

EMPLOYER GUIDE TO handshake

**CENTER FOR CAREER AND
PROFESSIONAL DEVELOPMENT**



DIVISION OF STUDENT ENGAGEMENT
LAMAR UNIVERSITY
Center for Career & Professional Development

CREATING A USER ACCOUNT

1. Create your user account.

Visit lamar.joinhandshake.com to create an employer account.

2. Join your existing company on Handshake, or create a new one.

You will need to be connected to your company profile on Handshake prior to taking any actions with schools. **Use your corporate email address if you have one.** This will expedite the process of connecting to your company. Schools may decline users with generic email addresses.

3. Request to connect with schools.

You must request and receive approval from a school prior to posting a job.

4. Take action!

Once you're connected to one or more schools, you will be able to post jobs, request on-campus interview schedules, manage your applicants and more!

POSTING A JOB ON HANDSHAKE

1. Start by clicking 'Post a Job' from your home dashboard.

2. Let's start by going through 'Job Basics':

- **Add a Job Title**
- **Add a Job Type**
- **Add an Employment Type & Duration**

3. Once you are finished with 'Job Basics,' choose 'Next' along the bottom of your screen. Next you we'll go through adding in your Job Details:

- **Add a Description for your job.**
- **Choose Job Functions from the dropdown.**
- **You can add a Job Salary.**
- **Enter a location for your job.**
- **Finally, choose which documents to require students to submit with their application.**

4. Once you're finished with Job Details, choose Next along the bottom of your screen. Next we'll go through Job Preferences:

- **Add a Minimum GPA value.**
- **Finally, configure who should receive Applicant Packages, and with what frequency.**

5. You're all set! Choose 'Create' on the bottom navigation to create and review your job.

REGISTERING FOR A CAREER FAIR

1. Click 'Fairs' on the left navigation bar.
2. Use the filters and search bar on the left side of the screen to narrow down your search results. Use the school filter to show results for only the school(s) selected.
3. Click on the name of the career fair to view your registration or view the details and register.
4. Click Register.
5. Select a booth option.
6. Choose any Extra Items or General Items.
7. Add your basic information.
8. Select a division.
9. Select the criteria you are looking for in potential candidates.
10. Select your payment method, and agree to the school's refund policy.
11. Answer any additional questions from the career center and click 'Create Registration' when your registration is complete.

SEARCH FOR STUDENTS

1. Click 'Students' on the left-hand navigation bar.
2. Select the criteria for your search on the left side of the screen.
3. If you have a trust score of 80 or higher, you also have the option to download student resumes:
 - Click 'Bulk Actions' on Checked Items in the upper-right hand corner.
 - A drop-down menu will appear. Click Download Resumes or
 - Download Resumes: Zip depending upon your preference.
 - A window will pop up. Click 'Confirm' to proceed with the download.
 - A window will appear when your results are ready. Click the link to view your results.

Note: For employers there is a 50 student limit on public document downloads. You will then be sent a download of students resumes.

POSTING AN INTERVIEW SCHEDULE

1. Click 'Interviews' on the left navigation bar.
2. Click the 'Request Interview Schedule' tab in the upper right corner.
3. Fill out the 'Basics' section of the form.
4. Click 'Timeline' from the steps at the bottom of the screen.
5. Select the date you are interested in interviewing on campus.
6. Select the time slots you would like to interview students. These are time slots that are accepted at the university with whom you are interviewing.
7. Once you have selected your interview date, interview timeline and interview slot template you can move to the next step which is 'Jobs'.
8. Choose the job you would like to attach to this interview schedule.
9. Select 'Request'.
10. Your interview schedule will now be sent to us. Now, your interview will go into a pending status. You will be notified when your schedule has approved or declined.

NEED ADDITIONAL HELP?

Visit the handshake support page at <https://support.joinhandshake.com> to view training videos and articles.



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QUESTIONS?

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