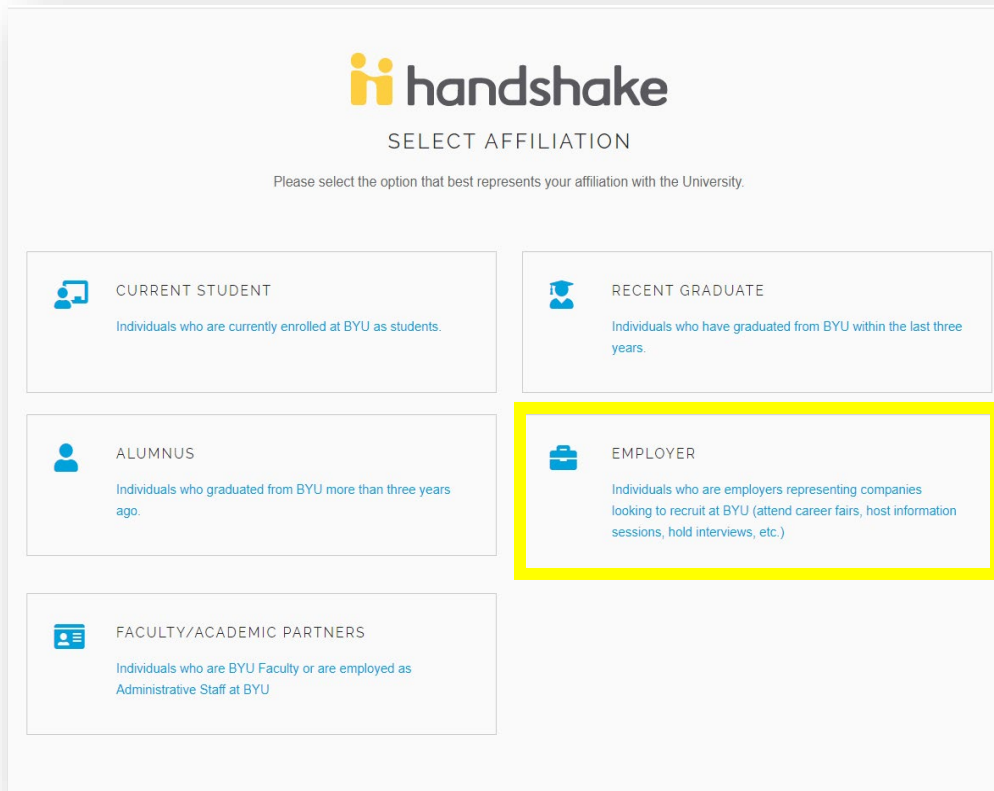


# Maximizing Digital Student Engagement on BYU Handshake

1

You will need a Handshake account.  
To create an account, go to [handshake.byu.edu](https://handshake.byu.edu).



The image shows the Handshake account creation interface. At the top is the Handshake logo and the text "SELECT AFFILIATION". Below this is a prompt: "Please select the option that best represents your affiliation with the University." There are five selection boxes arranged in two columns. The "EMPLOYER" box in the second column is highlighted with a yellow border. Each box contains an icon, a title, and a description.

Icon	Affiliation	Description
	CURRENT STUDENT	Individuals who are currently enrolled at BYU as students.
	RECENT GRADUATE	Individuals who have graduated from BYU within the last three years.
	ALUMNUS	Individuals who graduated from BYU more than three years ago.
	EMPLOYER	Individuals who are employers representing companies looking to recruit at BYU (attend career fairs, host information sessions, hold interviews, etc.)
	FACULTY/ACADEMIC PARTNERS	Individuals who are BYU Faculty or are employed as Administrative Staff at BYU

Click SIGN UP FOR AN ACCOUNT.

Select EMPLOYER.

Fill out the requested information.

Click SIGN-UP.

Fill out recruiting interests and your ALMA MATER.

Click CONTINUE.

Review Employer Guidelines.

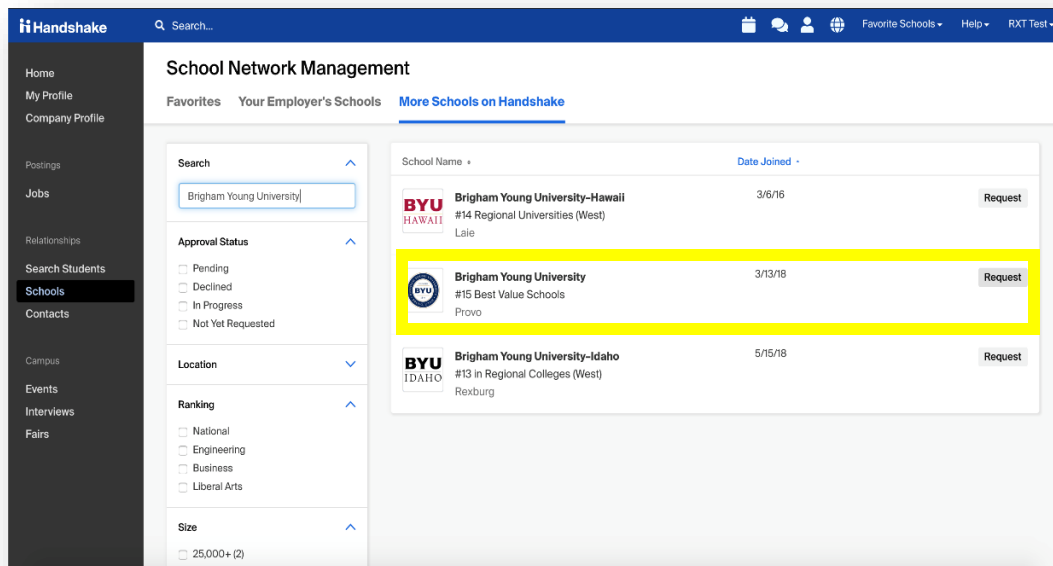
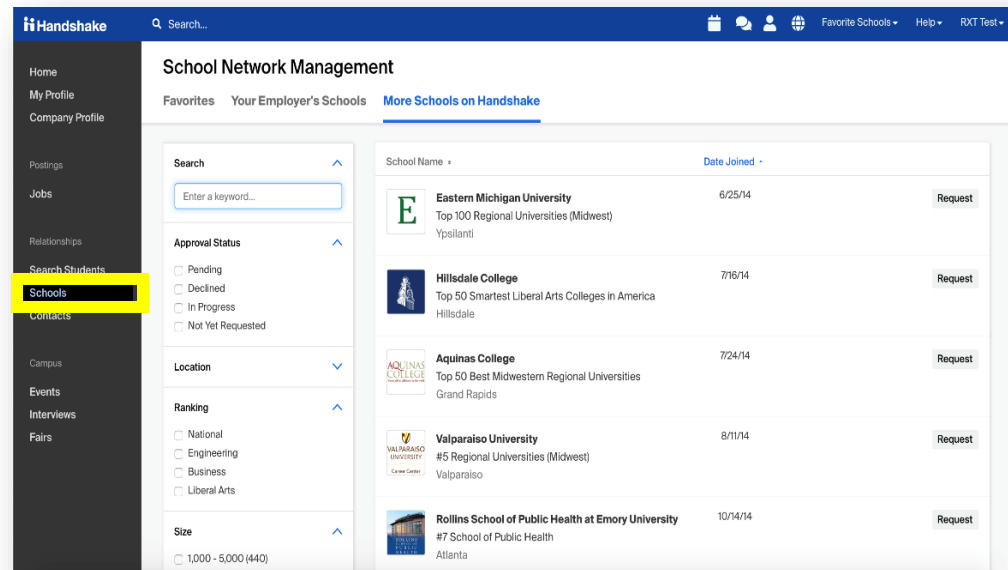
Click CONTINUE.

If you already have a Handshake account, but are not connected with BYU, please follow these instructions to add BYU as a school.

Login to Handshake.

Select SCHOOLS.

Select 'Add More Schools'.



Type in 'Brigham Young University'.

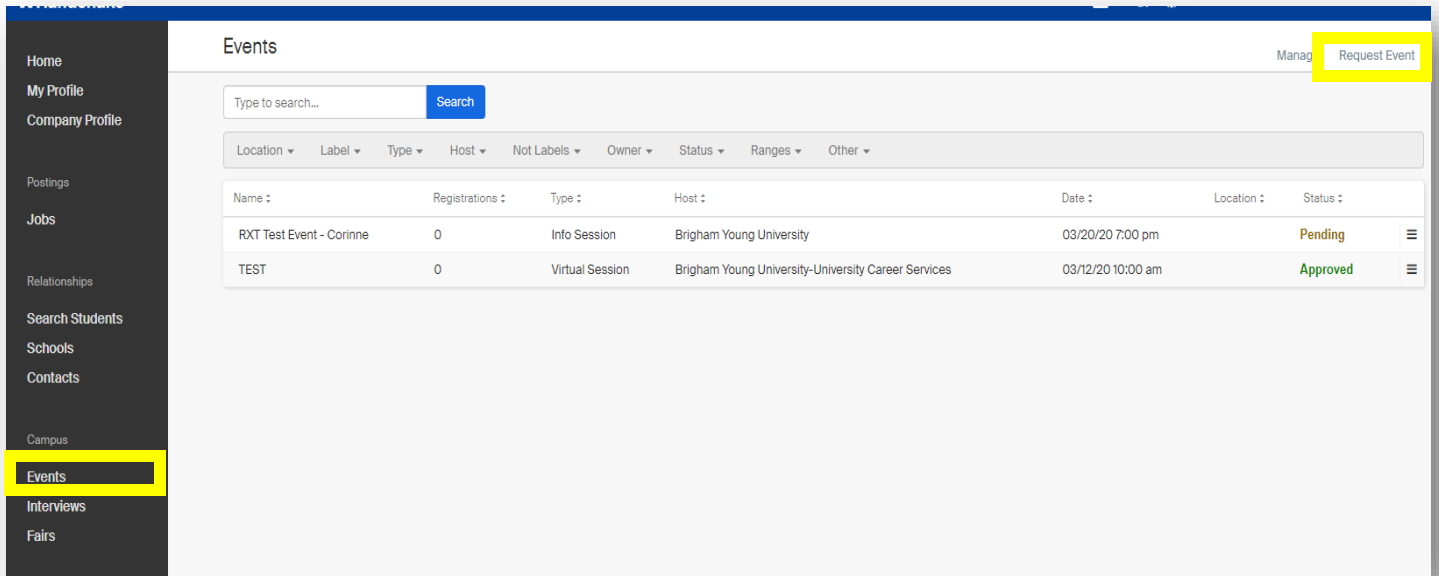
Click REQUEST.

Wait for your request to be approved.

## 2

## Host a Virtual Info Session

1. Click on **Events** in the left-hand navigation bar.
2. Click on **Request Event** tab in the upper right-hand corner.



3. Enter the *required* event information into the following fields:

### Event Name

- Name the event: 'Company Name: Virtual Information Session'
- For example, 'Brigham Young University: Virtual Information Session'

### Format

- Click on 'Virtual: My company is hosting this event virtually.'

### URL

- Put a link to your virtual information session here.

### School

- Only one school per event created can be requested. Select 'Brigham Young University' from the drop down list.

### Contact

- Multiple contacts may be added here. To add a contact, start typing the name of that contact. If you need to add a contact that is not yet added to your company in Handshake, we recommend clicking on Contacts in the left-hand navigation bar to create a new contact.

## Start & End Times

- We recommend clicking on the small calendar icon to easily select the desired start and end dates for your event.

## Time Zone

- Make sure you are submitting the times of your event in Mountain Standard Time (MST).

## Branding

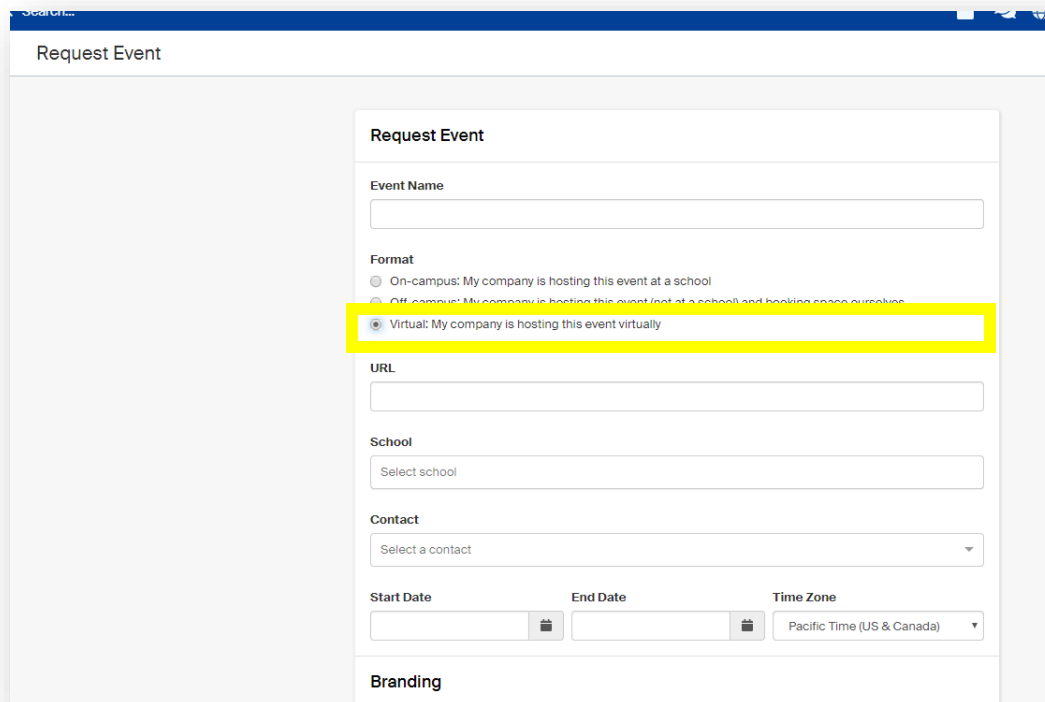
- Whichever logo your company profile currently had on Handshake will be automatically added here. However, you may change the branding image by clicking on the small pencil icon towards the right corner of the image.

## Description

- Since this is a virtual event, we highly encourage you to put as much information here as possible. Use this section to detail the event or as a message to invite students.

4. Click on **Save** to save and request your event!

*Once your event has been created, you will be brought to the Overview page of your event. Here you can view the general event information including date, time, location, description, activity and comments. You can also view a quick snapshot of your RSVPs in the box towards the right of the Overview page.*



The screenshot shows the 'Request Event' form in Handshake. The form is titled 'Request Event' and contains several sections: 'Event Name' (a text input field), 'Format' (three radio button options: 'On-campus: My company is hosting this event at a school', 'Off-campus: My company is hosting this event (not at a school) and booking space ourselves', and 'Virtual: My company is hosting this event virtually'), 'URL' (a text input field), 'School' (a dropdown menu with 'Select school'), 'Contact' (a dropdown menu with 'Select a contact'), 'Start Date' and 'End Date' (each with a text input field and a calendar icon), 'Time Zone' (a dropdown menu with 'Pacific Time (US & Canada)'), and 'Branding' (a section at the bottom). The 'Virtual' option under the 'Format' section is highlighted with a yellow box.

**If you have an existing event, please contact us to assist you in switching the event to a virtual event.**

# 3

## Host an Online Interview

1. Click **Interviews** on the left navigation bar.
2. Click **Request Interview Schedule** in the upper right corner.
3. Fill out the form completely.

### School

- Please fill out 'Brigham Young University'.

### Career Center

- Please select 'BYU Career Services-Main Career Center'.

### Contacts

- You can type in your contacts here. Note if they aren't populating, you can add a contact by clicking on [Click Here](#).

### Interview Schedule Name

- We suggest putting 'Virtual' into the name of your interview. i.e. 'Virtual-Spring Interviews'.

### Interview Schedule Description

- Here you can put a link to the virtual experience for your students.
  - Here you will provide your virtual link.
  - Contact information for student to reach out with questions.
  - Remind students to attach resumes.

Request Interview Schedule

Manage Request Interview Schedule

\* What school would you like to interview at?

School...

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

Who from your company will be attending this interview?

Choose contacts...

Add a contact from your company so they will receive email updates about the interview schedule. Not necessary to contact your company to add a contact.

Interview Schedule Name

Virtual-Spring Interviews

Use this field to uniquely identify an interview schedule. The interview's name will also include the job title, school and your company name.

Interview Schedule Description

Students will meet with two interviewers for 20 minutes each back to back

Any additional information about the schedule or your company you want to share with students and career services.

☐ Only allow students to apply to one job attached to this interview schedule?

You can set this field once more than one job is attached to the schedule.

Cancel < Previous Basics Timeline Jobs Review Next >

4. Click Next to go to the Timeline tab.

### Date

- Select the date. Use the calendar icon.

### Requested Room Count

- **Please request 1 room.**

### Details

- Here you can put any additional details you would like the Career Services staff to know.

The screenshot shows the Handshake 'Request Interview Schedule' page. A modal titled 'Add a Date' is open in the center. The modal contains the following fields and instructions:

- Date:** A date picker showing '2020-03-16'.
- Alternate Date:** A text input field with the placeholder 'yyyy-mm-dd'.
- Requested Room Count:** A text input field with the instruction: 'How many rooms will you need on this date? Only request rooms that you know you will need.'
- Details:** A larger text input field with the instruction: 'If you have any extra details about what the rooms will be used for (especially if more than one room is needed), leave those here for the reviewer. For example "Two reviewers, one in each room".'

At the bottom of the modal are 'Cancel' and 'Add Date' buttons. The background shows a calendar view with dates like 'Monday, March 16th 2020' and 'Saturday, March 21st 2020'. At the bottom of the page, there is a navigation bar with buttons: '< Previous', 'Basics', 'Timeline' (highlighted), 'Jobs', 'Review', and 'Next >'.

The next page on the Timeline tab will need the following information completed.

### Review Selected Interview Dates

- Double check the date you requested is correct.

### Choose Your Preferred Timeline

- Please select the 'Open' option.

### Select Your Interview Slot Template

- Select 'Virtual Interview Half Day-Morning' or 'Virtual Interview Half Day-Afternoon'

Handshake

Search...

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Postings

Jobs

Relationships

Search Students

Schools

Contacts

Campus

Events

Interviews

Fairs

Request Interview Schedule

Manage

Request Interview Schedule

←

Week of Monday, March 16th

→

Refresh

<div>1 room requested</div> <div>Monday, March 16th 2020</div> <div>12 available rooms</div>	<div>Tuesday, March 17th 2020</div> <div>12 available rooms</div>	<div>Wednesday, March 18th 2020</div> <div>12 available rooms</div>	<div>Thursday, March 19th 2020</div> <div>0 available rooms</div>	<div>Friday, March 20th 2020</div> <div>11 available rooms</div>	<div>Saturday, March 21st 2020</div> <div>0 available rooms</div>
--	---	---	---	--	---

Review Selected Interview Dates

March 16th 2020 (1 Room)

✕

Room availability shown is subject to change as other users request interview schedules. Use the refresh button to get the latest availability.

Choose Your Preferred Timeline ⓘ

☐ Room Only Interview

Use this option if you just want to reserve a room, but you want to build your own interview schedule. This will give students 30 days to apply for your position in Handshake.

☒ Open

During an "Open" period, any student who meets the specified job or interview qualifications is allowed to reserve an interview slot (without manual approval).

☐ Preselect Continuous

A pre-select continuous schedule is where an employer sets candidate screening criteria and is able to review resumes and select students before the application deadline. Selected students can sign up for interview slots right away.

☐ Preselect to Alternate - 30 Day Student Application Period

If you are interested in managing your applicants in Handshake please use this option. Primary and alternate student choices are selected after the application period. Primaries are allowed to sign up before alternates.

Cancel

< Previous

Basics

Timeline

Jobs

Review

Next >

5. Attach a job to the interview.