

HANDSHAKE INSTRUCTIONS FOR ON-CAMPUS RECRUITING EVENTS

Benefits of On-Campus Recruiting:

- Gives you a competitive edge on hiring
- Hire faster and smarter at no cost
- Save time by allowing Handshake to manage your scheduling
- Receive substantial marketing efforts to students and faculty
- Opportunity to meet with multiple students the same day
- Provide awareness of your company to students and alumni at UW-Superior
- Meet with faculty during breaks



REQUEST AN ON-CAMPUS RECRUITING EVENT

1. Click **Create an Event** on your homepage OR go to **Events** on the left hand navigation bar and click **Request Event** in the top right hand corner
2. Fill out the information requested about the event:
 - **Host School:** Select UW-Superior from the list of your connected schools
 - **Type:** Select the type of event this will be to help students know what to expect
 - **Name:** Type the name of the event that will be visible to the school and students
 - **Invite Only:** Select this box if you will be inviting specific students to the event. Leave this unchecked if you would like this event to be open to all students
 - **Start and End Date of the Event**
 - **Image:** Upload an image visible to both the school and the students. If an image is not uploaded, the host school's logo will be visible
3. Fill out the description of the event (visible to both the school and students) and complete any required survey questions
4. Click **Request Event**. From here, you will be taken to the Overview page, where you will see the status as **Pending** in the top right hand corner. This will remain pending until Career Services approves the event. You will also see a summary of the information you provided, including your survey responses. If you need to change any of these details, please click **Edit** in the top right hand corner
5. Navigate to the **Qualifications** on the top right hand corner where you can specify which types of students will qualify for the event. If you would like to leave this event open for all students, you can leave the qualifications blank. Click **Update Qualifications** in the bottom right corner when you have completed this step.
6. Once Career Services has approved the event, you will no longer see the Pending status in the upper right hand corner of the screen on the Overview page. Instead, there will be a comment under "Activity and Comments" that states who approved the event and when. The event is now finalized!
 - **Note:** You will not be able to edit your event once it has been approved. Please reach out to Career Services if changes to the event need to be made.

**If you have any questions regarding Handshake, please contact Career Services
at: 715-394-8024 or career@uwsuper.edu**