UNIVERSITY OF GEORGIA
Career Center

Information for UGA Employers: Posting an Event

The [UGA Career Center](#) is now using [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. UGA students and alumni have exclusive access to Handshake to search for career and internship opportunities, and receive personalized recommendations based on their skill sets, strengths, and indicated interests.

You may create your Handshake account at

https://uga.joinhandshake.com/register

Please note: After joining Handshake, creating your profile and connecting with your company, you'll need to get permission to connect with UGA in order to begin the recruiting process. To learn more read: [How do I find and request access to a school?](#) As soon as you request approval, you'll be placed in "Pending" status until UGA's Career Center staff approves your request to connect. While you're 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 actually be able to post it to UGA (and our students) until you are approved. Employer requests are typically received within a couple of business days.

Posting a Recruiting Event or Info Session:
1. Select "Events" on the left-hand navigation bar.
2. Click on "Request Event" in the right-hand corner of the page.
3. Enter required event information including Event Name, Format, Host School (only one school per event may be selected), Contact, Event Type (for On-Campus Events), Start & End Date(s), Time Zone, Branding Image (will default to your company logo, but may be changed), and Description.
4. An Event Overview page will be generated. From here you can track and interact with student and alumni RSVPs for your event. For more information on interacting with Event RSVPs, see [How to access and message Event RSVPs](#)

Additional Help / FAQs about using Handshake
Learn more about recruiting at UGA

Questions?
Please feel free to reach out to a member of the UGA Career Center's [Employer Relations team](#).