



# BYU HOW TO GUIDEBOOK: **VIRTUAL PROCESS**





Thank you for your interest in recruiting at Brigham Young University. We cannot wait for you to get connected with our students and alumni who are looking to work for organizations like yours.

BYU Handshake is Career Services' online system for posting jobs, internships, and career positions. Its features allow you to:

- Managing all your campuses and posting positions once.
- A mobile experience – update your job postings, view applicants, and more all while on the go using Handshake's responsive design.
- Engaging with students and alumni in the BYU Handshake community.

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# HOW TO ACCESS AND COMPLETE YOUR BYU HANDSHAKE ACCOUNT AND PROFILE

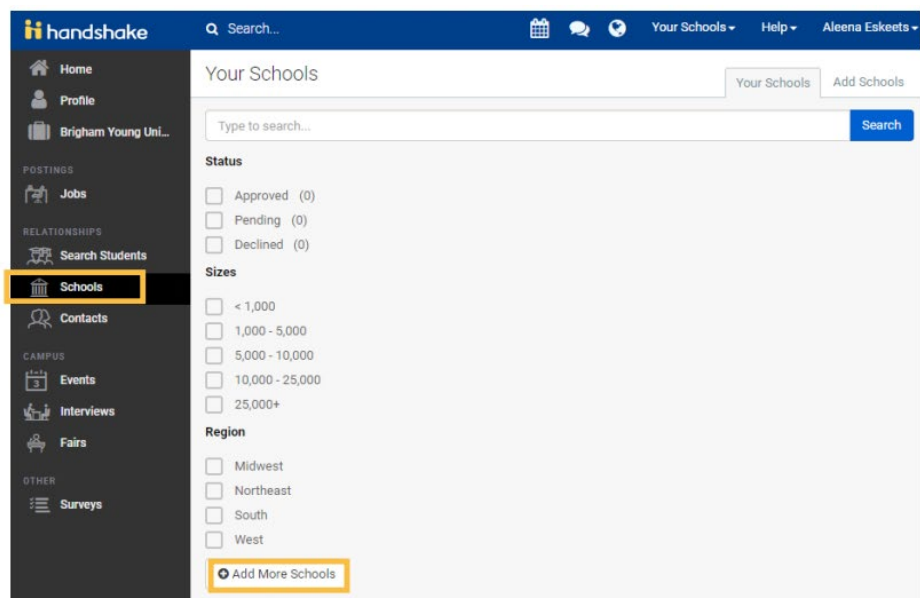
1

## EMPLOYERS WHO HAVE A HANDSHAKE ACCOUNT BUT NOT A BYU HANDSHAKE ACCOUNT

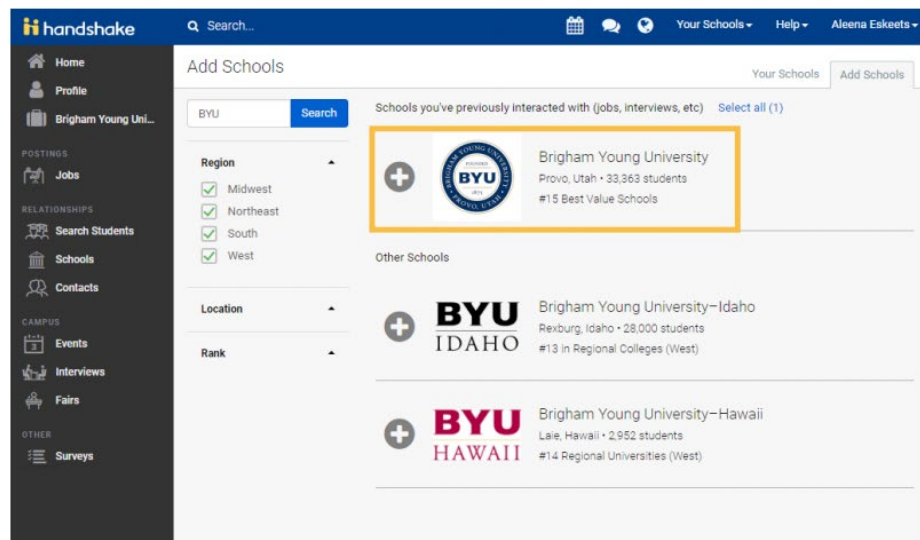
If you have an account in Handshake, but are not connected with BYU, follow these instructions to add BYU as a school

Log into Handshake and select “Schools” on the left-hand side

Select “Add More Schools”



Type in “BYU” and select “Brigham Young University” (Make sure that Provo, Utah is the location)



## 2

### EMPLOYERS WITHOUT ANY HANDSHAKE ACCOUNT

To create an account in BYU Handshake, go to [handshake.byu.edu](https://handshake.byu.edu)

**BYU** Career Services

**handshake**

**SELECT AFFILIATION**

Please select the option that best represents your affiliation with the University.

**CURRENT STUDENT**  
Individuals who are currently enrolled at BYU as students.

**RECENT GRADUATE**  
Individuals who have graduated from BYU within the last year.

**ALUMNUS**  
Individuals who graduated from BYU more than one year ago.

**EMPLOYER**  
Individuals who are employers representing companies looking to recruit at BYU (attend career fairs, host information sessions, hold interviews, etc.)

Click SIGN UP FOR AN ACCOUNT

Select EMPLOYER

Fill out requested information

Click SIGN UP

Fill out recruiting interests and your Alma Mater

Click CONTINUE

Review Employer Guidelines

Click CONTINUE

### TIPS FOR SETTING UP YOUR EMPLOYER ACCOUNT

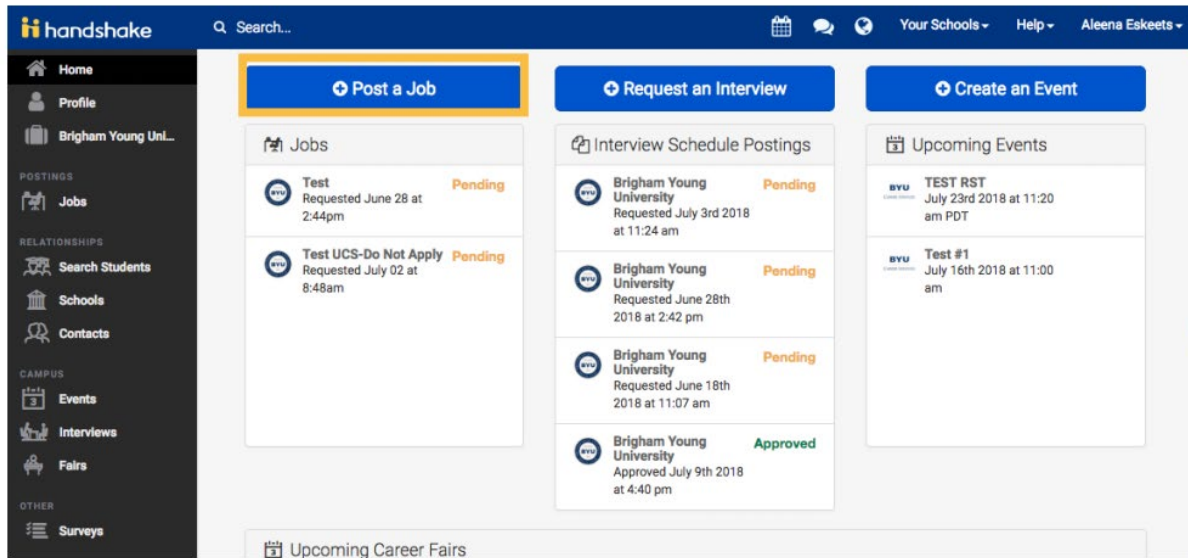
- Read over BYU Recruiting's "Employer Guidelines" and make sure the types of jobs and events you are requesting complies with these principles.
- Be sure your company profile is complete with company contact information that includes:
  - Address (One that is not residential)
  - Phone number
  - Email
  - Website

# HOW TO POST A JOB TO YOUR BYU HANDSHAKE ACCOUNT

Once you have been approved to post positions at BYU, there are two ways to post a job:

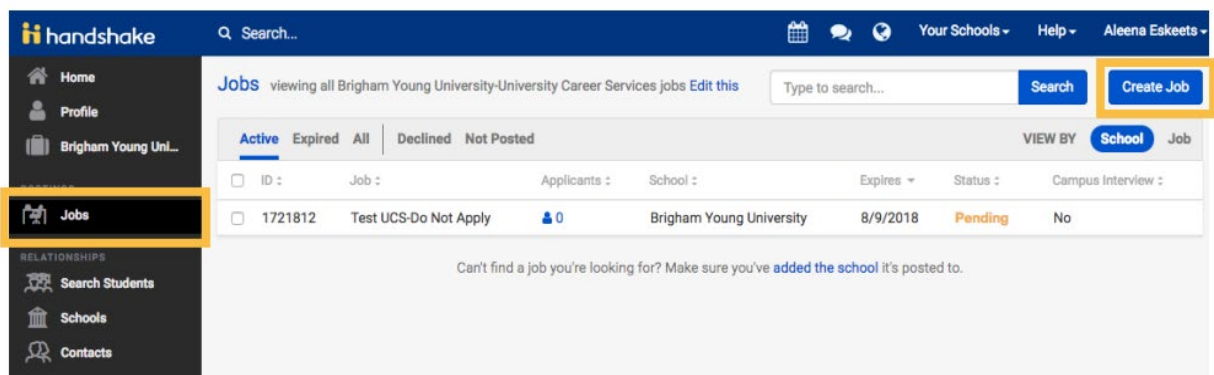
1

ON THE HOMEPAGE OF YOUR HANDSHAKE ACCOUNT, CLICK “POST A JOB”



2

CLICK THE JOBS TAB AND CLICK “CREATE JOB”



**3**

### GO THROUGH THE REQUIRED PAGES ON HANDSHAKE FOR THE JOB POSTING

There are four required pages of the job posting form: Basics, Details, Preferences, and Schools. You do not have to fill out every field to create your job – required inputs will be identified with an asterisk (\*). NOTE: the more fields you complete, the more likely you will be to attract well-qualified candidates.

**4**

### SELECT BYU TO POST AT AND CREATE YOUR JOB POSTING

Once you have finished editing your job posting, select Brigham Young University from the left column using the + button and click "Create" to post your job.

The screenshot shows the 'Schools' page of the job posting form. On the left, there is a search bar labeled 'Search Your Schools' with a magnifying glass icon. Below it are three items: '+ ADD ALL SCHOOLS', '+ Brigham Young University' (highlighted with a yellow box), and '+ Find more schools'. On the right, there are two date pickers: 'Global apply start date: ⓘ' and 'Global post expiration: ⓘ', each with a 'Set global date' button and a calendar icon. Below these is a message: 'You haven't selected school(s) to post this job to yet. Choose which schools you'd like to post to on the left.' At the bottom, there is a 'Cancel' button, a navigation bar with buttons '< Previous', 'Basics', 'Details', 'Preferences', 'Schools' (highlighted with a yellow box), 'Next >', and a 'Create' button (highlighted with a yellow box).

***At Brigham Young University, upon clicking Create, your jobs will go through an approval process before being visible to students.***

***You can add other schools to job postings even after they are initially created. To do this, return to this screen and click the + button next to the school's name.***

# HOW TO CREATE A VIRTUAL INTERVIEW SCHEDULE ON YOUR BYU HANDSHAKE ACCOUNT

Once you have posted a job to a school, you may want to request a virtual interview schedule.

1

## LOG INTO YOUR HANDSHAKE ACCOUNT AND SELECT REQUEST AN INTERVIEW

The screenshot displays the BYU Handshake account dashboard. At the top, there are three main action buttons: 'Post a Job', 'Request an Interview' (highlighted with a yellow border), and 'Create an Event'. Below these buttons are three columns of content:

- Jobs:** A list of four job postings, all marked as 'Approved'. The jobs are 'Fake Software Job', 'Fake Business Intel', 'FAKE Job', and 'Fake Job #2'.
- Interviews:** A list of six interview requests, all marked as 'Approved'. The requests are from 'Brigham Young University' and were approved at various times.
- Upcoming Events:** A list of five upcoming events, all marked as 'Approved'. The events are 'FAKE EVENT RXT', 'Test - Will #6: Communications, Education, Health Professions, Humanities & Languages', 'TEST BY WILL RXT', 'Test - Will #4 ENGINEERING AND DATA', and 'test - Will #5 Computer Science, Information Systems & Technology, Engineering, General Studies'.

# 2

## GO THROUGH AND FILL OUT INFORMATION FOR INTERVIEW

### Request Interview Schedule

Manage

Request Interview Schedule

**What school would you like to interview at?**

Brigham Young University

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

**Career Center**

BYU Career Services-Main Career Center

If you are unsure select the most general career center and the school will send it to the correct location.

**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 seeing the contact you're looking for? [Click Here](#)

**Interview Schedule Name**

Spring Internship Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates 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.

Under "What school would you like to Interview at select "Brigham Young University".

For Career Center choose "BYU Career Services-Main Career Center".

Type your contacts here.

Name your interview schedule

Under "Interview Schedule Description" please put your virtual interview link and your contact information

You may also type "For assistance contact Career Services at 801-422-6932

## DON'T HAVE YOUR OWN VIRTUAL PLATFORM?

### Interview Schedule Description

Use BYU Zoom Link

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.

Please type "Use BYU Zoom Link" in the description to let us know you want to use our platform.

The Recruiting Experience Team can set up the Zoom Link and right before your interview make you the host.

When BYU's Recruiting Experience Team reviews your interview schedule they will add in the "Description" section for students to see the virtual link for the interviews as well as instructions for students to be on time and to wait until they are invited from the waiting room at their assigned interview time.

\*As the host you will be able to invite each candidate from the Zoom waiting room into your virtual interview one at a time. Please remember to keep your virtual session open until your last interview of the day. Once you leave the session everyone is logged out including you and you will not be able to use the link to get back in.

3

## CLICK NEXT, THEN FILL OUT THE TIMELINE TAB FOR YOUR INTERVIEW SCHEDULE

Week of Monday, June 22nd

Monday, June 22nd 2020	Tuesday, June 23rd 2020	Wednesday, June 24th 2020	Thursday, June 25th 2020	Friday, June 26th 2020	Saturday, June 27th 2020
12 available rooms	11 available rooms	12 available rooms	6 available rooms	10 available rooms	0 available rooms

Review Selected Interview Dates

No dates have been selected yet. Select which dates you will be interviewing on campus by using the calendar above.

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

Select date of interview

A pop-up tab will open

Add a Date

**Date**

**Alternate Date**

If there is another date that works with your schedule please include it here. The career center will choose which date works best at the university.

**Requested Room Count**

How many rooms will you need on this date? Only request rooms that you know you will need.

**Details**

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".

Cancel **Add Date**

Under "Date" select the date of the interview. Use the calendar icon.

For "Requested Room Count" please request 1 room.

Under "Details" please instruct students to choose a slot and click on virtual link to start virtual interview

Click "Add Date" button to confirm schedule

The next page on the Timeline tab will need to be filled out

Review your  
selected interview  
dates

Under “Choose Your Preferred Timeline” select “Room Only if you have your own schedule and “Open” if you want a schedule on Handshake

Under “Select Your Interview Slot Template” select “Virtual Interview Half Day”  
\*Please let Career Services know if you prefer full day interviews


Click “Next”

Click next at bottom  
of screen

**Attached Jobs**

Please select the job(s) you would like to attach to this interview schedule. *Please note: Students will not be able to apply unless there are approved jobs associated with your schedule.*


No attached jobs to show



Use this option to create a new job from scratch and add new details, requirements and qualifications.

**Create New Job**


No Imported Job Details  
No Imported Applicants



Copy job details from an existing job. This will create a new job posting and will not import any applicants.

**Copy Job Details**

Imports Job Details  
No Imported Applicants



Use this option to attach an existing job and all its current applicants to the interview schedule.

**Use Existing Job**

Imports Job Details  
Imports Applicants

Attach a job to the interview by:

Creating a job posting by clicking “Create New Job”

Copying details from an existing job by selecting “Copy Job Details”

Attach an existing job by selecting “Use Existing Job”

**Request Interview Schedule**

Manage Request Interview Schedule

✓ Interview with Brigham Young University

This interview is with **Brigham Young University**

The interview will be displayed to students with the name of **Brigham Young University-University Career Services.**

Edit

✓ 1 Date Selected

June 24th 2020 (1 Rooms)

Edit

✓ Open Interview

**Apply Start:** May 25th 2020 at 12:00 am

**Apply End:** June 22nd 2020 at 11:59 pm

Edit

⚠ 0 jobs associated to this interview

You have not yet selected any jobs for this interview schedule. Add an associated job in order to allow students to apply to this interview schedule.

Edit

Cancel < Previous Basics Timeline Jobs Review Next > **Request**

Review the details of the interview schedule

Once you have reviewed and confirmed all the details click “Request” to submit your interview schedule

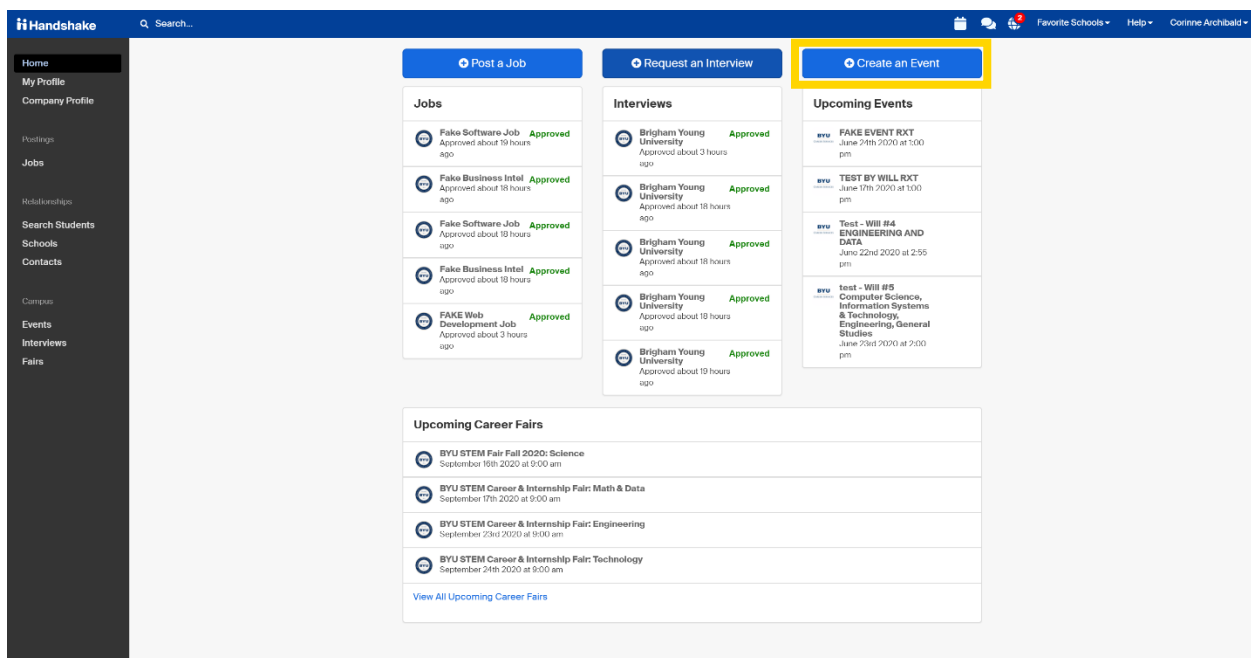
**YOUR INTERVIEW SCHEDULE WILL BE PROCESSED AND APPROVED BY OUR RECRUITING EXPERIENCE TEAM**

# HOW TO REQUEST A VIRTUAL EVENT

Make sure you abide to our BYU Recruiting Guidelines, your event will be processed and approved based on these Policies. This is the process for holding a Virtual Information Session starting Fall 2020

1

## LOG INTO HANDSHAKE AND SELECT “CREATE AN EVENT”



2

## GO THROUGH AND FILL OUT INFORMATION FOR EVENT

Request Event

**Event Name**

**Format**

☒ 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

☐ Virtual: My company is hosting this event virtually

**Host School**

Title your event under “Event Name”

Under format select “On-Campus: My company is hosting this event at the school” (**DO NOT select Virtual**)

Select “Brigham Young University” under “Host School”

**Career Center**  
 Select career center ▼

**Contact**  
 Select a contact ▼

**Type**

- ☐ Employer On-site
- ☐ Group Appointment
- ☒ Info Session
- ☐ Networking
- ☐ Speaker/Panel
- ☐ Workshop
- ☐ Other

**Start Date** **End Date** **Time Zone**  
 [Date Picker] [Date Picker] Pacific Time (US & Canada) ▼

**Registration Limit**  
☐ Limit the number of students who can register for this event


Under “Career Center” select “BYU Career Services – Main Career Center”

For “Contact” list “William Tenney” or “Beth Hiatt”

Select “Info Session” under “Type”

List the date and time of your event (Be sure to select the correct time zone)

**Branding**



**Description (optional)**  
 [Text Area]

**Additional Questions**

**Event Request**  
 Indicates what type of event a recruiter is requesting

**\* What type of event are you requesting?**  
 Virtual Session ▼

**Next Page** Cancel Save

“Description” Please share why the students should attend your event

Be sure to select “**Virtual Session**” under “What type of event are you requesting?”

Afterwards, click “Next Page” to continue scheduling the details of your event

## Additional Questions

### Information Session Employer Request

Info session employer request for logistics/Logistic request for employers for info sessions

\* Company Name

\* Contact Name

#### Equipment Requests

- ☐ Please set up **EVERYTHING** including Zoom Platform for my event  
☐ I will be using my Virtual Platform for my event and will email the link

If using your own Virtual Platform, please insert your virtual link here for the students to join your event

\* Majors

- ☐ Agriculture, Food & Horticulture  
☐ Arts & Design  
☐ Business, Entrepreneurship & Human Resources  
☐ Civics & Government  
☐ Communications  
☐ Computer Science, Information Systems & Technology  
☐ Education  
☐ Engineering  
☐ General Studies  
☐ Health Professions  
☐ Humanities & Languages  
☐ Life Science  
☐ Math & Physical Sciences  
☐ Natural Resources, Sustainability & Environmental Science  
☐ Social Sciences

[Go Back](#)

[Next Page](#)

[Cancel](#)

[Save](#)

Please State your “Company Name” and “Contact Name” (Recruiter Name)

Under “Equipment Requests” select how you want your virtual event to be set up

***If you will be using your own virtual platform for the event, attach the link to your event in the text box below***

Select the majors you are targeting for the event

Select “Next Page” then select “Save”

**YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT FITS OUR RECRUITING GUIDELINES BY OUR RECRUITING EXPERIENCE TEAM**

# HOW TO REQUEST A VIRTUAL TABLING/OFFICE HOURS EVENT

Make sure you abide to our **BYU Recruiting Guidelines**, your event will be processed and approved based on these **Policies**. Employers will be able to have Virtual Tabling/Office Hours to meet with our students virtually for the following days and times. This would be an opportunity for students to log-in and chat with employers like our in-person office hours or tabled booths on-campus.

1

## LOG INTO HANDSHAKE AND SELECT “CREATE AN EVENT”

The screenshot displays the Handshake website interface. On the left is a dark sidebar with navigation links: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area has a blue header with the Handshake logo and a search bar. Below the header are three primary action buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. The 'Create an Event' button is highlighted with a yellow border. Below these buttons are three columns of content: 'Jobs' (listing Fake Software Job and Fake Business Intel), 'Interviews' (listing Brigham Young University), and 'Upcoming Events' (listing FAKE EVENT RXT, TEST BY WILL RXT, and test - Will #4 ENGINEERING AND DATA). At the bottom, there is a section for 'Upcoming Career Fairs' listing various STEM and career fairs.

# 2

## GO THROUGH AND FILL OUT INFORMATION FOR EVENT

**Request Event**

**Event Name**

**Format**

☒ 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

☐ Virtual: My company is hosting this event virtually

**Host School**

Title your event under “Event Name”

Under format select “On-Campus: My company is hosting this event at the school” **(DO NOT select Virtual)**

Select “Brigham Young University” under “Host School”

**Career Center**

Select career center

**Contact**

Select a contact

**Type**

☐ Employer On-site

☐ Group Appointment

☐ Info Session

☐ Networking

☐ Speaker/Panel

☐ Workshop

☒ Other

Virtual Tabling/Office Hour Event

**Start Date**

2020-07-02 2:45 pm

**End Date**

2020-07-02 3:45 pm

**Time Zone**

Pacific Time (US & Canada)

**Registration Limit**

☐ Limit the number of students who can register for this event

Under “Career Center” select “BYU Career Services – Main Career Center”


For “Contact” list “William Tenney” or “Beth Hiatt”


Select “Other” under “Type”

This will cause a writing box to appear where you can state “Virtual Tabling/Office Hour Event”

List the date and time of your event (Be sure to select the correct time zone)


Branding






Description (optional)

This is a Virtual tabling/Office hour event





Additional Questions

Event Request

Indicates what type of event a recruiter is requesting

\* What type of event are you requesting?

Virtual Session

Next Page

Cancel

Save

Under the “Description” box please make it clear that it will be a virtual tabling/office hour event

For Additional Questions under “What type of event are you requesting?” please select “Virtual Session”

Click “Next Page” and then “Save” to submit your request

18

## Additional Questions

### Information Session Employer Request

Info session employer request for logistics/Logistic request for employers for info sessions

\* Company Name

\* Contact Name

#### Equipment Requests

- ☐ Please set up **EVERYTHING** including Zoom Platform for my event  
☐ I will be using my Virtual Platform for my event and will email the link

If using your own Virtual Platform, please insert your virtual link here for the students to join your event

\* Majors

- ☐ Agriculture, Food & Horticulture  
☐ Arts & Design  
☐ Business, Entrepreneurship & Human Resources  
☐ Civics & Government  
☐ Communications  
☐ Computer Science, Information Systems & Technology  
☐ Education  
☐ Engineering  
☐ General Studies  
☐ Health Professions  
☐ Humanities & Languages  
☐ Life Science  
☐ Math & Physical Sciences  
☐ Natural Resources, Sustainability & Environmental Science  
☐ Social Sciences

[Go Back](#)

[Next Page](#)

Please State your  
“Company Name”  
and “Contact Name”  
(Recruiter Name)

Under “Equipment  
Requests” select how  
you want your virtual  
event to be set up

***If you will be using  
your own virtual  
platform for the  
event, attach the  
link to your event in  
the text box below***

Select the majors you  
are targeting for the  
event

Select “Next Page”

Click “Save” to  
finalize your request

**YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT  
FITS OUR RECRUITING GUIDELINES BY OUR RECRUITING  
EXPERIENCE TEAM**

