EMPLOYER TIPS FOR HIREAHAWK.COM

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

5. **Search Student Resumes In Hireahawk.com**
   - Click “Students’ on the left navigation bar
   - Search candidates using filters on the left
   - Download student resumes
   - Send email directly via your organization email (you can email through HireaHawk.com but are limited by your trust score)

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 call

8. **Use Handshake Help Center if you have questions about your account**
   - https://support.joinhandshake.com