

## PURDUE & PENN STATE HANDSHAKE WORKAROUND for virtual BIG10 ACADEMIA CAREER FAIR

Hello Colleagues at Purdue & Penn State,

Ohio State has invited all BIG10 Master's, PhDs and Postdoc Trainees to participate in their second annual **BIG10 Academia Career Fair** this year on October 16<sup>th</sup>. If you are interested in careers in academia like faculty, adjunct faculty, researcher, lecturer, a 2<sup>nd</sup> postdoc, or similar academy positions, then follow these instructions to register for the career fair!

Open the BIG10 Academia Career Fair registration here:

[https://osu.joinhandshake.com/career\\_fairs/48820/student\\_preview?token=5NWO63Y5j-Ugk6C3jQ3TGLYBQZLnPHWhnIYH3wJQHs-jh3yifqjWgw](https://osu.joinhandshake.com/career_fairs/48820/student_preview?token=5NWO63Y5j-Ugk6C3jQ3TGLYBQZLnPHWhnIYH3wJQHs-jh3yifqjWgw), then click on the green highlighted "Resource for Students"

button below, opening it in another window. These Handshake instructions will walk you through how to set up your account and register for the virtual career fair.

**BEFORE you try to register for the virtual BIG10 Academia Career Fair make sure to ADD YOUR EDUCATION/DEGREES on Handshake in the "Settings" menu under "School Year", as the career fair is limited to MS/PhD/Postdocs. If you do not add your degrees in the settings menu, then you will see a message that says, "Not qualified to join." Add your degrees and try again to register if you forget. See picture below.**

### Resource for Students

If you are having any trouble, then please click on your picture in the upper righthand corner of Handshake and select "Help." This will take you to Handshake's Help Center page. Pull up the Chatbot in the lower right hand corner, and then you should select "I'm a student or alumnus." Type in "help" and submit, then scroll down and click "No" to the question, "Was this helpful?" Again, click "No" to the question. This will bring up a "Send a ticket" button. Click on it and you can now fill out the form to get help. You might add at the bottom of the "Description" that you are a "Purdue or Penn State student/trainee having trouble with Samantha Wheeler's "Career Fair Access Instructions" workaround for the virtual BIG10 Academia Career Fair." Make sure to share the problem you are having and upload any screenshots to help them understand the issue. Finally, for the "Category" you should select Virtual Fair or Event Issues. They should reach out via email within 24 hours or less. **Plan ahead and have your registration done at least a week before the fair as you need to sign up for group and/or individual recruiter sessions!**

(If you add accommodation services for your students, then please include it here or work with Sam Wheeler at [swheeler@joinhandshake.com](mailto:swheeler@joinhandshake.com))

Add degree on Handshake in the field "School Year" before you try to register:

The screenshot shows the Handshake user interface for editing the profile of 'TEST Jeremy Hale'. On the left, there is a navigation menu with options: Jobs, Events, Employers, and Career center. The main content area is titled 'Editing TEST Jeremy Hale' and contains two tabs: 'Account Information' (selected) and 'Notification Preferences'. The 'Account Information' section includes the following fields:

- \* First Name: TEST Jeremy
- Preferred Name: TEST Jeremy
- Middle Name: (empty)
- Last Name: Hale
- School Year: Doctorate (highlighted in yellow)
- Mobile: (empty)