

EMPLOYER TIPS FOR HANDSHAKE

- 1 Complete your employer profile**
Your trust score will increase if your profile is complete.

Post Full-Time Jobs, Internships, Student Employment Jobs

- 2**
 - 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.

Register for Career Fairs and Upcoming Events

- 3**
 - 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.

Set Up On-Campus Interviews

- 4**
 - 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.

Search Student Resumes

- 5**
 - Click "Students" on the left navigation bar
 - Search candidates using filters on the left
 - Download student resumes
 - Send email to individual students through the system if your trust score is 80% or above.

Volunteer for Mock Interviews

- 6**
 - 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

Schedule a Recruiting at Iowa Call

- 7**
 - Employer Relations staff are available to consult with you to maximize your efforts
 - Call 319-335-1023 to schedule your "Recruiting at Iowa" call

Use Handshake Help Center if you have questions about your account

- 8**
 - <https://support.joinhandshake.com>