7. This will open the job details page where you will see a green <Apply> button. You will see the pop-up window where you will upload needed documents. Choose <Submit Application>. Handshake will attach your documents to the job – your application is complete!



Apply to USU DDE Center for Early Care and Education

Applying for Teaching Assistant/Substitute Teaching Assistant requires a few documents. Attach them below and get one step closer to your next job!

1. Attach your resume

Search your resumes or [Upload New](#)

Recently Added

[Kathryn resume 2.pdf](#) [Kathryn Resume 2](#) [Kathryn Resume 6](#)

2. Attach other required documents

Instructions from employer: Spring 2019 Availability or Spring 2019 Class schedule

Search your other documents or [Upload New](#)

3. Work Authorization

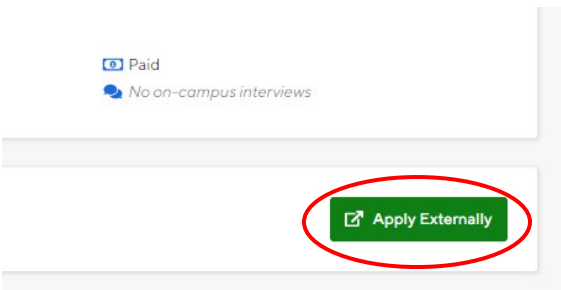
Are you legally authorized to work in the United States?
 Yes No

Will you now or in the future require visa sponsorship?
 Yes No

Prefer not to answer these questions

[Submit Application](#)

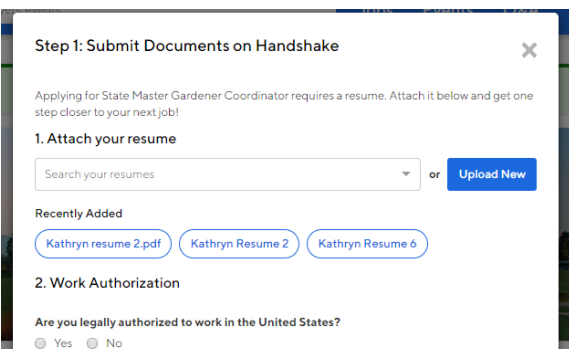
Note: Many off-campus employers require applicants apply through external websites or through emailing contacts directly. Follow application instructions given.



Paid

No on-campus interviews

[Apply Externally](#)



Step 1: Submit Documents on Handshake

Applying for State Master Gardener Coordinator requires a resume. Attach it below and get one step closer to your next job!

1. Attach your resume

Search your resumes or [Upload New](#)

Recently Added

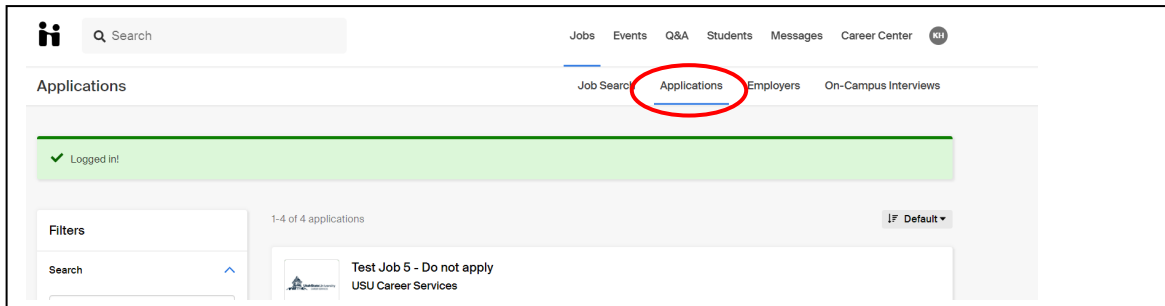
[Kathryn resume 2.pdf](#) [Kathryn Resume 2](#) [Kathryn Resume 6](#)

2. Work Authorization

Are you legally authorized to work in the United States?
 Yes No

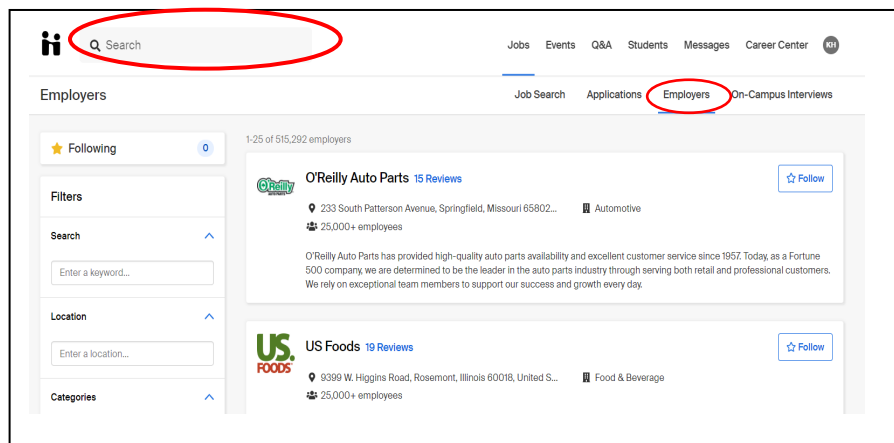
[Submit Application](#)

8. The <Applications> tab is where you can access applications you have submitted in the past.



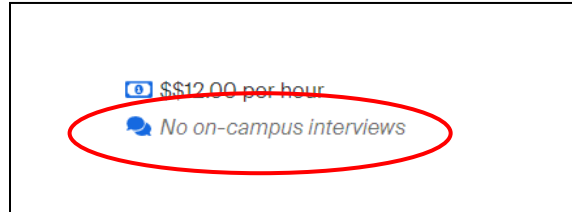
Searching Employers:

1. To find a particular employer, choose the <Employers> tab on your Home page and enter the employer's name in the Search field. Clicking on the name of the employer will open the employer's account information.



Scheduling interviews:

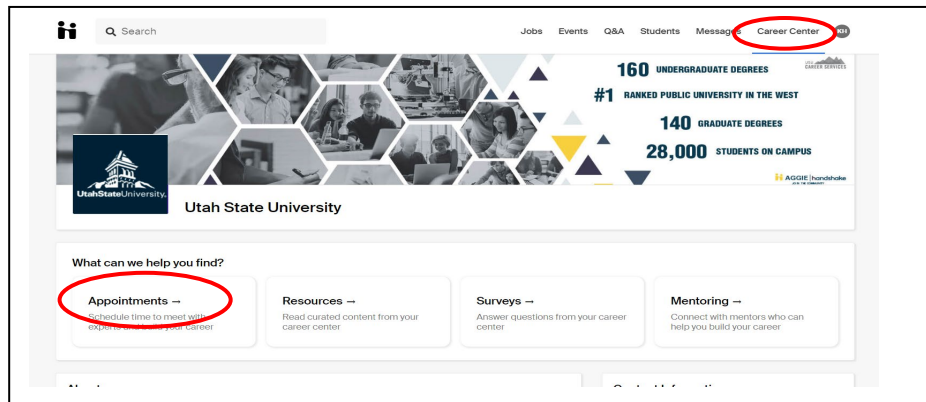
“On-Campus Interviews” in Handshake generally indicates that an off-campus employer has created a schedule in Handshake to interview at USU, usually at USU Career Services. You may see the notice below on the job page of on-campus jobs. This is a default message generated when the employer does not create an interview schedule through AGGIE Handshake. On-Campus employers generally created their own interview schedules and locations and will contact applicants directly.



Drop in for 10 Minute Coaching/Resume edits (Spring 2020):

Due to the recent changes to campus operations because of COVID19, we will be offering virtual drop-off resumes in lieu of in-person drop-in resume reviews.

Drop-off your resume by going to your AGGIE Handshake Home page:



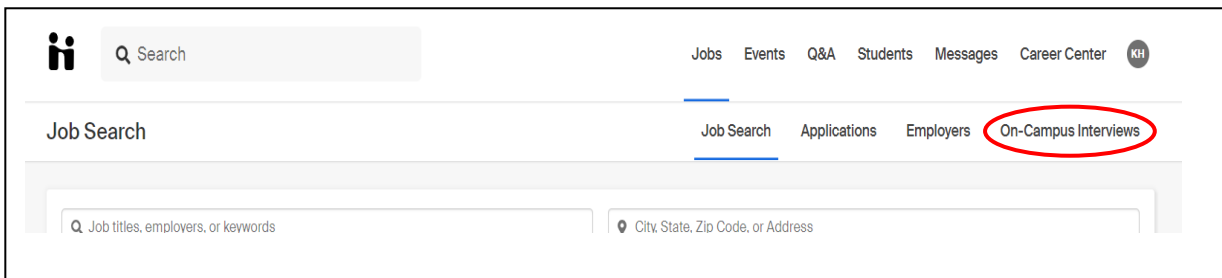
- Choose <Career Center> then <Appointments>
- Select <Schedule a New Appointment> <Resume/Cover Letter Review>.
- Then <Drop-off Resume Review> (should be the last option to choose from.) Follow the instructions as to how to submit your Resume/Cover Letter.
- Once you select an appointment time, a Grad Peer will return it to you at that time.

Regular appointments with career coaches will still be available via VIRTUAL APPOINTMENTS.

When USU returns to normal operations, follow these instructions for On-Campus Interviews.

1. Off-Campus employers will sometimes recruit and set up interviews at USU. To schedule an on-campus interview with one of these employers, go to the <On-Campus Interviews> tab on the Job Search page. (This generally refers to off-campus employers who are interviewing at USU. On-campus employers will set up their own interview schedules/locations and notify applicants directly.)

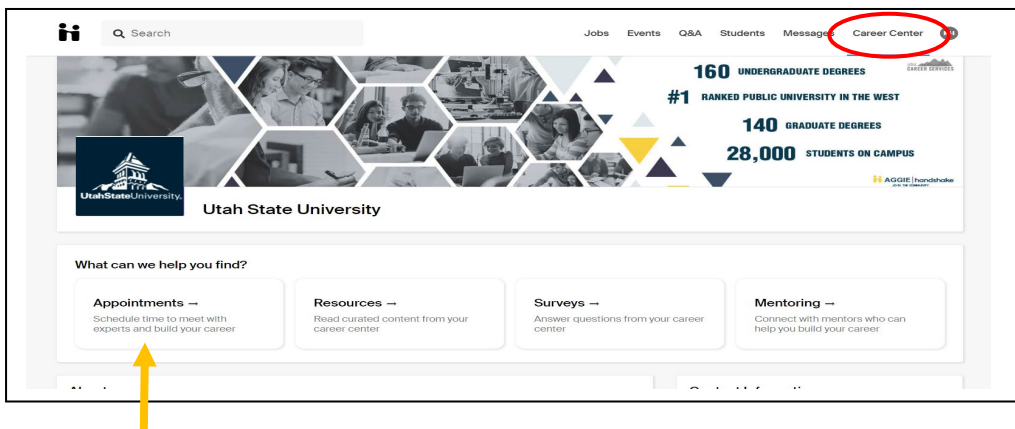
2. Find the time, place, off-campus employer, and job you are want interview for. Once you request an interview, the employer will inform you if you have been selected to interview via Handshake.



Scheduling an Appointment with your Career Coach or Grad Peer:

Meeting with a Career Services Coach or Grad Peer (Grad Peers are Graduate students trained to assist with Drop-In resume edits or Major/Career Exploration) can help you with choosing a major/career, finding a co-op/internship, searching for professional employment, and can provide grad school prep/testing information.

1. Login to your student AGGIE Handshake account with your A#.
2. Click on the <Career Center> tab on the top right of the main page.



3. Click on < Appointments>.
4. Choose which college you are currently in and reason for the appointment. For example: Major/Career Exploration, Interview Prep, Salary Negotiation, etc.
5. Choose a day and time that the Career Coach or Grad Peer is available.
6. Choose appointment and medium (in person, or over the phone*).
7. Fill in the description box the details of why you are meeting and hit the request button when finished.

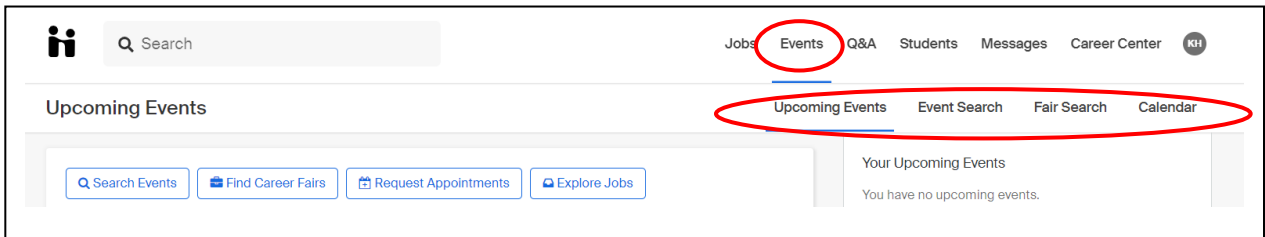
8. Your appointment has successfully been completed. A confirmation email will be delivered upon approval.

***Note:** If you would like to schedule a phone appointment, please call Career Services, 435-797-7777 so the Career Coach can be given the appropriate notification.

Finding upcoming events:

1. You can see upcoming career fairs and information sessions using the **<Events>** tab.

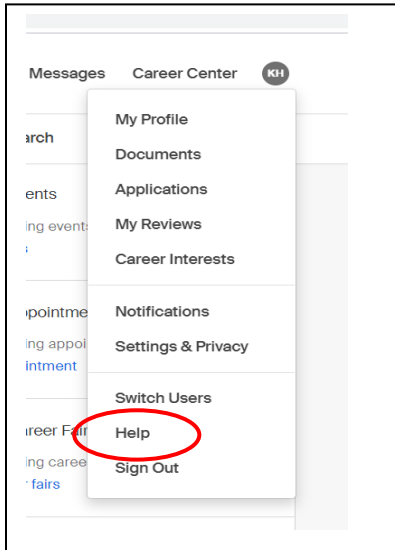
2. You also can go to the **<Upcoming Events>**, **<Search Events>**, **<Fair Search>** or **<Calendar>** tabs if you have a particular event or fair you are looking for.



AGGIE Handshake help:

1. If you have additional questions, please consult the **<Help>** tab in the drop-down box under your name on your **Home** page then choose from options listed.

2. For any additional help you can schedule an appointment with your Career Coach, and they would be happy to help you understand how to navigate Handshake.



Tips for Vetting Employers and Jobs – Student Guide

USU Career Services and Handshake strive to protect students and maintain high quality opportunities in AGGIE Handshake. However, it is up to you to take precautions to protect yourself from fraudulent activity.

Scammers may use job posting sites as a place to take advantage of individuals searching for jobs. The following are some issues to be aware of in order to determine if an employer/job posting is legitimate:

- **Do you have to pay to apply for the position?**
Genuine employers do not ask for any money prior to job placement. Any certifications or fees necessary for the job are either required as qualifications for the job, after you have already received the job, or are covered by the employer. **Do not cash a check or give any money to a prospective employer for ANY REASON.**
- **Is the employer asking for personal information before you have been hired?** Do not supply any Social Security, credit card or bank account information to an employer through email or over the phone. Forms required for employers to hire an applicant must be filled out in person.
- **Were you promised the position?** For legal reasons, businesses cannot guarantee employment to anybody until the official employment decision is made. If an employer promises a position, they are likely not practicing ethically or are attempting to scam you.
- **Is the job being offered without an interview?** Is an employer attempting to hire you from your resume alone with no other steps or interview(s)? This is suspicious activity.
- **Does the job sound too good to be true?** Jobs that promise unusually high payouts in a short amount of time (i.e. "Make \$300 a day from home!") are often scams and are often intentionally directed at young adults and college students.
- **If abroad, does the employer have a process to endorse a foreign work visa?** It is virtually impossible to work legally in a foreign country (that you are not a citizen or permanent resident of) without a government-issued work visa. In order to avoid a potential scam, deportation, or imprisonment, always make sure you understand work visa laws and conditions in the countries you are looking into.

- **Is the interview at a private residence?** When you are asked to interview with an employer, make sure the interview will be conducted in a public space and/or physically at the place of business itself. Safety should always be a priority when meeting with persons you do not know.
- **Confirm that an employer is following ethical and legal practices in their state and field.** Are they paying at least the minimum wage where they are located? Do they have a license to operate in their state? Are they following proper procedures and have proper requirements for the advertised position?

If you do suspect a posting is fraudulent:

- Do not provide any personal information and do not click on any email links.
- End all communication with the employer immediately and contact USU Career Services, (435)-797-777, or career.services@usu.edu, and report the posting.
- If you have disclosed personal financial information, contact your bank and the local police.
- Lastly, file a report with the Federal Trade commission.
- For more information watch this video from the FTC:

<https://www.youtube.com/watch?v=A-4N9z21U7o>

Never allow desperation to lead you into a position where you may fall victim to scams or unethical practices. If you are having trouble finding a job, schedule a visit with your Career Coach. She/he can be a great resource in your job search. Remember that it is ultimately your responsibility to check and ensure that the jobs and employers you engage with are authentic.

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 would like to see added to this guide, please send an email to career.services@usu.edu.