MAXIMIZE CAREER SERVICES TOOLS

ONLINE CAREER CENTER

All career centers within Johns Hopkins University have moved to Handshake. This online platform allows career centers and employers to engage with students and alumni of Johns Hopkins University.

Each career center has its own domain and is also able to share events with other career centers easily.

Handshake uses data mining and artificial intelligence technology similar to Netflix allowing for effective targeting by employers, users, and career service staff. A career center can harness this programming to identify students/alumni by various categories to provide relevant information and opportunities. In order to make this work and take advantage of the programming please follow the steps suggested in this article.

PROFILES

Handshake access is received via a welcome email. You will receive this email inviting you to Handshake in your JHU email or the last email on file through SIS. Access is being rolled out to students and alumni; look out for an email with access instructions. The first groupings are all active students and recent alumni from 2014 to present. The Department of Alumni Relations is also assisting with alumni gaining access to Handshake.

Once you access Handshake, it is imperative for filtering, targeting, and identifying that students and alumni complete the profiles in Handshake. At this time ensure you update:

- Your program of study
- Demographic information
- Degree type/level
- Upload relevant documents

EVENTS

There will be numerous events occurring throughout JHU. When events are posted there is an option to also email these events to targeted students, without profile information updated a student is unable to be selected. Please ensure you are completing and updating your profiles so you do not miss out on any events.

Events can be viewed on the EVENTS tab. You are able to sort or filter events by career center, date, and type of event. To do this once on the Events tab select the option Event Search from here you will notice options on the right side to filter/sort events.

You can mark an event as “My Favorite Events” by clicking on the star next to the event. This saves the event for you to view later.

Type describes the setting of the event. Career Center will sort by which career center is hosting the event. Date will help you view events occurring within the date range you selected. These are the top three options we recommend using to search. The other options may not provide as much assistance in learning about what is happening around JHU.

RESOURCES

There are tools and information curated by the career centers that can assist you. You can
access articles, links, guidance, and websites by clicking on the Career Center tab and selecting Resources from the drop down menu.

This section will update continuously. You can also let us know career topics you are interested in learning more about by completing surveys posted on events, appointments, and sent via email or on your Handshake account.

APPPOINTMENTS

Appointments for career services are made through Handshake. There are over 21 appointment types for AAP.

Depending on the day, all types of appointments may take place in-person at either MCC, DC, or Homewood. Every appointment-regardless of the day-can take place virtually through either Google Hangouts or Skype.

Each appointment type is divided into university wide categories. Please read the description and only select the appointment type that you are intending. *Do not schedule for an appointment type and write in the note section a focus other than what the appointment describes.*

All students and alumni new to career services with AAP will have the first appointment under the category Explore Career Options and the appointment is Career Insight & Intro. This is a 20-minute appointment. After the completion of this appointment you will gain access to all other appointment types. Career Insight & Intro can be conducted virtually as well as in-person.

TROUBLESHOOTING

We understand and want to be transparent about a few glitches or difficulties that exist or you may have already experienced. Please know we are working on them with the JHU-Handshake Implementation Team.

I. If you log in and are unable to view available appointments and receive the message, “There are no available appointments”.
✓ Ensure you have a complete profile
✓ Verify the school is Advanced Academic Programs in your profile

If these two items are correct and updated, send an email to aapcareerservices@jhu.edu with the subject line “Troubleshooting Handshake”, inform us of the inability to view any appointments. We will work to determine the cause and inform you of next steps.

II. If you did not receive an email welcoming you to Handshake.
✓ Determine if you graduated prior to 2014
✓ Identify if your first class began after July 2018
✓ Do you have a SIS account?

If you graduated prior to 2014 you will receive an email during the continuous rollout. You can also check with the Department of Alumni Relations. If your first class began after July 2018 you will receive an email welcoming you in September.

If you do not have a SIS account, you are not in the system and will not receive an email. Please work with Registration, Student Accounts, or Department of Alumni Relations.

Any corrections or difficulties please email aapcareerservices@jhu.edu with the subject line: “Troubleshooting Handshake”. 