Handshake is designed to help you manage your recruiting experience at Wake Forest.

CORE FEATURES FOR EMPLOYERS
(all accessible from the left-hand navigation bar)

Postings
- Post New Jobs
- Search & Manage Contacts

Relationships
- Search & Message Students
- Manage University Activity
- Manage Staff Contacts

Campus
- Create & Manage Events
- Approve Interview Schedules
- Make Candidate Selections
- Register for Career Fairs

Surveys
- Complete University Surveys

STEPS TO GET STARTED

Step 1) Register: Connect your Handshake account to your employer by accessing the link sent via the email invitation from notifications@handshake.com.

Step 2) Profile Completion: Select “Profile” from the left-hand navigation and enter the following:
- Work Experience: Enables WFU staff to send programs details based on your area of expertise
- External Links: Share links to your company websites and resources

Step 3) Select “Account” in the upper right-hand corner and enter the following:
- Bio & Title: Provide your job title and bio for us to share events and information relevant to your role
- Public Profile (Optional): Makes your profile viewable to students in the Handshake system
- Mobile Number (Optional): Add your mobile number for system participants to access
- Calendar Export: Syncs WFU events and interviews to your calendar for ease of viewing
- Photo: Viewable by school administrators and students
- Roles: Handshake allows recruiters across an organization to set up individual profiles that are tied to the same company. Selecting system roles allows you to designate particular responsibilities to each staff member if desired.

Step 4) Select “Notification Preferences” to set your preferences for Applications, Messages, Employer Users, Events, Interview Schedules, Jobs, Schools, Career Fairs, Documents and Notes. You have three notification options for all system activity:
- Push Notification: Alert notifying you of the activity via your cell phone
- Notification: Notification within the Handshake system
- Email: Email message notifying you of the activity

Step 5) Company Profile – Click on your company name on the left-hand navigation to complete your organization’s profile. Add your website, attachments, and any contact details you want students to view in the system.

CONGRATULATIONS! YOUR PROFILE IS NOW COMPLETE.
On the upper-right navigation, select "Help" to access resources to answer questions that may arise:

- **Contact Technical Support** – Chat with a member of the Handshake support team live within the system.

- **Support Portal** – Search the Knowledge Base to find step-by-step instructions on how to do anything you are interested in doing in the system.

- **Show Intro** – Access WalkMe technology that will take you to the relevant screen in Handshake and mouse you through the steps you need to take to complete the desired action.

- **Teachme.JoinHandshake.com** - Register for the Employer Overview webinar to learn how to post jobs and events, and manage relationships in Handshake.

For questions specific to the Wake Forest University recruiting calendar, interview schedules and recruiting policies, please contact a member of our team: [http://business.wfu.edu/recruiters/employer-experience-team/](http://business.wfu.edu/recruiters/employer-experience-team/)