



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](mailto:career.services@usu.edu), or access the Handshake Help Center articles by choosing **<Help>** in the upper right corner of your AGGIE Handshake **Home** page.

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

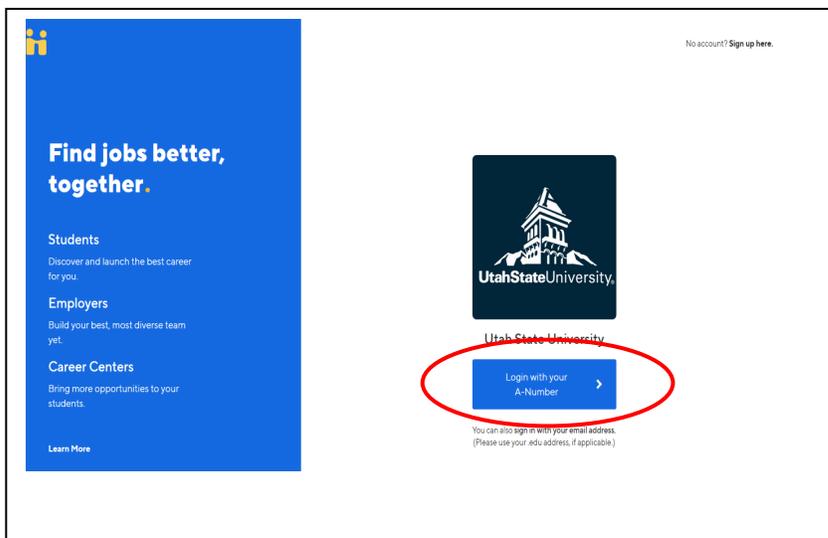
- View jobs and events based on *your* interests
- Apply for student employment, work-study, internships, and career positions
- Network with employers and alumni
- Schedule interviews with regional and global employers
- Schedule appointments with *your* Career Services Career Coach

### Non USU student Handshake accounts

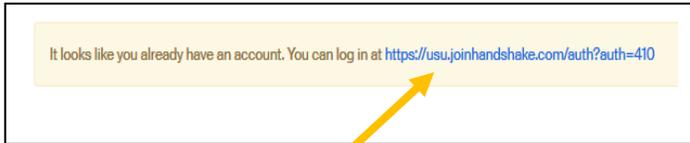
- Non-students applying for part-time non-benefited positions at USU will need to apply through USU Human Resources. [Human Resources](#).
- Students at another University on Handshake can apply for jobs at USU through their Handshake account with their school if USU has posted the job to their school.
- Students at a University not on Handshake can sign up for an account through the new program, Handshake Open. A school email address is required. Go to: <https://joinhandshake.com/>
- **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](#).

### Login to AGGIE Handshake

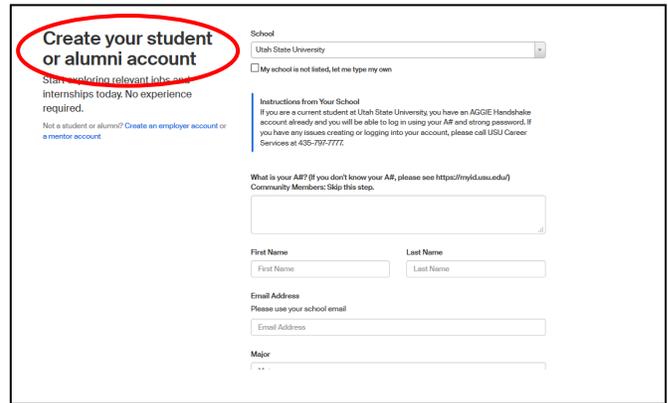
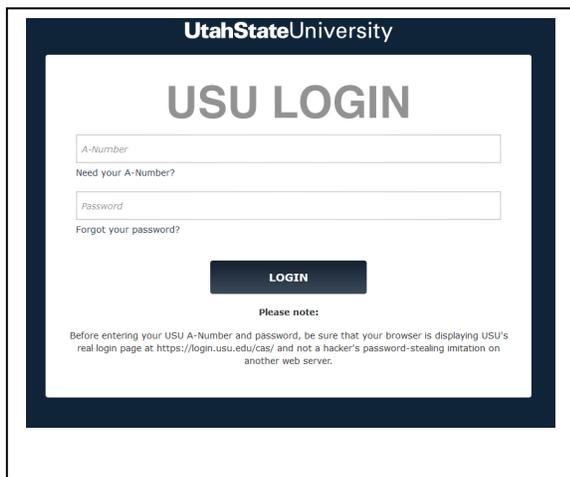
1. As a USU student you may already have an AGGIE Handshake account. Go to: <https://my.usu.edu/> >Quick Links>AGGIE Handshake or <https://usu.joinhandshake.com>.
  - Select **<Login with your A-Number>** (A# and same strong password used for your Banner account).
  - Alumni or returning students may 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 number 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 **Create your student or alumni account**.
- USU may have already created an account for you on AGGIE Handshake. If so, you will see this message:



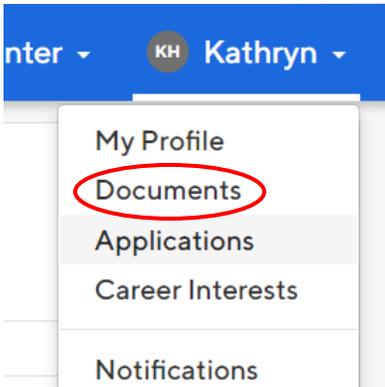
- Choose the link to be taken to the USU Login.

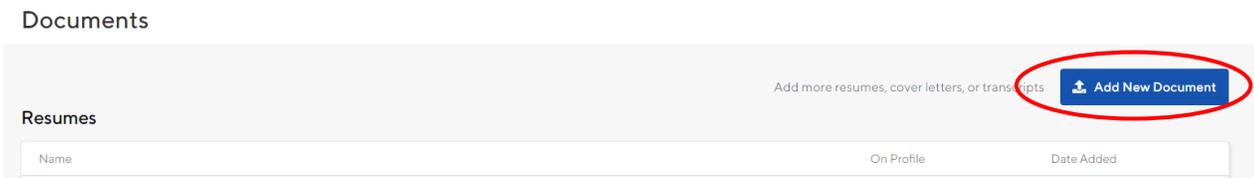
## Upload a document:

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

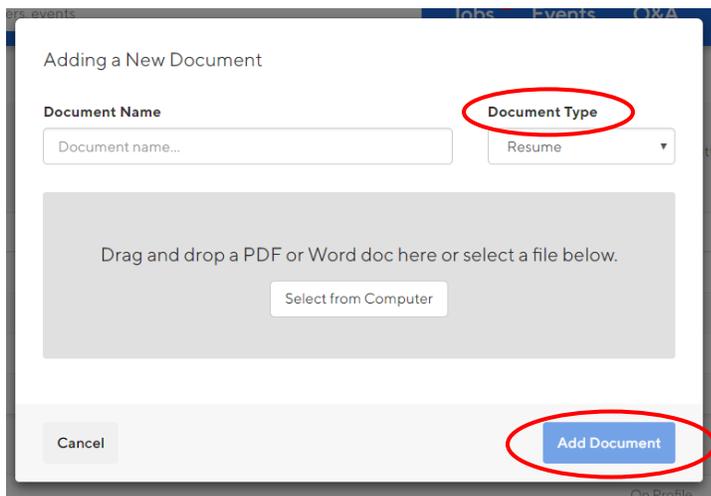
Select **<Documents>** from the drop down menu under your name on your **Home** page.



## 2. Choose <Add New Document>



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

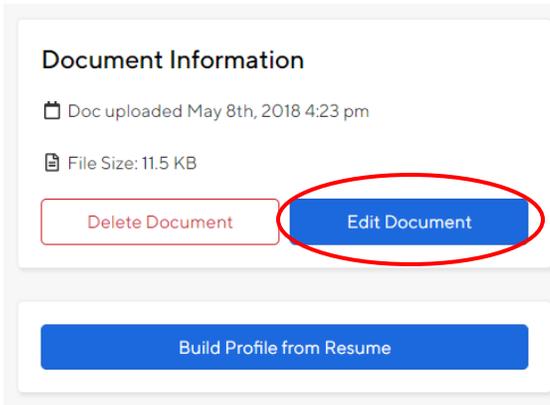


4. Pay attention to **Document Type**. If you upload a transcript but **Document Type** is set as **Resume**, the transcript will not show up in the list of transcripts when applying for jobs.

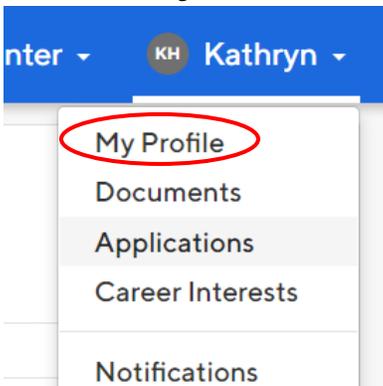
5. In **Other Documents**, you can only upload one document per application. For applications that require class schedule and references, for example, combine the required documents into one and then upload them.

6. The preferred document format 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 at 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 then clicking **<Edit>**. Scroll to the bottom of the page and choose **<Delete>**.



## Maximize your Profile:



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 right 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.

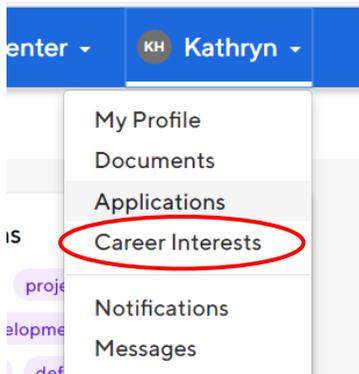
✔ **Your profile is public to employers**

Congratulations - more than 200,000 employers can now search for your profile and message you about great jobs and internships.

[See Employer View](#)

[Make Profile Private](#)

**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.



enter ▾ KH Kathryn ▾

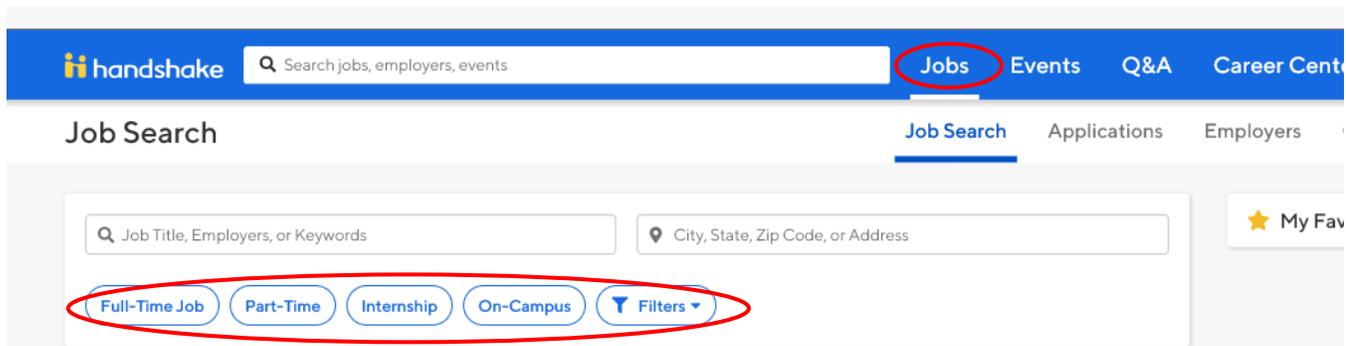
- My Profile
- Documents
- Applications
- Career Interests**
- Notifications
- Messages

## 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) identifies 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. You will be taken to the **Job Search** page.



handshake Search jobs, employers, events **Jobs** Events Q&A Career Center

Job Search Job Search Applications Employers

Job Title, Employers, or Keywords City, State, Zip Code, or Address My Favorites

**Full-Time Job** Part-Time Internship On-Campus Filters ▾

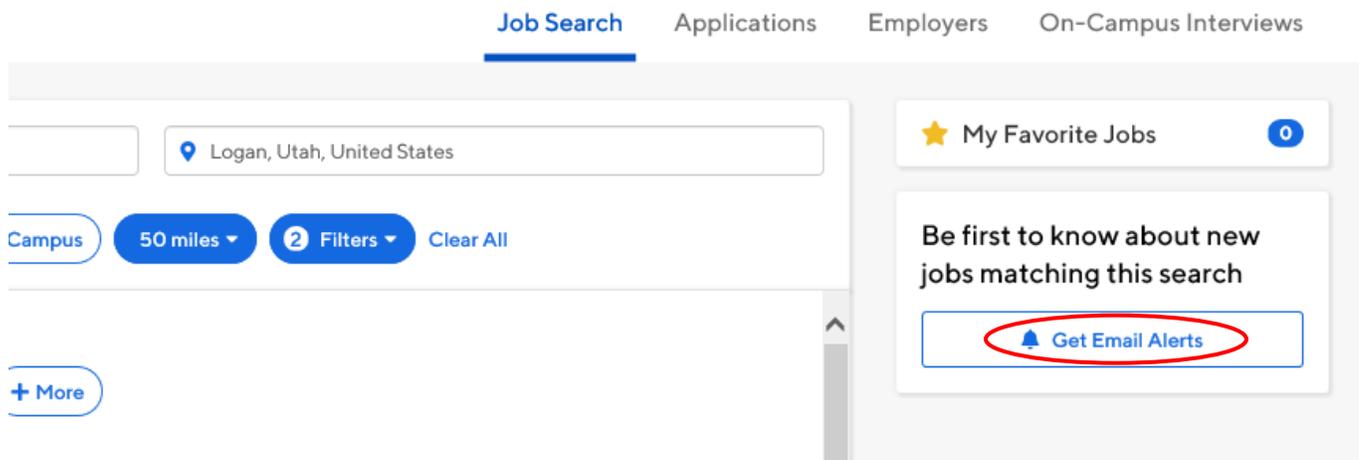
To search for jobs using keywords, job titles, or employers, use the search box at the top of the page. You can also search by city, state or zip code. Please note that the location filter defaults to a 50 mile radius.

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)

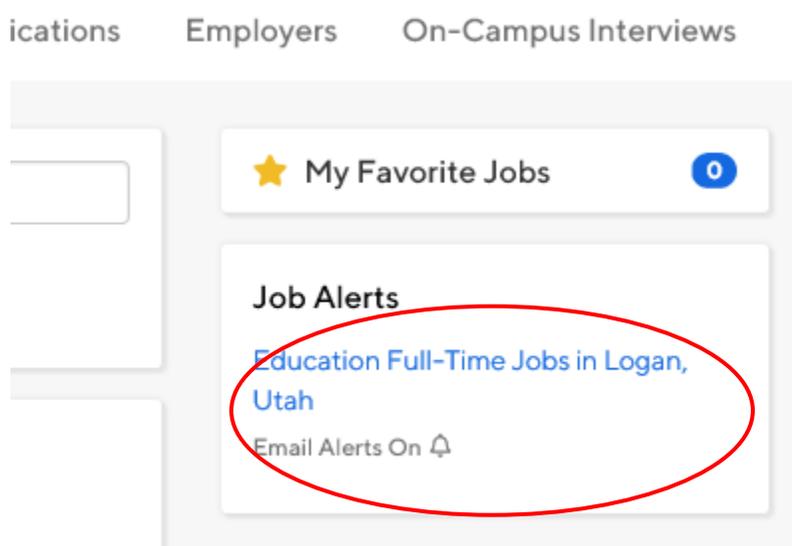
Choosing **<Filters>** will open up advanced filters to narrow your job search even further. Once you've added your search criteria, hit 'enter' to launch your search.

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

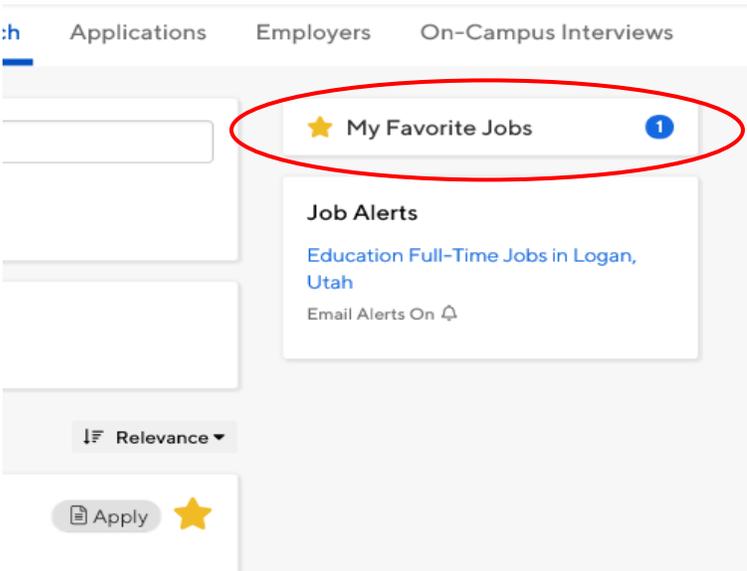
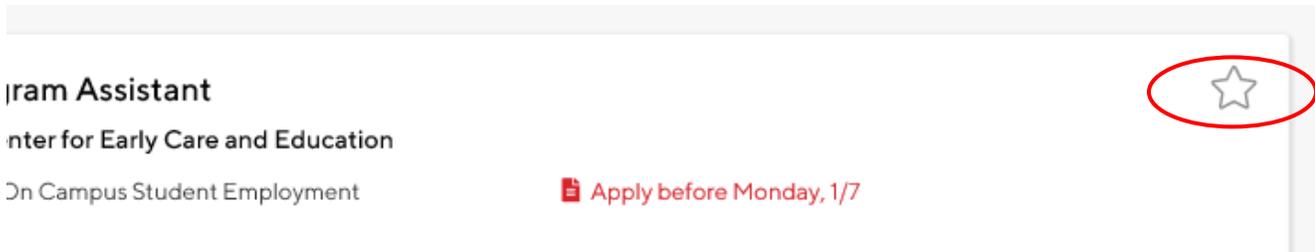
4. If you know you will be searching for a particular type of job frequently, you can save your search by clicking **<Get Email Alerts>** after you perform the search. This will automatically save those search filters you have in place.



Choose **<Email Alerts On>** to be able to edit the **Search Title** and choose alert type and frequency.

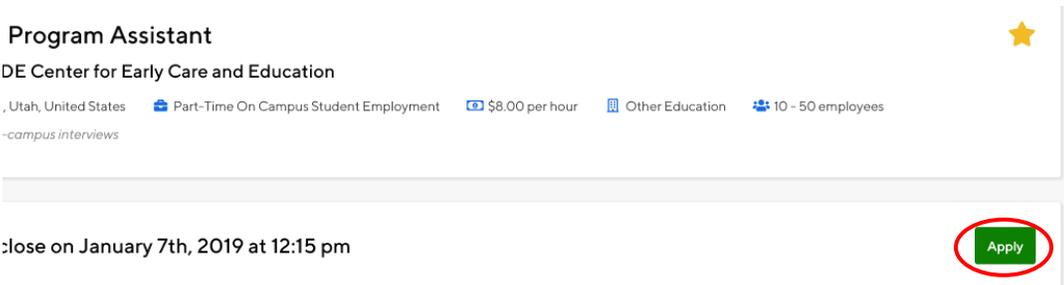


5. As you find jobs that interest you, you can **Favorite** them by clicking on the star on the job listing. You will find them later under the **<My Favorite Jobs>** tab.

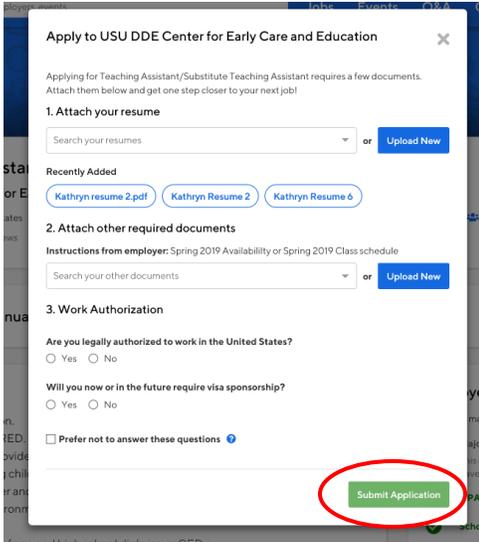


6. Apply for a job.

Click on the title of the job.



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

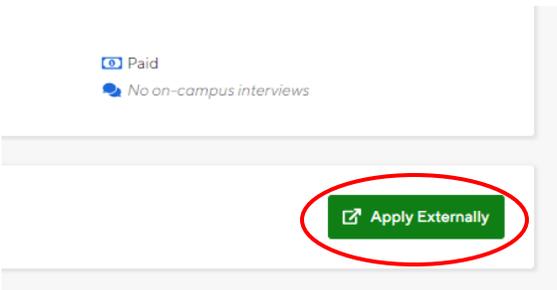
Will you now or in the future require visa sponsorship?

Yes  No

Prefer not to answer these questions

Submit Application

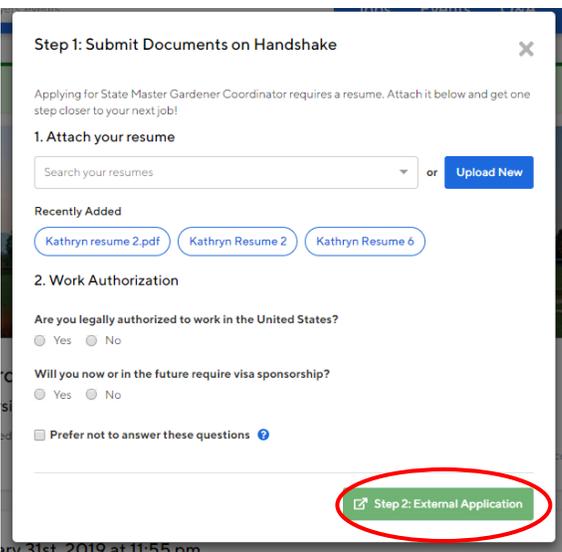
**Note:** Many off-campus employers require applicants apply through external websites or through emailing contacts directly. Follow application instructions given.



 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

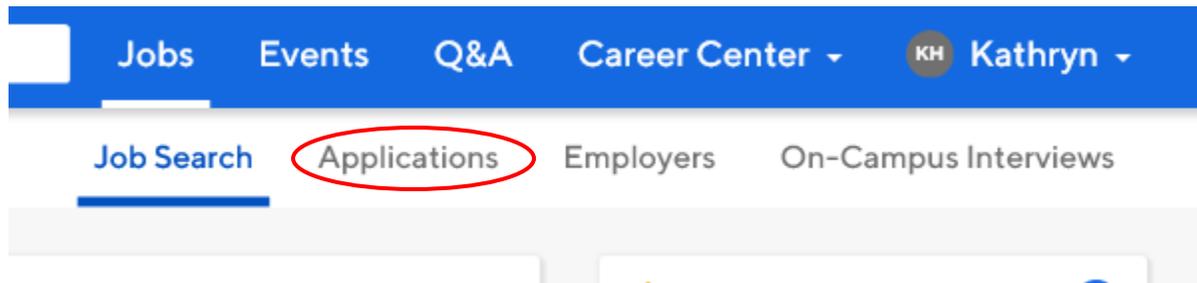
Will you now or in the future require visa sponsorship?

Yes  No

Prefer not to answer these questions

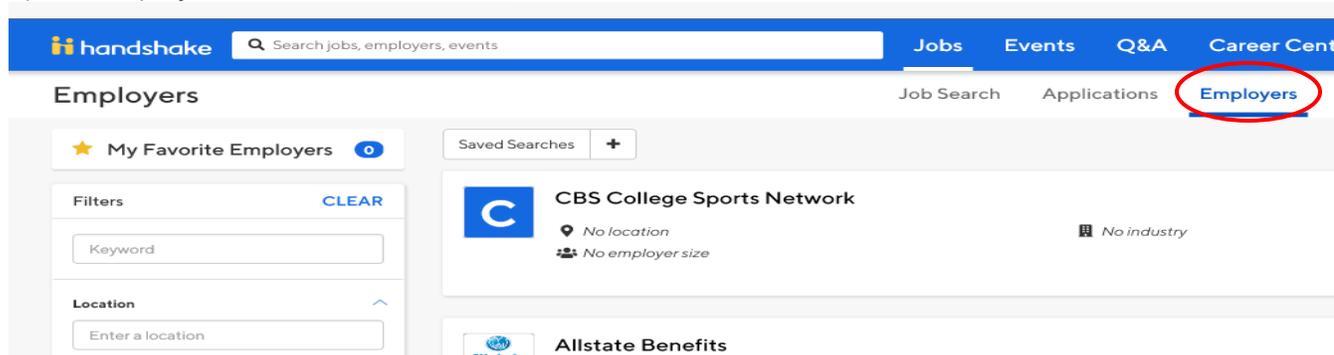
Step 2: External Application

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



## Searching Employers:

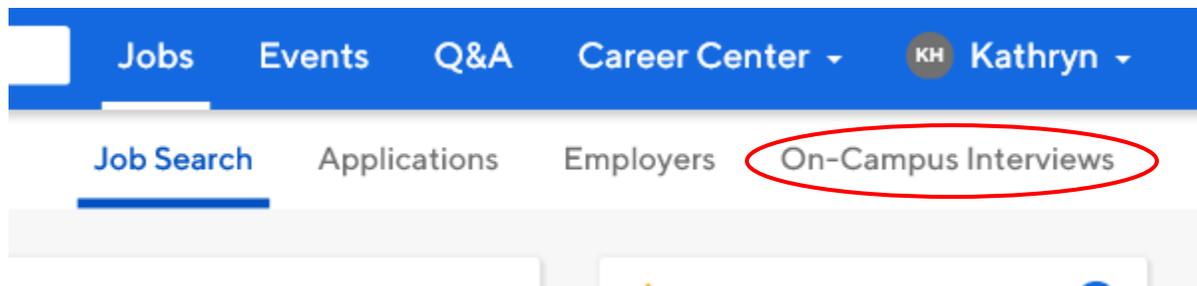
1. To find a particular employer, choose the <Employers> tab. Clicking on the name of the employer will open up the employer's account information.



## Scheduling 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. (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.)

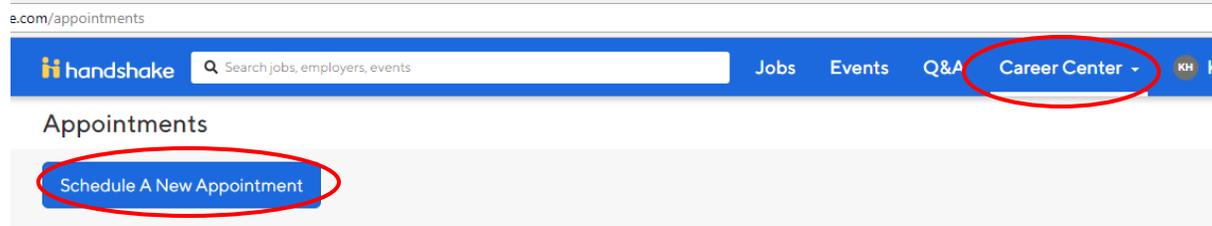
2. Find the time, place, off-campus employer, and job you are want interview for. Once you request an interview, the employer will inform you if you have been selected to interview via Handshake.



## Scheduling an Appointment with your Career Coach:

Meeting with a Career Services Coach can help you with choosing a major/career, finding a co-op/internship, searching for professional employment, and provide grad school prep/testing information.

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

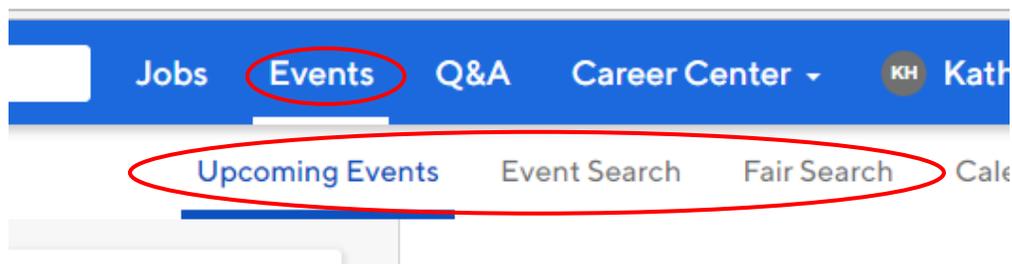


3. Click on <Schedule a New Appointment>.
5. Choose which college you are currently in and reason for the appointment. For example: Major/Career Exploration, Interview Prep, Salary Negotiation, etc.
6. Choose a day and time that the Career Coach is available.
7. Choose appointment and medium (in person, or over the phone\*).
8. Fill in the description box the details of why you are meeting and hit the request button when finished.
9. 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:

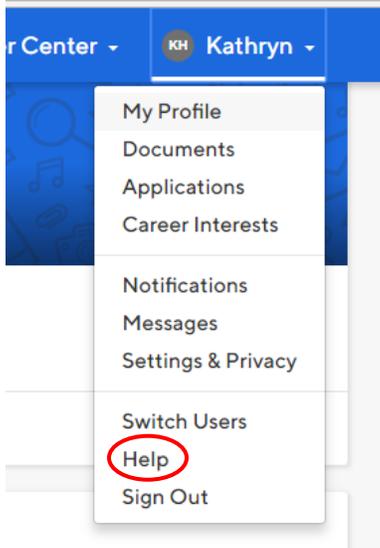
1. You can see upcoming career fairs and information sessions using the <Events> tab.
2. You also can go to the <Upcoming Events>, <Search Events> and <Fair Search> tabs if you have a particular event or fair you are looking for.



## 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 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 scam 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, deported, or imprisoned, 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)-797-7777, or [career.services@usu.edu](mailto: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. 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](mailto: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](mailto:career.services@usu.edu).