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 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**  
   - 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.

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**  
   - https://support.joinhandshake.com

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Pomerantz Career Center