

EMPLOYER GUIDE TO



CREATING A USER ACCOUNT



1. Visit lamar.joinhandshake.com to create an employer account
2. You will need to be conne

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

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 ?

