

EMPLOYER TIPS FOR HANDSHAKE

1 Complete your employer profile

Your trust score will increase if your profile is complete.

2 Post Full-Time Jobs, Internships, Student Employment Jobs

- Keep postings fresh and updated to market to students year round.
- Use screening criteria to receive the most qualified applicants.
- Partner with the Pomerantz Career Center if you feel you are not receiving enough interest/applications.

3 Register for Career Fairs and Upcoming Events

- Click on "Fairs" on the left hand side to review Pomerantz Career Center sponsored career fairs and events.
- Wait lists for large career fairs is common so please register early.

4 Set Up On-Campus or Virtual Interviews

- There are a number of different schedule type options for on-campus & virtual interviews such as Pre-Select, Room Only & Open. When you request an interview schedule, you will be able to select your preferred type.

5 Search for Student Resumes

- Student resumes are available from your students who registered for a Fair, RSVP'ed to an event or applied to a job
- You can email students on an individual basis through the Search Students tab (100 message limit per recruiting season)
- To bulk download resumes, you will need to contact Handshake
 - Log into your Handshake
 - Click on Help in the top right corner
 - Contact support

6 Volunteer for Mock Interviews

- Contact Sara Burden (sara-burden@uiowa.edu) to express interest in volunteering
- Pomerantz Career Center will set up your schedule and market mock interviews to students

7 Schedule a Recruiting at Iowa Call

- Employer Relations staff are available to consult with you to maximize your efforts
- Call 319-335-1023 to schedule your "Recruiting at Iowa" call

8 Use Handshake Help Center if you have questions about your account

- support.joinhandshake.com