

How-To: Create a Profile on Handshake



UNIVERSITY OF
GEORGIA

Learn how to create an engaging corporate profile on Handshake, an easy-to-use recruiting and networking platform.

STEP 1 Go to Handshake

<https://www.joinhandshake.com/employers/>

STEP 2 Select "Create Free Account"

STEP 3 Select "Employer"

Fill in Each Field

Use your corporate email address.

STEP 4 Choose the types of students you'd like to recruit

Add your alma mater, if you choose

Tailor your outreach to students in specific areas of study.

STEP 5 Review Handshake Employer Guidelines

Select "Yes"

Select "Confirm Email"

You will be sent a confirmation email. If you do not see it within an hour, check your spam and junk folders.

STEP 6 Open Email from Handshake

Confirm Email Address

STEP 7 Create New Company

Follow the directions to fill in each field. The more complete the information, the better.

STEP 8 Select "Connect to Schools"

Connect with UGA

How-To: Post a job on Handshake



UNIVERSITY OF
GEORGIA

Next, learn how to post an accessible and clear job listing on Handshake.

STEP 1 Go to your Handshake Home Dashboard

STEP 2 Select "Post a Job"

You can also select "Jobs" in the tool bar on the left.

STEP 3 Fill in Each Field

Choose either "Apply in Handshake" or "Apply through external system"

Click "Next"

If you choose to link to an external system, such as Indeed or Monster, add in the URL link to your job posting on that site.

STEP 4 Include a clear job description

Fill in the Remaining Details

Click "Next"

The job description can be copied and pasted from an existing post. The more complete and detailed the information, the better.

STEP 5 Choose the ideal graduation date, year in school, GPA, and degree for your candidate

Click "Next"

Select the major category, then choose specific majors within that category. If you'd like to choose majors specific to UGA, select "Choose a specific major by school."

STEP 6 Search "University of Georgia"

Select Start & Expiration Dates

The start date is the date that students will be able to start applying. The expiration date is the date that the job listing will be taken off of Handshake.

STEP 7 Click "Save"

STEP 8 Wait 3-5 business days for UGA to approve