

The logo for ihandshake, featuring a stylized yellow 'i' with a dot and a yellow 'h' with a dot, followed by the word 'handshake' in white lowercase letters.

ihandshake

Student User Guide

Rollins School of Public Health
Office of Career Development



EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH

Contents

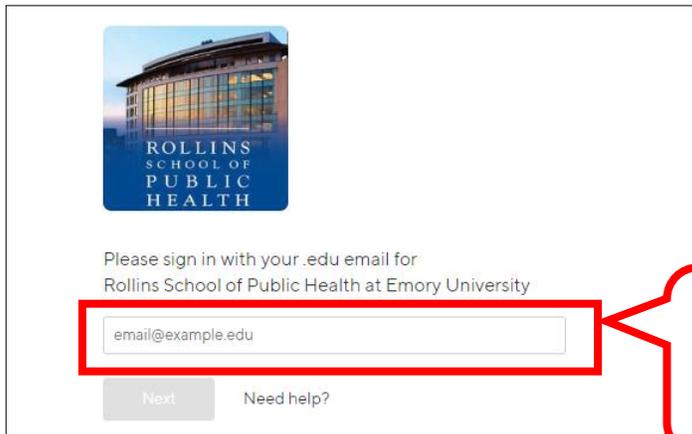
- 3 How to Activate Your Student Account
- 4 How to Search Job Postings
- 5 How to Apply to a Job
- 7 How to RSVP for Career Events
- 7 How to Cancel Your RSVP for an Event
- 8 How to Request a Career Appointment

Troubleshooting Tip:

We strongly recommend using **Google Chrome** or **Mozilla Firefox**, *not Internet Explorer*, as your web browser, if able. If you are already using Chrome or Firefox, kindly try clearing your web browser's cache prior to logging back in to Handshake and try downloading again.

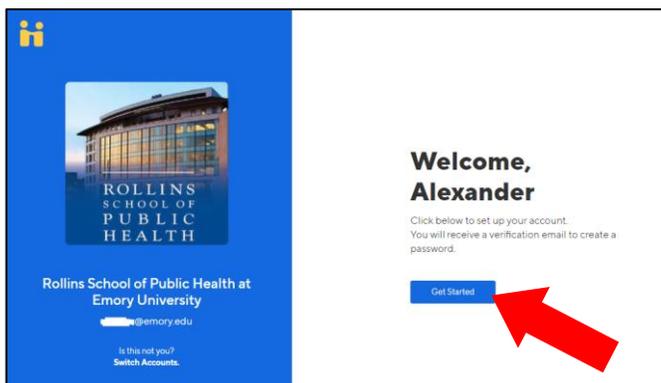
▶ HOW TO ACTIVATE YOUR STUDENT ACCOUNT

1. Go to: <https://rsph.joinhandshake.com/login>
2. Enter your **Emory email address**, most likely your email address that begins with your **NetID** (i.e. NetID@emory.edu)



If your NetID email does not work, please try your alternate Emory email:
firstname.lastname@emory.edu

3. Click “Get Started”. You will receive a verification email to create your password. Check your inbox and junk folder.

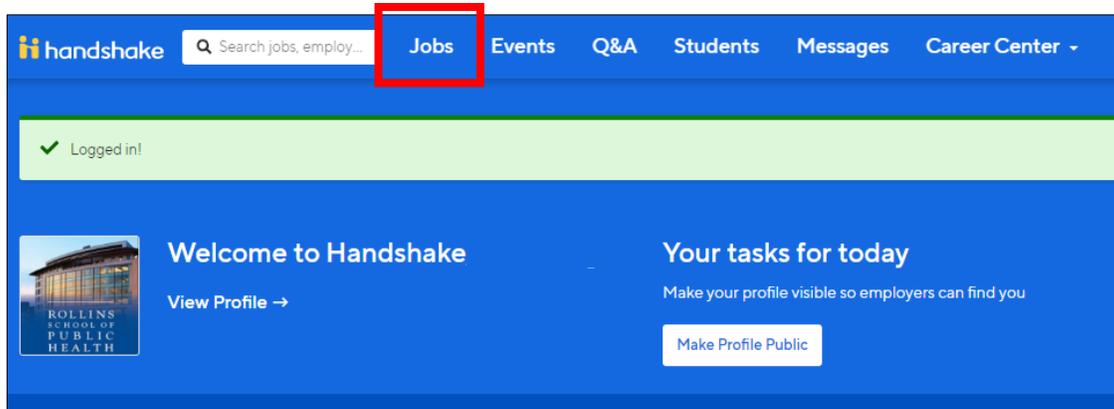


4. If you have tried both Emory emails and you are still having difficulty, please email us at rsphcareerdev@emory.edu to resolve the issue.

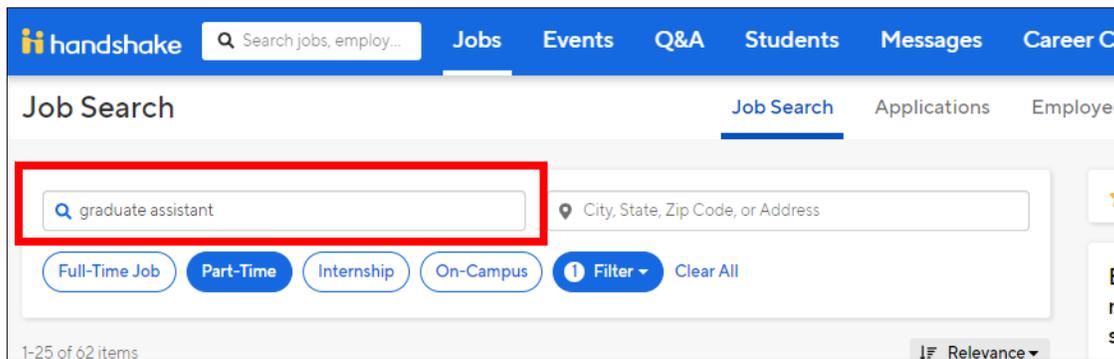
NOTE: Students should not create their own accounts. All student accounts are created internally. Incoming students in the Fall will receive an email in July/August with account information.

▶ HOW TO SEARCH JOB POSTINGS

1. Log in to Handshake: <https://rsph.joinhandshake.com/login>
2. Click “Jobs” at the top navigation panel.



3. Enter key words in the search field to filter job titles (Example: graduate assistant)



▶ HOW TO APPLY TO A JOB

1. Log in to Handshake: <https://rsph.joinhandshake.com/login>
2. Click “Jobs” on the top navigation panel.
3. Search and select a job posting.
4. If you match all employer preferences/qualifications, you will be able to click the “Apply” button.



E Graduate Research Assistant
Emory University School of Medicine

2 Peachtree Street Southwest, Atlanta, Georgia 30303, United States of America and ...
Higher Education

Part-Time Job \$12.00 per hour
250 - 1,000 employees No on-campus interviews

Applications close on May 19th, 2020 at 9:00 am

Apply

Job Description

The position is located at the office of the Injury Prevention Research Center at Emory (IPRCE) which is located on Emory's Grady Campus adjacent to Grady Memorial Hospital. After the student has received orientation they will be working at the Georgia Department of Public Health for the first 3-4 weeks of their employment.

The student must have good analytical and data management skills, and experience using SAS for at least three years. The student must also be well organized and have excellent communication skills, as they will be working with research faculty and state public health

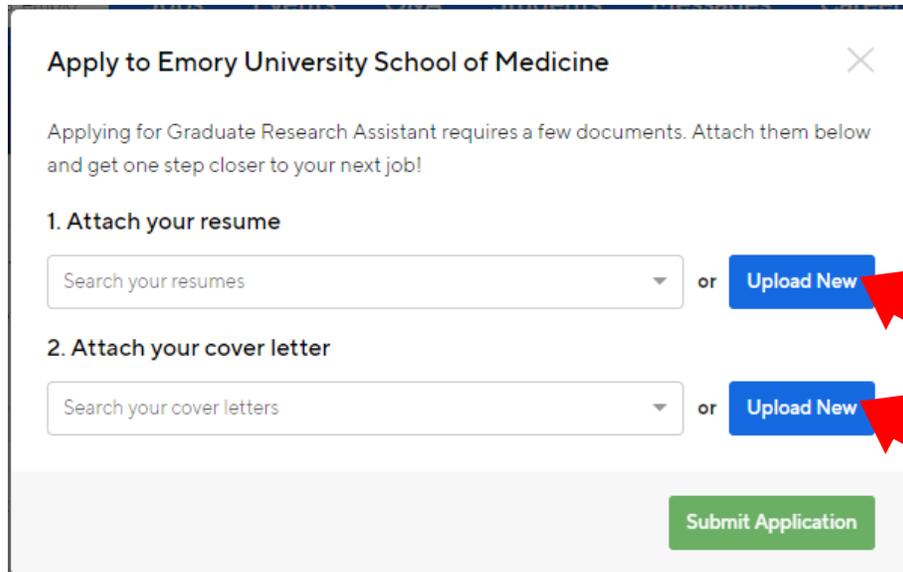
[See More](#)

Employer Preferences

You match all of Emory University School of Medicine's preferences

- ✓ Majors
- ✓ GPA
- ✓ School Year
- ✓ U.S. Work Authorization
Employer will sponsor a work visa and accepts OPT/CPT.

5. Click the “Upload New” buttons to upload your resume and/or cover letter from your computer.



Apply to Emory University School of Medicine ✕

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

1. Attach your resume

or [Upload New](#)

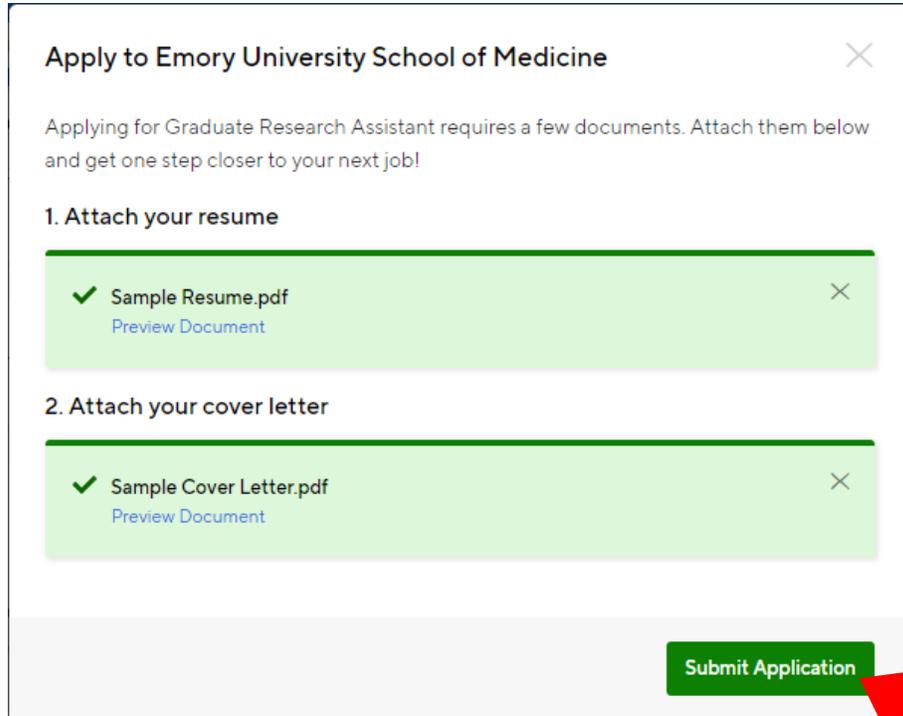
2. Attach your cover letter

or [Upload New](#)

[Submit Application](#)

This screenshot shows the application form with two sections: '1. Attach your resume' and '2. Attach your cover letter'. Each section has a search input field and an 'Upload New' button. Red arrows point to both 'Upload New' buttons. A green 'Submit Application' button is at the bottom.

6. Click the “Submit Application” button to apply.



Apply to Emory University School of Medicine ✕

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

1. Attach your resume

✓ [Sample Resume.pdf](#) ✕
[Preview Document](#)

2. Attach your cover letter

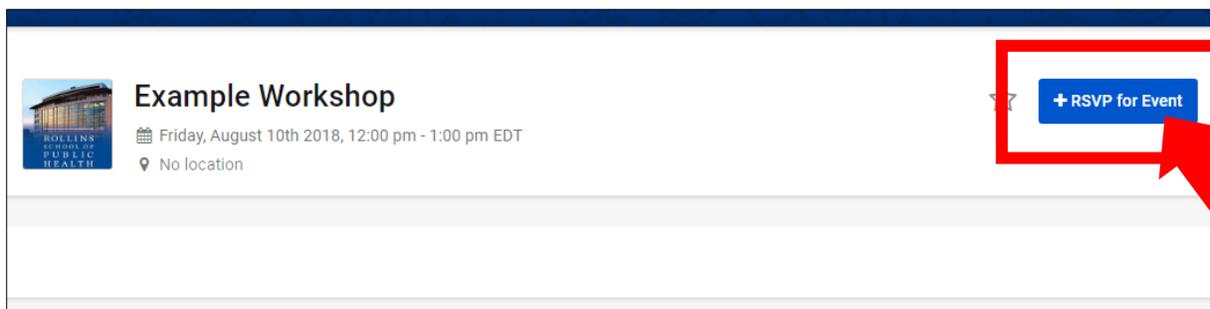
✓ [Sample Cover Letter.pdf](#) ✕
[Preview Document](#)

[Submit Application](#)

This screenshot shows the application form after documents have been uploaded. The '1. Attach your resume' and '2. Attach your cover letter' sections now show green bars with a checkmark, the filename, and a 'Preview Document' link. A red arrow points to the green 'Submit Application' button at the bottom.

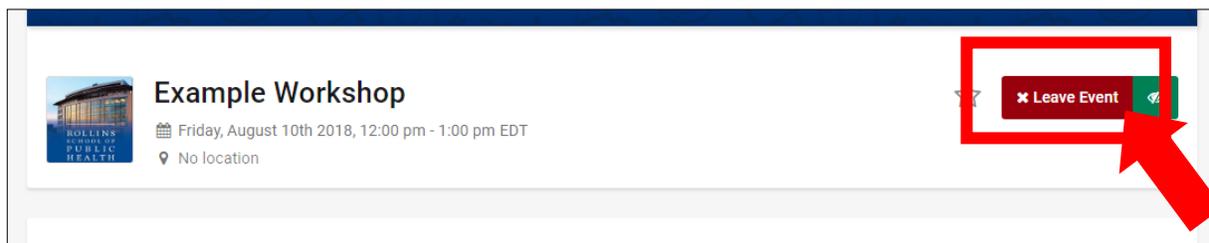
▶ HOW TO RSVP FOR CAREER EVENTS

1. Log in to Handshake: <https://rsph.joinhandshake.com/login>
2. Click “Events” on the top navigation panel.
3. Search for and select an upcoming event.
4. Click the “RSVP” button to register.



▶ HOW TO CANCEL YOUR RSVP FOR AN EVENT

1. Select the event in Handshake.
2. Hover your mouse over the “Registered” button to leave

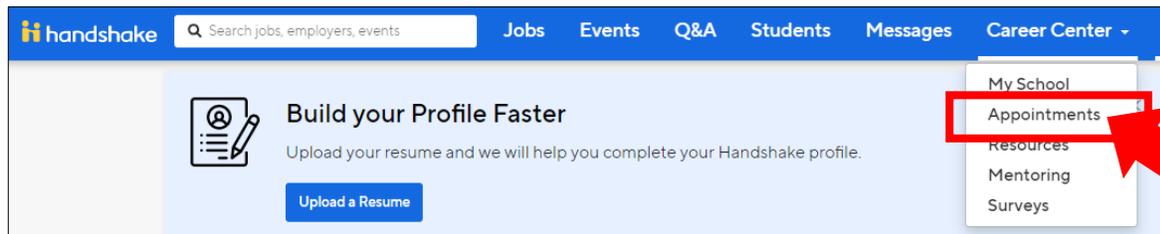


Note: Event registrations will typically close the night before the event date. Cancellations cannot be made in Handshake once registration is closed. Please email us at rsphcareerdev@emory.edu to cancel.

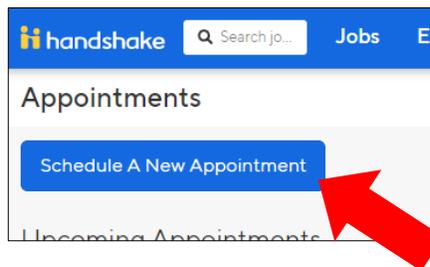
▶ HOW TO REQUEST A CAREER APPOINTMENT

Note: All first-year MPH/MSPH students are required to first upload a resume on [VMock](#) and complete a 2-question survey before requesting a one-on-one appointment in Handshake. Your VMock account login username will be the same as your Handshake login. See [here](#) for more guidance.

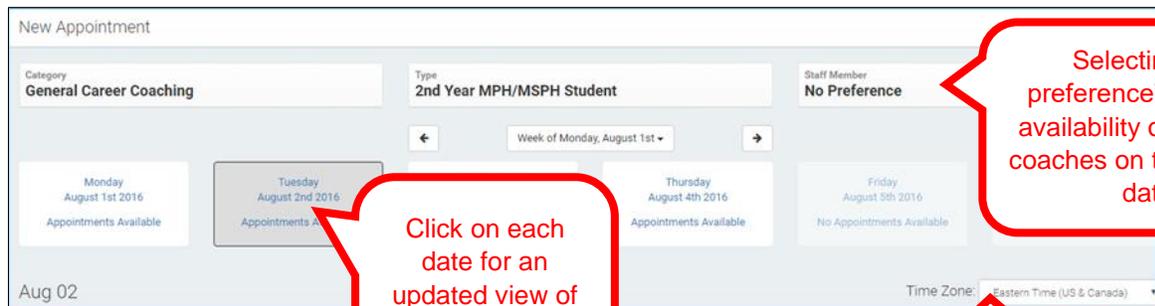
1. Log in to Handshake: <https://rsph.joinhandshake.com/login>
2. Click Career Center on the top navigation panel, and then click “Appointments”.



3. Click the “Schedule a New Appointment” button.



4. Select a category and then select the appointment type.
5. Select your desired date to view the available time slots of one or more coaches.



6. Answer the questions in the next page and then click “Request”.

← Back You have selected a slot. If you would like to search for a different slot you may do so [here](#).

1st Year MPH/MSPH Student at 11:00 am EDT, Jun 10th 2019
Semra Ramosevac

Appointment Request Details

Appointment medium In Office

What can we help you with?

Page 1

Please enter your phone number so we can reach you in case of emergencies.

This is only a PENDING request. Until your requested appointment has been APPROVED, you do not have the appointment.

I understand

Cancel Request

Important Notes:

- ❑ Requested appointments are *not* automatically approved. You will receive a confirmation email when your request is approved. Your appointment status will also change from “Requested” to “Approved” in Handshake.
- ❑ Cancellations: You may cancel your appointment in Handshake at least 24 hours before the scheduled date/time. If within the 24-hour timeframe, please email the coach directly. The email address is shown on the left side of your [appointment status page](#) in Handshake.

Frequently asked questions:

Q: I don't see any available time slots next month. Is my account restricted?

A: No, the coaches update their availabilities every week, but not more than 2-3 weeks in advance due to unforeseen circumstances or meetings that come up in the year. Please email us at rsphcareerdev@emory.edu for further inquiry.

Q: How long does it take for a requested appointment to be approved?

A: Please allow two (2) business days for approval. If you request on the weekend (Fri-Sun), please note that the coach might not see your request until the next business day. If your appointment has not been approved for more than 3 days, please email us at rsphcareerdev@emory.edu.

Questions?

Please don't hesitate to contact us at rsphcareerdev@emory.edu for further inquiry.

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