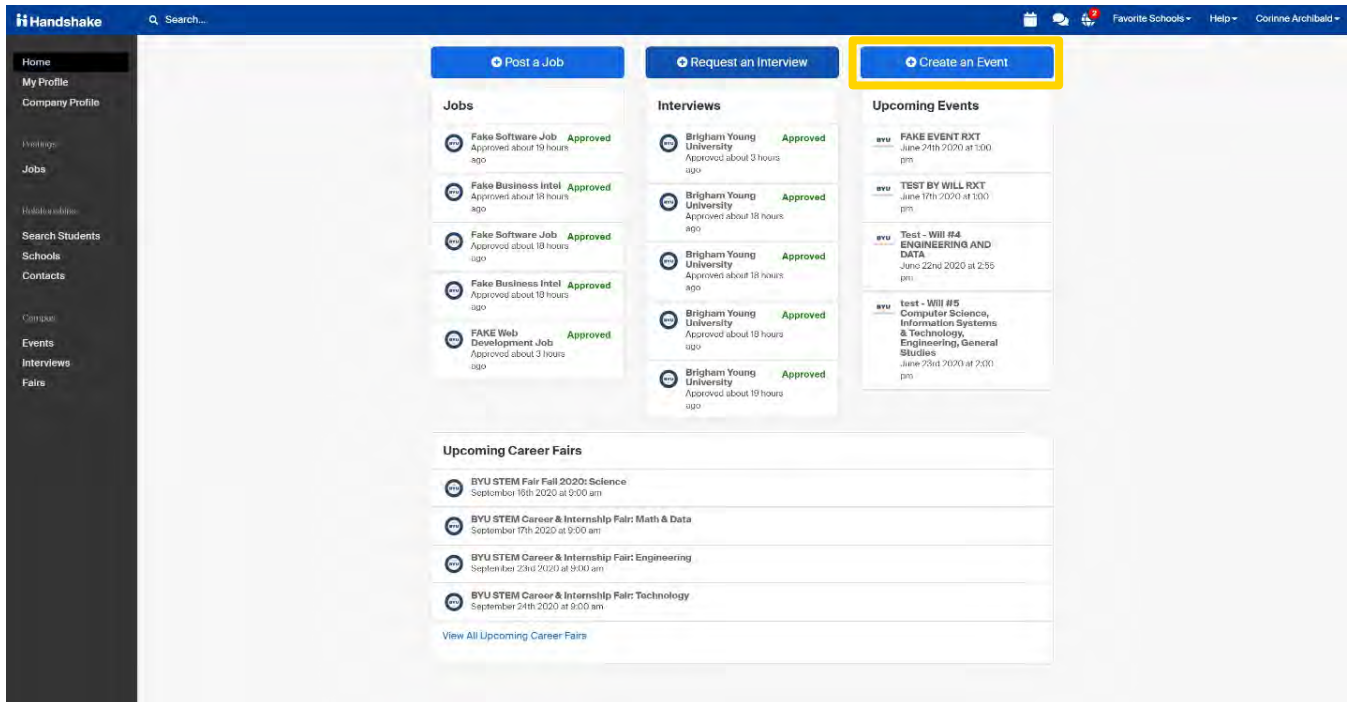


# HOW TO REQUEST AN ON-CAMPUS INFORMATION SESSION

Make sure you read and are following our BYU Recruiting Policies.

1

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



**YOUR EVENT WILL BE APPROVED IF IT MEETS OUR RECRUITING GUIDELINES AND AVAILABILITY ON CAMPUS**

# 2

## GO THROUGH AND FILL OUT INFORMATION FOR EVENT

### Request Event

#### Event Name

Name (majors)

#### 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

Brigham Young University

#### Career Center

BYU Career Services-Main 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

#### Registration Limit

- ☐ Limit the number of people who can register for this event

#### Branding



#### Description (optional)



### Additional Questions

#### Event Request

Indicates what type of event a recruiter is requesting

\* What type of event are you requesting?

Next Page

Cancel

Save

Title your event under "Event Name"

Select "On-Campus" as the format of your event

Select "Brigham Young University" under "Host School" and "BYU Career Services-Main Career Center" under "Career Center"

Under "Contact" please list who is attending the event from your company

Select the "Start Date" to set up the date and time of event as well as the "End Date"

Be sure that the Time Zone is correct (Mountain Standard Time)

In the "Description" Please share why your company stands out and invite students to RSVP for the event and make their resumes public so you may see them as you interact with the students

Under "What type of event are you requesting?" Select the corresponding type of event, click "Next Page," then answer the survey questions.

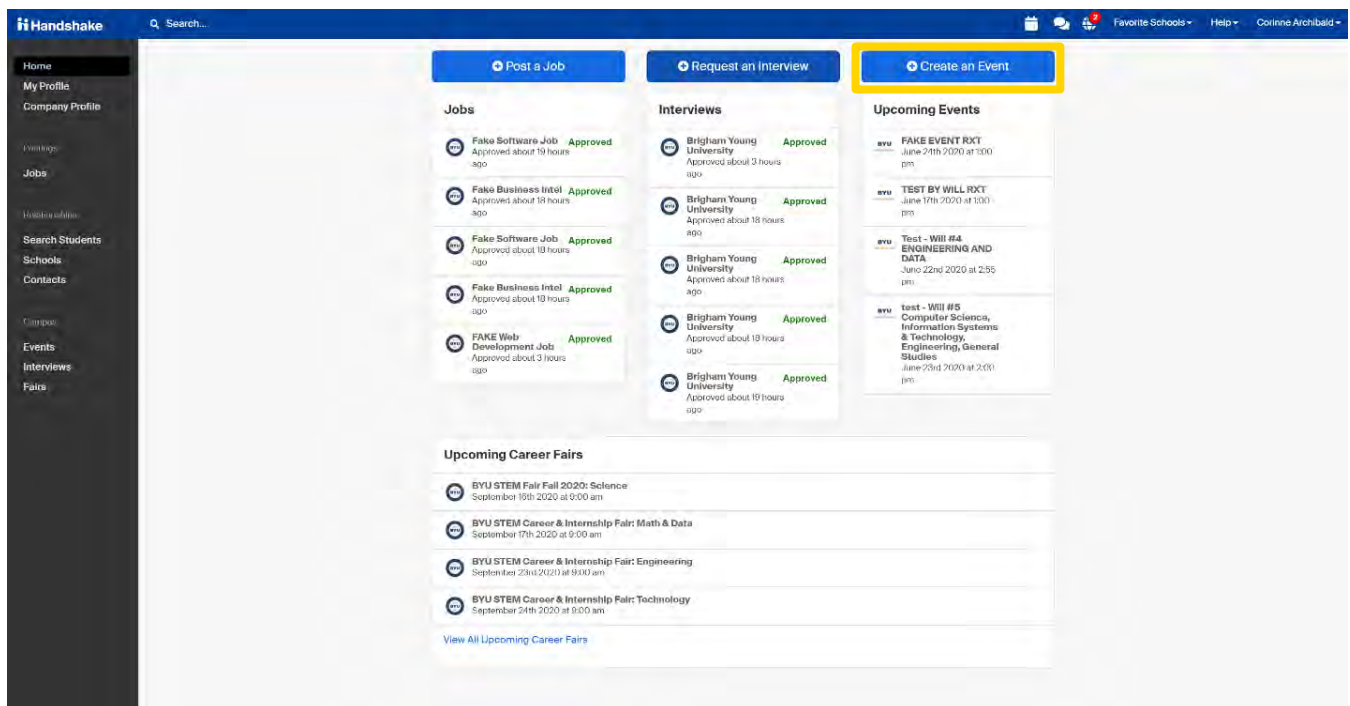
Select "Save" to request your event to be posted.

# HOW TO REQUEST A VIRTUAL INFORMATION SESSION

Make sure you read and are following our BYU Recruiting Policies.

1

LOG INTO HANDSHAKE AND SELECT “CREATE AN EVENT”.



YOUR EVENT WILL BE APPROVED IF IT MEETS OUR RECRUITING GUIDELINES AND AVAILABILITY ON CAMPUS

# 2

## GO THROUGH AND FILL OUT INFORMATION FOR EVENT

### Event Name

Event Name (Desired Majors)

### 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

For externally hosted virtual events, it is required to fill out **at least one** of the two following fields:

### Web Host URL

This is where students will go to attend your event (e.g. a link to Zoom, YouTube, Bluejeans, or WebEx). Students will find this link where they would normally find the location of an in-person event.

### Non-Handshake Registration URL

This is where students will register for your event if they are not registering in Handshake (e.g. a CRM, web form, or scheduling tool like calend.ly).

### School

Brigham Young University

### Contact

Select a contact

### Start Date

### End Date

### Time Zone

Pacific Time (US & Canada)

### Registration Limit

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

### Branding

### Description (optional)

BYU CAREER SERVICES

Cancel Save

Title your event under "Event Name" (Please be sure to include desired majors in the Event Name)

Under format select "Virtual: My company is hosting this event virtually"

Attach the link to your event in the text box below

Select "Brigham Young University" under "Host School"

Under "Contact" please list your company's contact who will be attending

Select the "Start Date" to set up the date and time of event as well as the "End Date". Be sure that the Time Zone is correct (Mountain Standard Time)

"Description" Please share why your company stands out and invite students to RSVP for the event and make their resumes public so you may see them as you interact with the students

Select "Save" to request your event to be posted.