handshake

Student User Guide

Rollins School of Public Health
Office of Career Development

EMORY

ROLLINS
SCHOOL OF
PUBLIC
HEALTH

handshake

# Contents

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.

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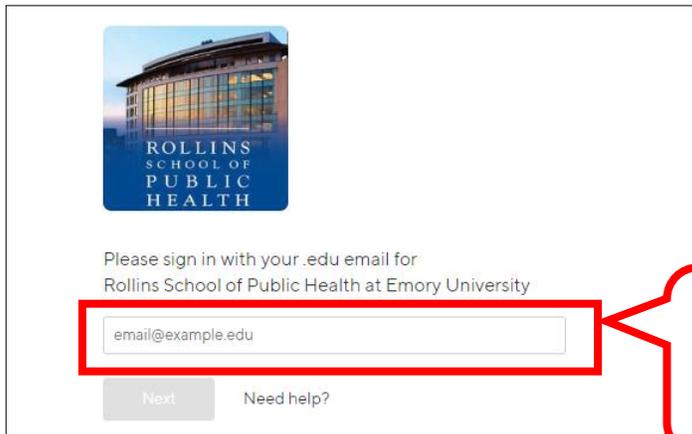
If your NetID email does not work, please try your alternate Emory email: firstname.lastname@emory.edu

3. Click "Get Started". You will receive a verification email to create your password. Check your inbox and junk folder.
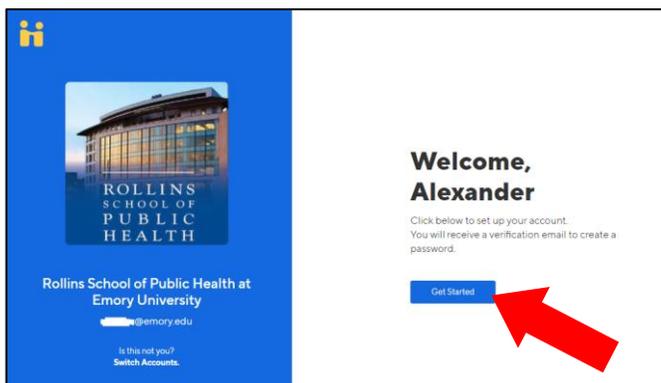
4. If you have tried both Emory emails and you are still having difficulty, please email us at rsphcareerdev@emory.edu to resolve the issue.

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.

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► HOW TO SEARCH JOB POSTINGS

1. Log in to Handshake: https://rsph.joinhandshake.com/login
2. Click "Jobs" at the top navigation panel.
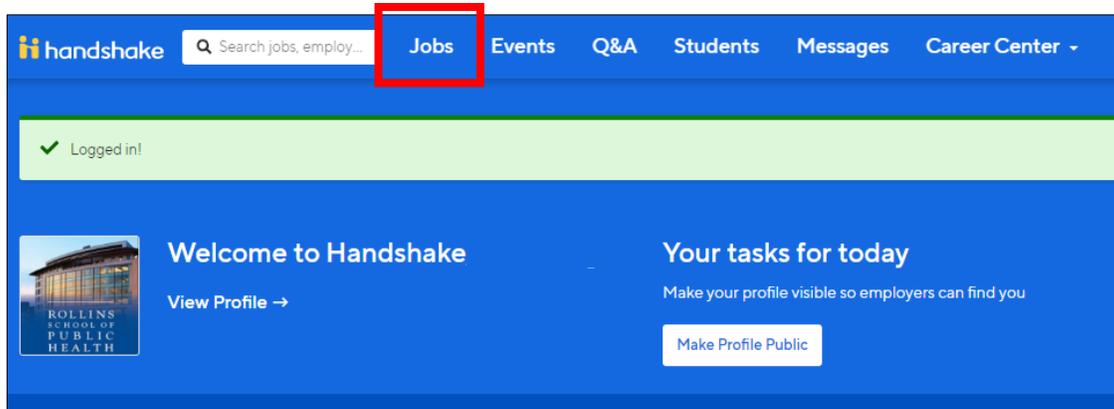
3. Enter key words in the search field to filter job titles (Example: graduate assistant)
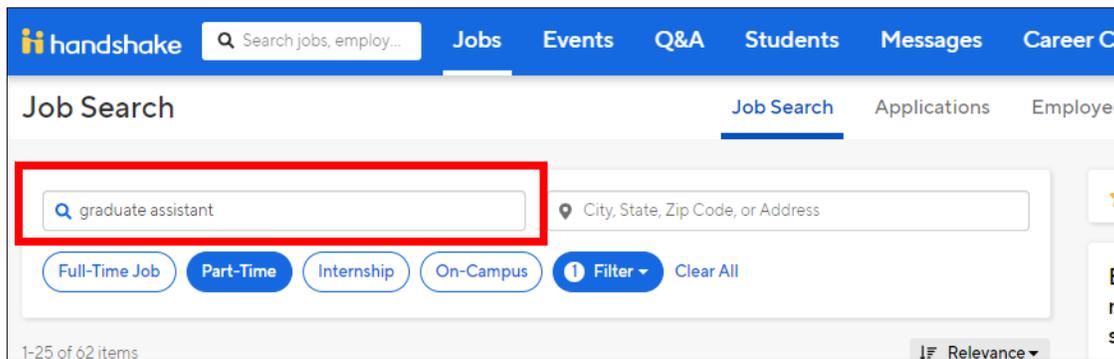
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▶ HOW TO APPLY TO A JOB

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.

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

6. Click the "Submit Application" button to apply.

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.
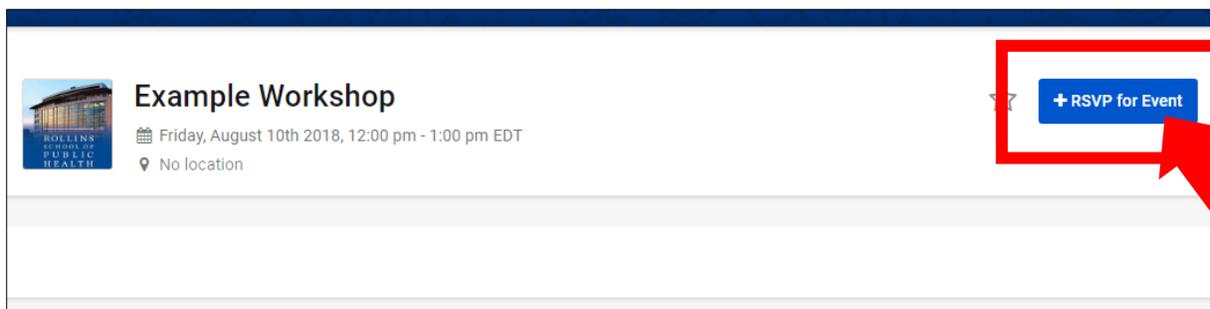
HOW TO CANCEL YOUR RSVP FOR AN EVENT

1. Select the event in Handshake.
2. Hover your mouse over the "Registered" button to leave
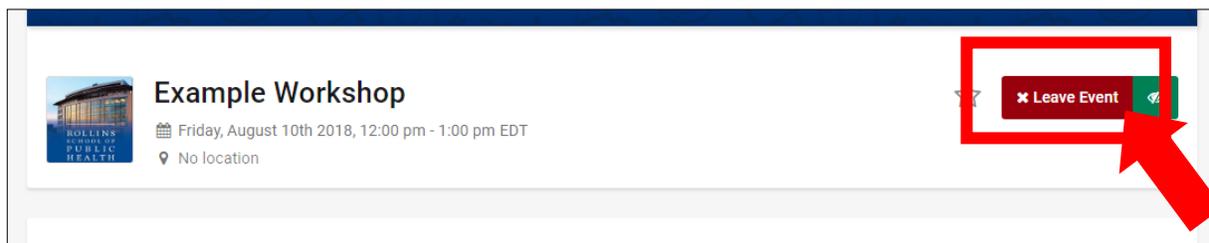
Note: Event registrations will typically close the night before the event date. Cancellations cannot be made in Handshake once registration is closed. Please email us at rsphcareerdev@emory.edu to cancel.

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
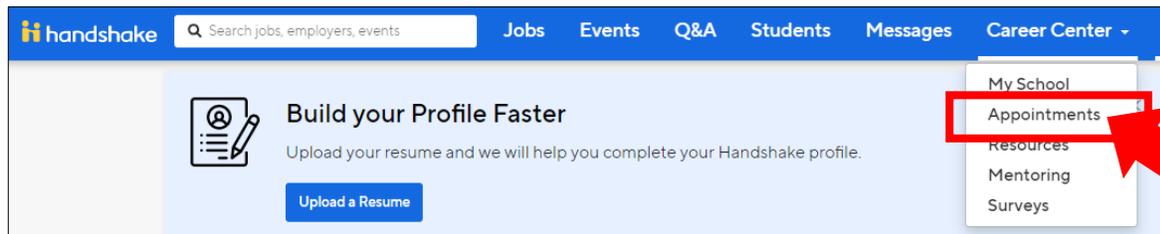
2. Click Career Center on the top navigation panel, and then click "Appointments".

3. Click the "Schedule a New Appointment" button.
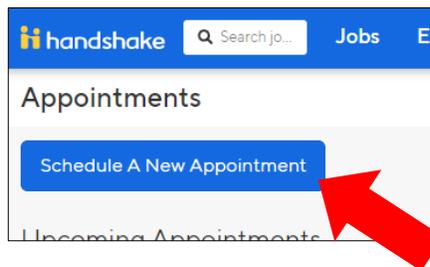
4. Select a category and then select the appointment type.

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".

Important Notes:

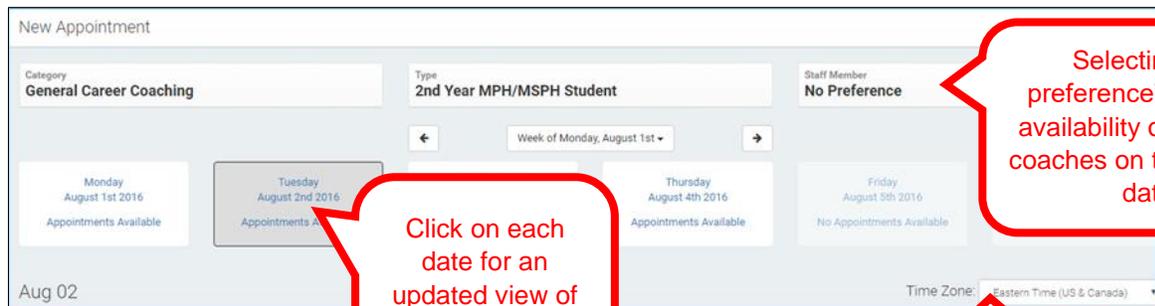☐ Requested appointments are *not* automatically approved. You will receive a confirmation email when your request is approved. Your appointment status will also change from "Requested" to "Approved" in Handshake.

☐ 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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