

### What Is On-Campus Recruiting?

On-campus recruiting (OCR) is one component of a successful job search. While many Cornell students obtain internships and first positions through on-campus interviews, more students find their jobs through other means. Students should always develop a multi-faceted job search.

### How Does On-Campus Recruiting Work?

Cornell Career Services manages employers' recruiting visits through Handshake. Students apply electronically for employers' positions, and employers indicate which students they want to interview. Students use the system to monitor their status and sign up for interviews when accepted.

### Who Can Participate?

Students must be enrolled in a degree-granting program and be in good standing with CCS to be eligible for on-campus recruiting. Completion of an online **tutorial** is also required for eligibility.

Find the tutorial at [career.cornell.edu](http://career.cornell.edu)... *Students... Finding Jobs... On-Campus Recruiting... Cornell Handshake Tutorials*. Note that special procedures are in place for students studying off campus.

### How Do I Upload My Resume?

You will upload your resume, cover letter, and other required application materials into Handshake to submit for positions. Log in and select "Profile... Documents." The system will guide you in uploading your materials. If an employer requests a transcript, follow the instructions to the right in the How Do I Upload My Transcript? paragraph.

### How Do I Apply for Positions?

Search the "Jobs" section for full-time positions, internships, and on-campus recruiting positions that interest you. Click on the job title to find full information about the job and employer.

You'll be able to submit your resume during the application period, using the "Apply" button at the top of the page. If you do not meet all criteria, the system will display a message at the top identifying the criteria that you lack. You will still be able to apply for consideration for the position, but employers will also be alerted that you do not meet all qualifications.

The system will prompt you through all steps of the application process required by the employer. Make

sure that you have uploaded and then select a version of your resume with a focus that matches the position description.

### How Many Positions Should I Apply For?

There's no definitive answer to this question, but our data show that students have greater success when they conduct focused job searches. It is important to discover a fit between you and a position, and to focus more on the **quality** of your application materials than on the **number** of your applications.

### How Do I Schedule an Interview?

Monitor your "Applications" section to learn when you've been designated "primary" or "alternate" for an interview. Follow the steps for selecting an interview time once you've been accepted. When you're named an alternate, pay careful attention to the alternate sign-up dates so that you can check during that period for any open interview slots.

### How Do I Change an Interview Time?

If you have signed up for an interview and find that you need to change your time slot, use the easy Handshake tools to *leave a slot*, *take a slot*, and/or *swap slots*. Stop by a career services office if you need assistance.

### How Do I Upload My Transcript?

Employers may ask you to submit your transcript as part of the screening process. To upload your transcript into Handshake, follow these steps.

1. Go to Cornell's Student Center. In the "Academics" section, select "Transcript: Request Official" in the drop-down box under "Academic History."
2. Submit a request to have an eTranscript sent to yourself via email, following all the prompts.
3. Rename and save your transcript, log in to Handshake, and follow the prompts to upload.

### Who Has Access to My Resumes?

Authorized Cornell Career Services staff and others you authorize can view your resumes and online Profile. You allow employers to see your resume either by submitting directly or by making your own profile "public" to "Allow employers to be able to find and view my profile." If you opt in, employers can view the resume you set as public.

## What is Cornell Handshake?

Handshake is a set of web-based services offered by Cornell Career Services that allows you to:

- Receive email notices about career events.
- View listings of and apply for full-time positions, internships, and summer jobs.
- Participate in On-Campus Recruiting (OCR).
- Gain access to other resources, such as Mergent Intellect, Peterson's Guides, and NACE salary calculator through the "Resources" link on Handshake.
- Register for events such as career fairs, workshops, and employer information sessions.

## When Should I Start Using Handshake?

From your first year on, there's something in Handshake for you. Whatever your career path—a job, graduate school, etc.—you want to be in the system!

## How Do I Use Handshake?

Enter through the Handshake logo in the upper-right area of the CCS home page at [career.cornell.edu](http://career.cornell.edu). New registrants complete a "Profile," which contains a number of required fields. Note that if you upload your resume first, you can add components of your resume directly to complete your profile.

You will get best results if you:

- Complete all fields, even those that are not mandatory.
- Complete all categories in the "Job Interests" section.
- Avoid leaving an entire category blank.

## Who Has Access to My Profile Information?

When you first log in to Handshake, you will be asked whether you want employers and other Cornell students to be able to search the system and find your profile based on information there. At this point you will either opt in to being found in such searches (leave the box next to "Yes, I want employers to be able to find and view my profile." checked) or uncheck the box to opt out for greater privacy. Even if you opt out of searches by employers, you will be able to send your materials to the employers you wish to target. And, you can always change this setting from your profile page.

You, CCS staff, employers and peers (if you checked the box to allow employers and peers to find and view your profile on your account) have access to some information in your profile. CCS uses information in your profile to determine whether to send you emails about upcoming events, special opportunities, etc.

Most of your public profile will be viewable. Employers and other students will not be able to see your work authorization field. In addition, the system matches certain aspects of your profile against job requirements to determine your eligibility, even though employers may not be able to view all of the information.

## Keeping Your Profile Updated

Be sure that your profile correctly reflects your industry preferences, student status, major, future educational plans, college/school, notification preferences, and services desired. If you need assistance with a locked field on your profile, visit your college career office or Barnes Hall. Get in the habit of updating your information on a regular basis to make the most of Handshake's services.

## How Do I Find Jobs and Internships?

The "Jobs" section of Handshake lists jobs and internships from diverse career fields, for on-campus recruiting as well as direct application to employers. See the reverse side of this handout for more information on Cornell's OCR program.

New jobs are added daily, with on-campus recruiting usually more active in the fall and direct-application jobs more active in the spring. The OCR tutorial mentioned on the reverse side contains instructions on using these tools.

You'll find **on-campus and local job postings** in the Jobs Database at [studentemployment.cornell.edu](http://studentemployment.cornell.edu).

## How Do I Contact Alumni?

CUELINKS is a new tool to facilitate connecting with alumni and other friends of Cornell. Create a profile and join the Cornell Network to ask your questions and explore your academic, career, and personal goals. You can also use LinkedIn to connect with alumni. See the separate handout and information in the *Career Guide* about setting up your LinkedIn profile.