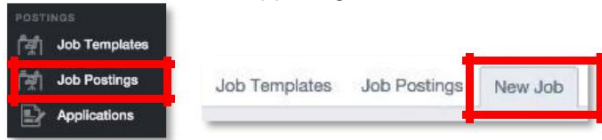




How do I post a job in Handshake?

1. [Log in](#) to your Handshake account.
2. Click on “**Job Postings**” on the left-hand side, and then “**New Job**” in the upper-right hand corner.

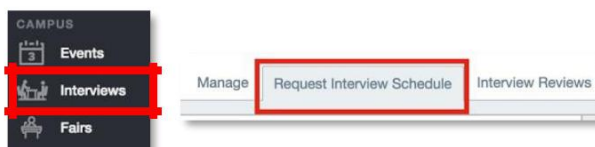


3. Complete the fields to create a new job.
4. You can distribute the job posting to one or more universities at which you wish to recruit. The “**Schools**” tab will allow you to do so. Select **University of South Carolina** in the options to post the job for UofSC students and alumni.
5. All jobs will need to be approved by the Career Center before they can be seen by students.

For a job posting walk-through in Handshake, we recommend [checking out their video and guide here](#).

How do I post an interview schedule?

1. [Log in](#) to your Handshake account.
2. Click “**Interviews**” on the left navigation bar. Click “**Request Interview Schedule**” in the upper right-hand corner. Fill out the basic sections of the form.

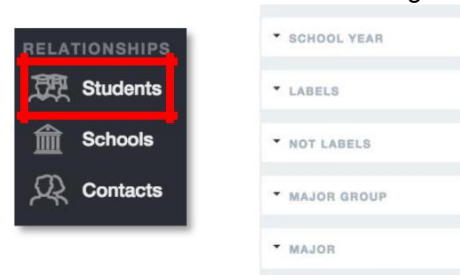


3. Complete the fields to request an interview schedule.
4. Be sure to complete the “**Basics**,” “**Qualifications**,” “**Timeline**,” and “**Review**” sections by clicking “**Next**” until you have completed each section. Once you are finished, click on “**Request**.”
Under the “**Qualifications**” section, you may create or select the job to associate with the interview schedule.

For an interview posting walk-through in Handshake, we recommend [checking out their online guide here](#).

How do I search for students?

1. [Log in](#) to your Handshake account.
2. Click “**Students**” on the left-hand navigation bar.



3. **Select the criteria** (Ex: Major, Skills, Student Organizations, School Year, Keywords) for your search on the left-side of the screen.

If you are interested in downloading student resumes:

1. Click “**Bulk Actions on Checked Items**” in the upper right-hand corner.
2. A drop-down menu will appear. Click “**Download Public Resumes: PDF**” or “**Download Public Resumes: Zip**” depending upon your preference.
3. A window will pop up. Click “**Confirm**” to proceed with the download.
4. A window will appear when your results are ready. Click the link to view your results.

For a job posting walk-through in Handshake, we recommend [checking out their video and guide here](#).

Training Resources & Technical Support:

To learn about Handshake, we suggest starting with their [Support Center for Employers](#) for answers to frequently asked questions.

To contact technical support, click on “**Help**” in the upper right-hand corner and then select “**Contact Technical Support**” to create a ticket to go to Handshake Technical Support.

