



The [UGA Career Center](#) utilizes [Handshake](#), a free comprehensive resource that will allow you to advertise your open positions, connect with our students, register for career fairs, schedule interviews, and promote recruiting events.

## PART 1: How to Create a Handshake Employer Account

1. Visit the Handshake new registration link to [create your employer account](#)
2. Provide your first name, last name, work email address, and set a password.
3. Review Handshake's Terms of Service and Privacy Policy
4. Once you agree, you will receive an email notification to confirm your account. If you don't receive an email, [troubleshoot using this guidance](#)
5. Once you confirm your account, log-in and complete your personal profile
6. Then, click "continue" in the bottom right corner to join or create your company
  - a. If your company is already on Handshake, it will populate as an option to select from in the drop-down list. Click "request to join" and notify your company's internal Handshake account owner to gain access. Not sure who that is? Feel free to reach out to Associate Director of Employer Relations, Brionna Johnson, at [bmjohnson@uga.edu](mailto:bmjohnson@uga.edu) for additional guidance
  - b. If your company is not already on Handshake, you will have the option to create a new company profile. Learn [How to Create a New Company Profile](#) here. You will need to provide a business registration number and government ID to proceed.
7. Wait for approval from Handshake (if creating a new company) or your organization's Handshake account owner (if joining an existing Handshake company page).
8. Once your account is created and approved, you can then proceed to [post open jobs](#) directly to the platform.

## PART 2: How to Post a Job on Handshake

**Please note:** All role types except for Representatives can post and manage jobs. You may use the following hyperlink to explore the [Handshake Employer Role Types](#). To change your role type, you must contact your company's account manager.

1. Log-in to your Handshake account and click "Jobs" on the left navigation bar
2. Then, click the black "Create job" button in the upper-right corner
3. Complete the job posting by including the following:
  - a. Basic Information
  - b. Position Details
  - c. Location Requirements
  - d. Time Requirements
  - e. Compensation and benefits
  - f. Job category – [learn more about job roles and groups here](#)
  - g. Candidate qualifications
  - h. Selected schools (**be sure to select the University of Georgia!**)

- i. Application process and hiring team
4. Review the details and modify any sections as necessary
5. Then, click the black “Post job” button

## **PART 3: How to Post an Employer Event in Handshake**

**Please note:** After joining Handshake, creating your profile, and connecting with your company, you'll need to request and gain approval from the UGA Career Center to begin the recruiting process. Click the link above to learn more about the process.

Once you request approval, you'll be placed in “*Pending*” status until our staff approves your request to connect. While in Pending status, you won't yet be able to interact with students, post events, or create interview schedules. You are welcome to create a job posting, but you won't be able to post it to UGA (and our students) until you are approved. Reach out to Recruiting Coordinator Debi Grayson at [debig@uga.edu](mailto:debig@uga.edu) for additional support with this process.

### **Once approved, follow these steps to post an Event or Info Session:**

1. Select “Events” on the left-hand navigation bar
2. Click “Create Event” in the right-hand corner of the page
3. Enter required event information including:
  - a. Event Name and related Categories
  - b. Start & End Date(s) and Time Zone
  - c. Point of Contact (Also, indicate whether you are willing to receive messages)
  - d. Event Modality (On-campus, Off-campus, and/or Virtual)
  - e. Location (Available for Off-campus and Virtual events only – For On-campus events, please be sure to indicate the location in the event description)
  - f. Host School (please note that only one school per event may be selected)
  - g. Branding Image (This will default to your company logo, but can be changed)
  - h. Detailed Event Description
4. An Event page will be generated where you can track your event and interact with student and alumni who have submitted an RSVP

## **PART 4: Additional Resources & Assistance**

[Handshake Help: Creating an Account](#)

[Handshake Help: How to Post a Job](#)

[Create a Handshake Account, Join a Company, and Connect with Schools](#)

[Optimize your Events and Fairs: More details about managing the event page](#)

[Additional Employer-Facing Handshake Help Articles](#)

[Learn more about recruiting at UGA](#)

[Schedule an Employer Consultation](#)