

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"

The screenshot shows the Handshake homepage. The left sidebar contains navigation links: Home, Profile, Brigham Young Uni..., POSTINGS (Jobs), RELATIONSHIPS (Search Students, Schools, Contacts), CAMPUS (Events, Interviews, Fairs), and OTHER (Surveys). The main content area has three primary buttons: 'Post a Job' (highlighted with an orange border), 'Request an Interview', and 'Create an Event'. Below these are three columns: 'Jobs' (listing 'Test' and 'Test UCS-Do Not Apply' both as 'Pending'), 'Interview Schedule Postings' (listing 'Brigham Young University' requests as 'Pending' and one as 'Approved'), and 'Upcoming Events' (listing 'TEST RST' and 'Test #1'). At the bottom, there is a section for 'Upcoming Career Fairs'.

2

CLICK THE JOBS TAB AND CLICK "CREATE JOB"

The screenshot shows the Handshake 'Jobs' page. The left sidebar is the same as the previous screenshot, with the 'Jobs' tab highlighted. The main content area is titled 'Jobs viewing all Brigham Young University-University Career Services jobs Edit this'. It includes a search bar and a 'Create Job' button (highlighted with an orange border). Below the search bar are tabs for 'Active', 'Expired', 'All', 'Declined', and 'Not Posted'. The 'Active' tab is selected. The page shows a table with columns: ID, Job, Applicants, School, Expires, Status, and Campus Interview. One job is listed: ID 1721812, Job 'Test UCS-Do Not Apply', 0 Applicants, School 'Brigham Young University', Expires '8/9/2018', Status 'Pending', and Campus Interview 'No'. At the bottom, there is a message: 'Can't find a job you're looking for? Make sure you've added the school it's posted to.'

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.

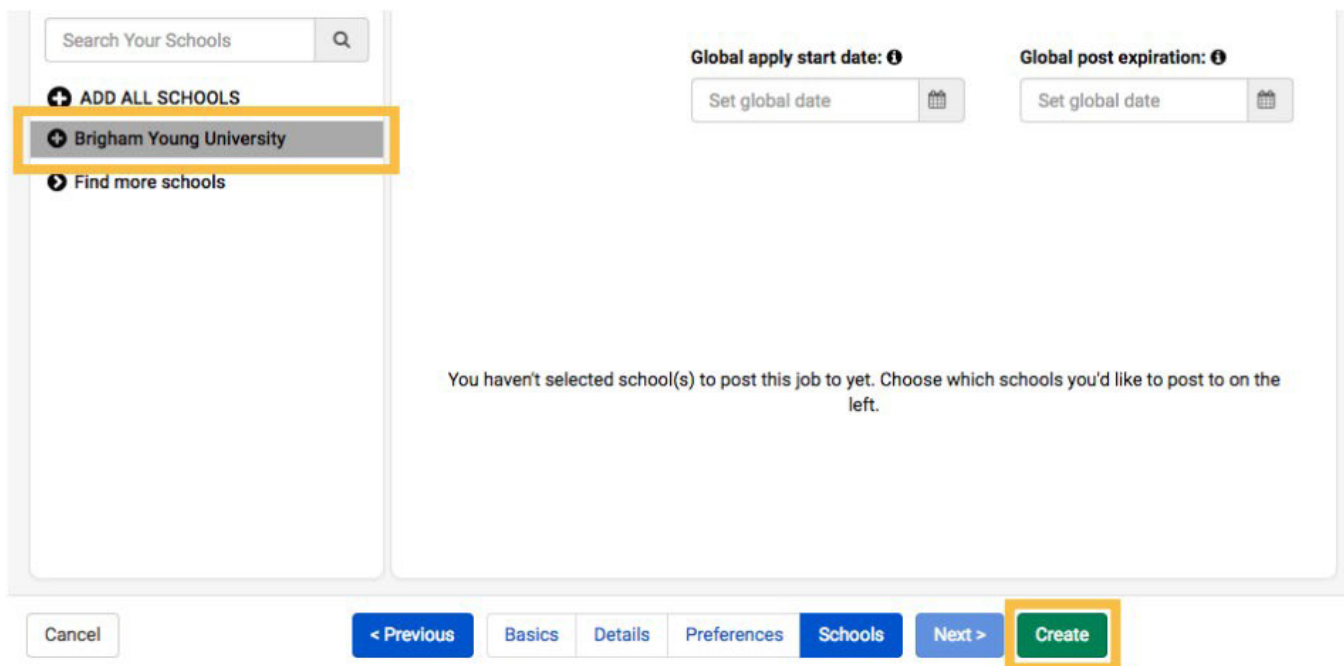


A horizontal navigation bar with six buttons. From left to right: a blue button with '< Previous', a blue button with 'Basics', a white button with 'Details', a white button with 'Preferences', a white button with 'Schools', and a blue button with 'Next >'. The 'Basics' button is highlighted with a blue background.

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.



A screenshot of the 'Schools' page in the job posting form. On the left, there is a search bar labeled 'Search Your Schools' with a magnifying glass icon. Below it, there is a list of schools. The first item is '+ ADD ALL SCHOOLS'. The second item is '+ Brigham Young University', which is highlighted with a yellow box. The third item is 'Find more schools'. On the right, there are two date pickers: 'Global apply start date: ⓘ' and 'Global post expiration: ⓘ'. Each has a 'Set global date' button and a calendar icon. Below these, there 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 navigation bar with buttons: 'Cancel', '< Previous', 'Basics', 'Details', 'Preferences', 'Schools', 'Next >', and 'Create'. The 'Create' button is 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.