

Employer Guide to HANDSHAKE

We are excited to hear of your interest in recruiting University of Arkansas students. Once your account is created, you will be able to post full-time job and/or internship opportunities, as well as register for events. Please follow these steps to create your account.



1

CHOOSE ACCOUNT

Visit <https://uark.joinhandshake.com> and click on "Need an Account?" on the top right corner of the page. Select which type of account you'd like to create: Employer.

2

INPUT INFORMATION

Once you select "Employer," input the requested information. Your email address and password will serve as your log-in credentials for the system.

3

ACTIVATE ACCOUNT

The system will ask if you are a Third Party Recruiter. Select either "Yes, I am" or "No, I am not." and continue. You will receive a confirmation email in order to activate your account. Follow the numbered timeline on the bottom of the browser to continue the registration process

4

CREATE COMPANY PROFILE

If you are creating a new company profile, it will ask for a few details including name, website and company email address. Once this information is filled out, you can choose the "Create Company Profile" box. Create a Company Profile and choose "Create New Employer."

5

POST JOBS & REGISTER FOR EVENTS

After successfully creating your account, or linking your email address with an existing company, you will now have the option to post jobs, request on-campus interviews and register for upcoming events.

6

EMAIL CONFIRMATION

Once your account has been approved, you will receive an email confirming your connection to the University.

7

NAVIGATE OPTIONS

Use the left-hand toolbar to navigate the options at the University, such as Events, Interviews, Fairs, and Job Postings.

Have questions? Contact Trish Nicholson
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