

EMPLOYER TIPS FOR *Handshake*

1 COMPLETE YOUR EMPLOYER PROFILE

Your trust score will increase if your profile is complete.

2 POST FILL-TIME JOBS, INTERNSHIPS, STUDENT EMPLOYMENT JOBS

- Keep posting fresh and updated to market to students year round.
- Use screening criteria to receive the most qualified applicants.
- Partner with Lake Land College Career Services if you feel you are not receiving enough interest/applicants.

3 REGISTER FOR CAREER FAIRS AND UPCOMING EVENTS

- Click on **Fairs** on the left hand side to review Lake Land College career fairs and events.
- Wait lists for large career fairs is common so please register.
- You can also contact Stephanie Anderson at sfreeman41826@lakelandcollege.edu to register for job fairs.

4 SET UP ON-CAMPUS OR VIRTUAL INTERVIEWS

There are a number of different schedule type options for on-campus and virtual 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 FOR STUDENT RÉSUMÉ

- Student résumés are available from your students who registered for a fair, RSVPed to an event or applied to a job.
- You can email students on an individual basis through the Search Students tab (100 message limit per recruiting season).
- To bulk download résumés, you will need to contact Handshake:
 1. Log into your Handshake.
 2. Click on **Help** in the top right corner.
 3. Contact support.

6 SCHEDULE A RECRUITING AT LAKE LAND COLLEGE

- Career Services staff are available to consult with you to maximize your efforts.
- Call 217-234-5288 to schedule your recruiting table at Lake Land College.

7 USE HANDSHAKE HELP CENTER FOR ACCOUNT QUESTIONS

support.joinhandshake.com

CONTACT

Career Services

217-234-5288

careerservices@lakelandcollege.edu

lakelandcollege.edu/career-services