

Virtual Employer Services

ATU Career Services recognizes the challenges this remote season brings. Our team is here to support you in the coming weeks and looks forward to assisting you with all your recruitment needs.

Effective immediately, whether you need to schedule virtual interviews or sessions, post a position, or have a different question or need, here is how to connect with us and take advantage of our continued services:

On-Campus Recruiting (OCR)

To request a virtual interview schedule, log into [Handshake](#) (if you have never created a username/company in Handshake check out the instructions [here](#)) and click on “[Request an Interview](#)”. If you need help getting set up, visit the [Handshake Help Center](#). We encourage you to host your interviews via [Zoom](#) or [Cisco WebEx Teams](#)/Meetings – students already have this account free for them to use.

Engage Students Virtually: Workshops, Webinars, Brand Awareness Sessions, & More

Host an online resume review or promote general opportunities within your organization and help familiarize students with our company’s culture. Work with a Career Services staff member to create a virtual event that is right for you.

We encourage you to host your virtual session via [Zoom](#) or [Cisco WebEx Teams](#)/Meetings. Once you schedule your virtual event via Zoom or WebEx, ***email us the date and time along with the meeting URL and ID number and we will promote to our students.***

1. Log into [Handshake](#) (If you do not already have an account, please [register](#)).
2. Click on the blue “Create an Event” button
3. Complete the Request Form, enter and submit details regarding your Virtual Session request. Choose “Virtual” as the event format
4. Click “Save” at the bottom of the page
5. Event requests will be approved within 1-2 business days

If you need help getting set up, visit the Handshake Help Center article “[How to Request an Event](#)” or email one of our staff members.

Job/Internship Postings

Post, employment and internship opportunities easily and at no charge through Handshake, our online database reaching thousands of students and alumni. Visit the Handshake Help Center article “[How to Post a Job](#)” for step-by-step instructions.

ATU Handshake Resources

[Find the Talent You’re Looking for](#) / [How to Write a Personalized Recruiting Message to Students](#) / [4 Things Gen Z Wants From Their Next Job](#) / [Tools and Tips](#) / [Early Talent Trends](#) / [Diversity and Inclusion](#)

Questions?

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