

Frequently Asked Questions for Faculty & Staff

Q. Can I make a Handshake account so that I can view the opportunities my students are seeing?

A. Handshake accounts are only automatically assigned to students. If you are an OSU alumnus, you can [create a Handshake account](#) and wait for admin approval. If you are not an OSU alumnus and you want to access Handshake to help your students, you may request the creation of a “ghost account.” Make your request to CFAES Career Development Manager, Adam Cahill: cahill.71@osu.edu. Another option is to direct students to set up a career advising appointment; the career advisor will be able to answer their questions about Handshake.

Q. I received notice about an opportunity and want to make sure it reaches students. What do I do?

A. Please share the opportunity (job, internship, etc.) with any students who you think might be interested. This is one of the fastest and most effective ways to reach students, as they are more likely to open an email from an individual who they know than to find the opportunity in a newsletter. In addition, please send the announcement to SENR Career Advisor, Lucia Hadella, at hadella.1@osu.edu so that she can also promote it.

Q. A student is asking me to review their résumé. Should I?

A. Students are encouraged to get feedback on their résumé from a variety of people. Feel free to offer guidance if you would like, but please encourage them to also seek help from a career advisor so that we can share the best practices as suggested by our office.

Q. An employer reached out to me and wants to connect more with students/ SENR. Where do I direct them?

A. Please direct them to connect with Lucia Hadella: hadella.1@osu.edu. If you feel comfortable sending the introductory email, that is helpful too.

Q. Can I arrange for a career advisor to speak to my class?

A. Absolutely! Whether you want a 5-minute presentation to inform students about career development resources in SENR, or you'd like a 20 – 60-minute presentation/ workshop, we can make it work. Example topics include resume and cover letter writing, job searching, preparing for a career fair, and making professional connections through capstone projects. Reach out to Lucia at hadella.1@osu.edu to request a visit and discuss details.

