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