This is Module 3 of a 4 module series.

You may view any module at any time between now and May.

It is best to complete the modules and all related work PRIOR to the August 21 on campus job search orientation.
Module 3 consists of pre-work, this pdf and post-work.

By completing all of the modules you will be prepared for the August 21 on campus job search orientation.

This presentation will serve as an introduction to both On-Campus Recruiting (OCR) and Cornell Handshake.
This is Cornell career services career development model, introduced in Modules 1 & 2 of the Summer Career Curriculum.

Module 3 will focus on the take action phase of the career development model process.
Fall On-Campus Recruiting begins September 11*. Generally speaking, the majority of On-Campus recruiting for full time employment occurs during the fall semester.

In order to be ready to participate in On-Campus Recruiting you’ll need to apply for jobs that will be posted as early as August 1.

In order to apply for those jobs, you must have read and completed On-Campus Recruiting information presented on the following slide.

It is IMPORTANT to understand and follow policies and expectations to maintain your access to On-Campus Recruiting.

*spring On-Campus Recruiting begins on January 29 with applications opening in mid-December.
This slide is in the OCR tutorial as well as and should be reviewed as often as necessary.

Do not waste time; apply only for positions that are of interest to you.

Employer relations is important to us and we work hard to foster relationships that benefit all of our students; those who came before you, you, and those who will come later.

IF YOU HAVE QUESTIONS about On-Campus recruiting, use Engineering Career Center staff as a resource AS SOON AS YOU HAVE A QUESTION.

The best way to reach us is through: eng-recruiting@cornell.edu or by calling us at 607-255-5006.
Read the one page On-Campus Recruiting information accessed through the link above. This information will help you navigate on-campus recruiting. You’ll notice 5 additional links that each contain information critical to your on-campus recruiting success.

Take time to read and understand now.

Then, in order for you to become eligible to interview on campus through on-campus recruiting you **MUST** complete the on-campus recruiting tutorial accessed through the above link.

Take time to complete the tutorial now.
Job searching happens year-round! However, on-campus recruiting activities are concentrated in the first couple of months of each semester. On-campus recruiting is when employers visit campus to conduct interviews, host information sessions, or attend career fairs.

Student Policies – rules about participating in on-campus recruiting also includes a section on “offer deadlines”. Employers recruiting Cornell students are encouraged to follow the timeline created by Cornell Career Services for responding to offers – *if you receive an offer and it’s not within the timeline, schedule a meeting with an Advisor in our office to discuss.*

INTERNATIONAL STUDENTS: start your search now.
There are many programs and workshops in the fall that will be posted in Handshake and advertised elsewhere.

Check in with Handshake often and watch your email.
Some companies DO NOT post positions in Handshake or visit campus to recruit Cornell students!

To learn about these opportunities, you will need to visit the company website, and/or identify people who work at those organizations and reach out to conduct an informational interview.

Review the “networking” section on the Engineering Career Center website for tips on how to network effectively.

Recruiting timeline: Technology & Finance in the Fall; Civil/Environmental in early Spring.
Handshake is the only place you will learn about other career related workshops, programming, information sessions with employers, career fairs, etc.

Over the next 5 slides, we will introduce you to the minimum information you’ll need to get started with Handshake.

Slides 1-3 could take up to 45 minutes to complete (assuming you have a copy of your resume already saved as a pdf).

Plan to spend about 30 minutes on slide 4.

You should plan to spend several hours between now and the fair reviewing the information on slide 5 and preparing for your Career Fair visit.
INTRODUCTION TO HANDSHAKE

1. Login to Handshake: Click on the Cornell Handshake login, found at the top of the Cornell Career Services homepage (www.career.cornell.edu).

2. Fill out your Profile
3. Upload a document
4. Take Handshake for a spin
5. Prepare for Career Fair Days

Your username is your Cornell email address, and your password is initially set at random. Enter your email address and then click on “Forgot your password?” to receive an email message with your password.

Return to the login page and enter your username and password; be sure to re-set your password after logging in.
Check to be sure all pre-loaded information is correct. Pay especially close attention to your major and Visa status. It is important to complete all the information accurately.

If you find an error in any of your profile data that you are unable to update, please email us at eng-recruiting@cornell.edu.

You’ll need to decide whether to make your profile public or private. Student profiles are automatically set to private. But, a public profile is the only way to be seen when an employer actively searches for candidates.

We STRONGLY encourage you to fill out your profile completely and make it public (viewable by employers on Handshake and by Cornell Career Services).

There are some Handshake components, like GPA, that have their own privacy settings. For example, you can make your profile public and your GPA private (to employers). You can switch your privacy status at any time through your User Dashboard.

Your profile cannot be seen by other students or by other schools.
INTRODUCTION TO HANDSHAKE

1. Login to Handshake
2. Fill out your Profile
3. **Upload a document**: In addition to a public profile, you'll also need to have a public resume available in Handshake. To learn more about how to upload a document, read [How do I add (upload) a new document?](#)
4. Take Handshake for a spin
5. Prepare for Career Fair Days

When you are uploading a resume, you will decide whether you want it PUBLIC or PRIVATE.

You must have a **PUBLIC** resume uploaded in Handshake to apply for positions. This is typically a general resume that has not been created for a specific position. Some employers search Handshake, review resumes and contact students directly about open positions.

Once you find a position and decide to apply, create and tailor a specific resume for that position....this resume would be **PRIVATE**.

**NOTE: YOU NEED A COMPLETE PUBLIC PROFILE AND A PUBLIC RESUME.**

Students report that employers have contacted them directly, encouraging the student to apply to positions after searching for students who’s profiles best match the roles they are filling. Employers search for students based on the information within their profiles.
INTRODUCTION TO HANDSHAKE

1. Login to Handshake
2. Fill out your Profile
3. Upload a document
4. **Take Handshake for a spin:** The Handshake Help Center has lots of links to articles and useful tutorials on how to make the most of the system. Take time to view the relevant 2 minute training videos, most of which are actually less than 2 minutes!
5. Prepare for Career Fair Days

Use the landing page, top search bar and filters to look for companies and jobs.

Remember, you can save searches in Handshake to make finding relevant employers and jobs easier.

You may also “Follow” jobs and employers and begin filtering other opportunities based on the companies you follow.
INTRODUCTION TO HANDSHAKE

1. Login to Handshake
2. Fill out your Profile
3. Upload a document
4. Take Handshake for a spin
5. Prepare for Career Fair Days:
   • Click on “Search Fairs” on the left navigation bar; select the career fair you are preparing for.
   • Click the blue “Join Event” button to register for the event.
   • Click on the “All Employers” tab to view all registered employers. This will be updated as employers register, so be sure to check back often right up until the fair.
   • You’re then able to filter and search for employers that are good matches for you.

Use the filter feature to search for and identify employers you’d like to connect with at the Career Fair.

IMPORTANT: The FALL career fair is a 2-day event. While some employers participate on both days, most will only be in attendance one day. NOTE the date your employer will be in attendance.

Once you discover employers that you’d like to connect with at the fair, you may find it helpful to “favorite” them. That will allow you to filter by “Favorite Employers” as the Career Fair nears.

DO YOUR RESEARCH: know something about what the company representatives are hiring for BEFORE you go to the fair. This will take at least an hour per employer.

International Students: Under “Categories” you can select employers who have indicated that US work Authorization is Optional if that’s important for your job search.
M.Eng. & MPS Summer Career Curriculum

Week 3 Module Complete

Congratulations!

We’ll see you on August 21 for the on-campus
Job Search Orientation

International Students: You are ready to move to Module 4