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.
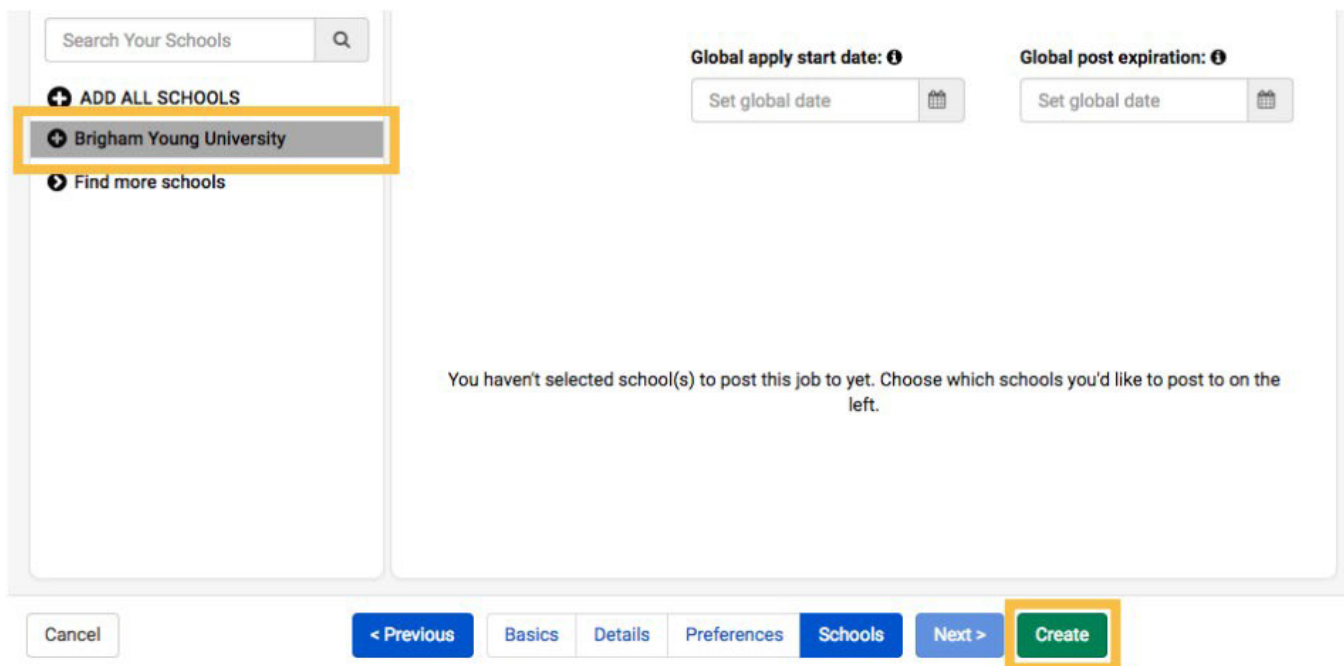
< Previous | **Basics** | Details | Preferences | Schools | Next >

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.

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.