



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.

Begin by selecting **<Student/Alumni>** (Even if you aren't student or alumni this is the login portal you will use) You don't need a school email, that is just for the students, any email account will work just make sure it is professional and appropriate.

DO NOT CREATE A MENTOR ACCOUNT. It is not the same thing and causes a lot of issues.

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.

Here you can upload your resume which can help to auto fill your profile, you can always change the information afterwards if you would like. You can upload your resume 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 If a document is out of date or not of any use you can remove it in the **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>**.

Sign Up

What kind of account do you want to create?

Student / Alumni Employer Mentor

i 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
<input type="text"/>	<input type="text"/>
Email Address	
Please use your school email address.	
<input type="text"/>	
Password	Confirm Password
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 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.	
<input type="button" value="Create Account"/>	

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:

Searching

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.

Applying

You must first upload your resume, this will make it way easier to apply and requires less steps. Upon uploading your resume, return to the desired job and hit the green **<Apply>** button. It will pull up a text box were you can choose your resume to attach from the dropdown menu or upload a new PDF right from the text box. After attaching the resume and any other required documents click the **<Submit Application>** button and you are good to go.

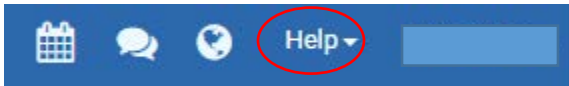
Finding upcoming events:

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.