



BYU HOW TO GUIDEBOOK

ii Handshake

BYU

Handshake |

JOIN THE COMMUNITY

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

- Manage all your campuses and post positions once.
- Update your job postings, view applicants, and more on the Mobile App.
- Engage with students and alumni in the BYU Handshake community.

TO START GO TO: [HANDSHAKE.BYU.EDU](https://handshake.byu.edu)

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HOW TO ACCESS AND COMPLETE YOUR BYU HANDSHAKE ACCOUNT AND PROFILE

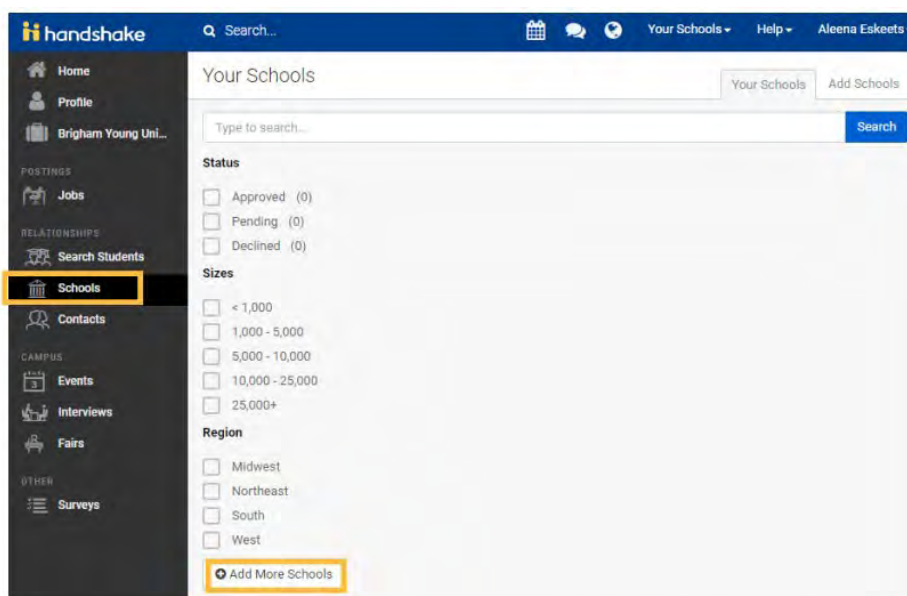
1

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

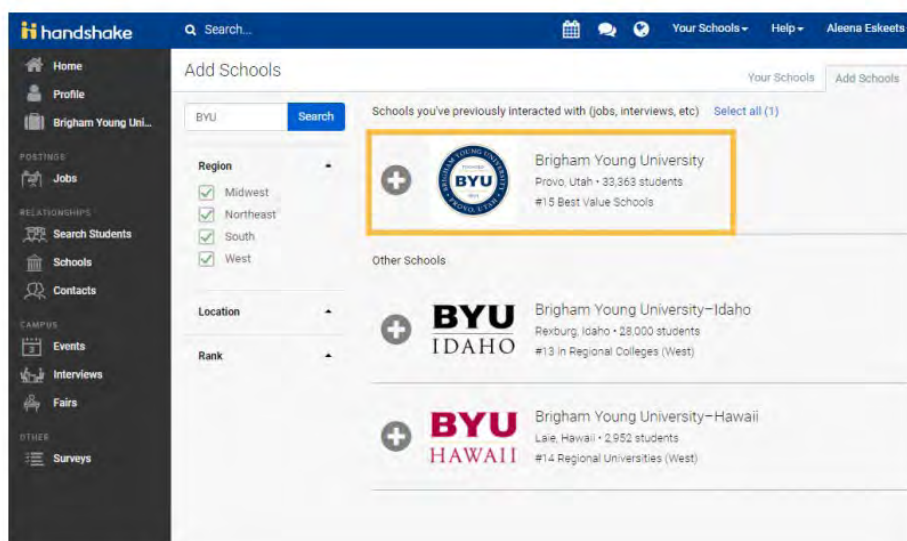
If you have an account in Handshake, but are not connected with BYU, follow these instructions to add BYU as a school.

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

Select "Add More Schools"



Type in "Brigham Young University" 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

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

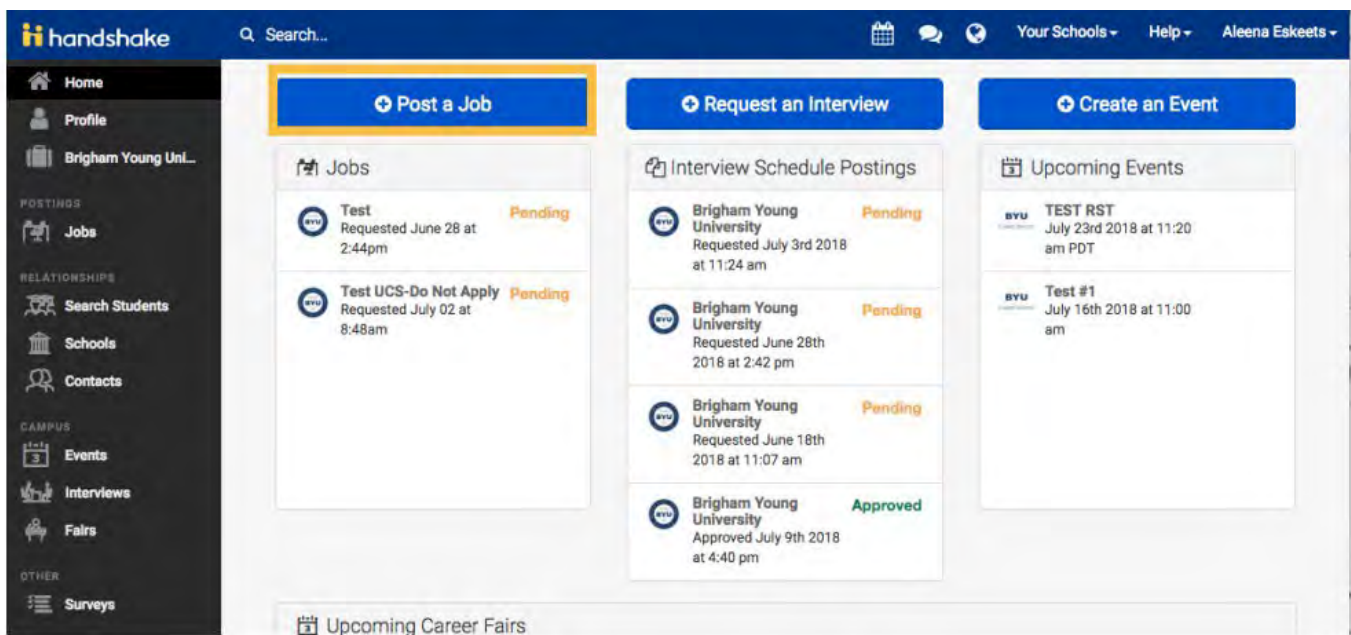
- Read over BYU Recruiting Policies and make sure the types of jobs and events you are requesting complies with these principles.
- Be sure your company profile is complete with company contact information that includes:
 - Address (One that is not residential)
 - Phone number
 - Email (company email, not a personal 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:

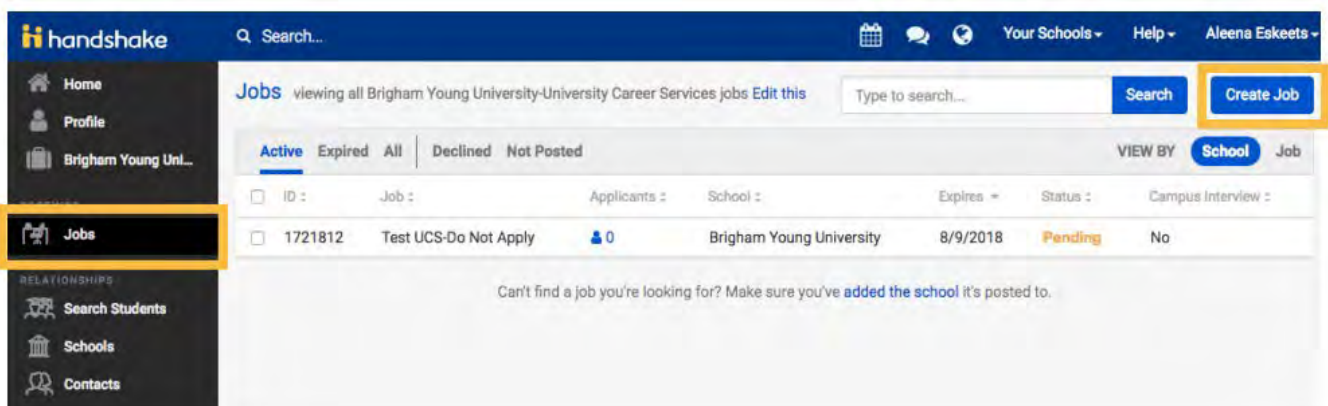
1

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 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.

A screenshot of the job posting form's 'Schools' page. 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' (which is highlighted with a yellow box), and 'Find more schools'. On the right, there are two date selection fields: 'Global apply start date: ⓘ' and 'Global post expiration: ⓘ', each with a 'Set global date' button and a calendar icon. Below these fields, a message reads: '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 on the left and a row of navigation buttons: '< Previous', 'Basics', 'Details', 'Preferences', 'Schools', 'Next >', and a green 'Create' button (which 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.

HOW TO CREATE AN ON-CAMPUS INTERVIEW SCHEDULE

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 Handshake user interface. At the top, there is a dark blue header bar with icons for a calendar, chat, and a profile. Below the header, there are three main action buttons: 'Post a Job', 'Request an Interview' (which is highlighted with a yellow border), and 'Create an Event'. Each button has a plus icon. Below these buttons are three columns of content:

- Jobs:** A list of four job postings, each with a 'BYU' logo, a title, and an 'Approved' status with a timestamp.
 - Fake Software Job: Approved June 22 at 5:23pm
 - Fake Business Intel: Approved June 22 at 5:52pm
 - FAKE Job: Approved about 2 hours ago
 - Fake Job #2: Approved about 1 hour ago
- Interviews:** A list of five interview requests, each with a 'BYU' logo, the name 'Brigham Young University', and an 'Approved' status with a timestamp.
 - Brigham Young University: Approved about 1 hour ago
 - Brigham Young University: Approved about 2 hours ago
 - Brigham Young University: Approved June 23rd 2020 at 9:16 am
 - Brigham Young University: Approved June 22nd 2020 at 5:54 pm
 - Brigham Young University: Approved June 22nd 2020 at 5:52 pm
- Upcoming Events:** A list of five events, each with a 'BYU' logo, a title, and a date/time.
 - FAKE EVENT RXT: June 24th 2020 at 1:00 pm
 - Test - Will #6: Communications, Education, Health Professions, Humanities & Languages: June 23rd 2020 at 3:00 pm
 - TEST BY WILL RXT: June 17th 2020 at 1:00 pm
 - Test - Will #4 ENGINEERING AND DATA: June 22nd 2020 at 2:55 pm
 - test - Will #5 Computer Science, Information Systems & Technology, Engineering, General Studies: June 23rd 2020 at 2:00 pm

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" add a description of your interviews and your contact information

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

yyyy-mm-dd

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

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

Fill in your requested room count.

Click "Add Date" button to confirm

Search...

Favorite Schools Help

Review Selected Interview Dates

June 24th 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.

Select Your Interview Slot Template

☐ 30 min Full day - 11 total 30 minute interviews between 3 different interviewers
8:00 Am - 4:30 Pm Average Of 90 Minutes Each
Students will sign up for a 90-minute time slot but will have three 30 minute interviews with 3 different interviewers

☒ Virtual Interview Half Day - Morning
8:00 Am - 12:00 Pm Average Of 30 Minutes Each
As an employer you will need to leave your contact information for the student to contact you for a time slot for their interview. Career Services can provide rooms for the students for their interview, if they contact us directly at 801-422-6932.

☒ Virtual Interview Half Day - Noon
1:00 Pm - 5:00 Pm Average Of 30 Minutes Each
As an employer you will need to leave your contact information for the student to contact you for a time slot for their interview. Career Services can provide rooms for the students for their interview, if they contact us directly at 801-422-6932.

☐ Half Day: 30 Minute Schedule (Afternoon)
12:00 Pm - 5:00 Pm Average Of 30 Minutes Each
This slot configuration contains 6 available slots that are 30 minutes each from 1:00 pm - 4:00 pm.

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

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" or "Preselect" if you want a schedule on Handshake

Next, choose your preferred schedule:

-Half Day or Full day

-30 minute or 20 minute interviews

Click "Next"

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"

Review the details of the interview schedule

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**

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

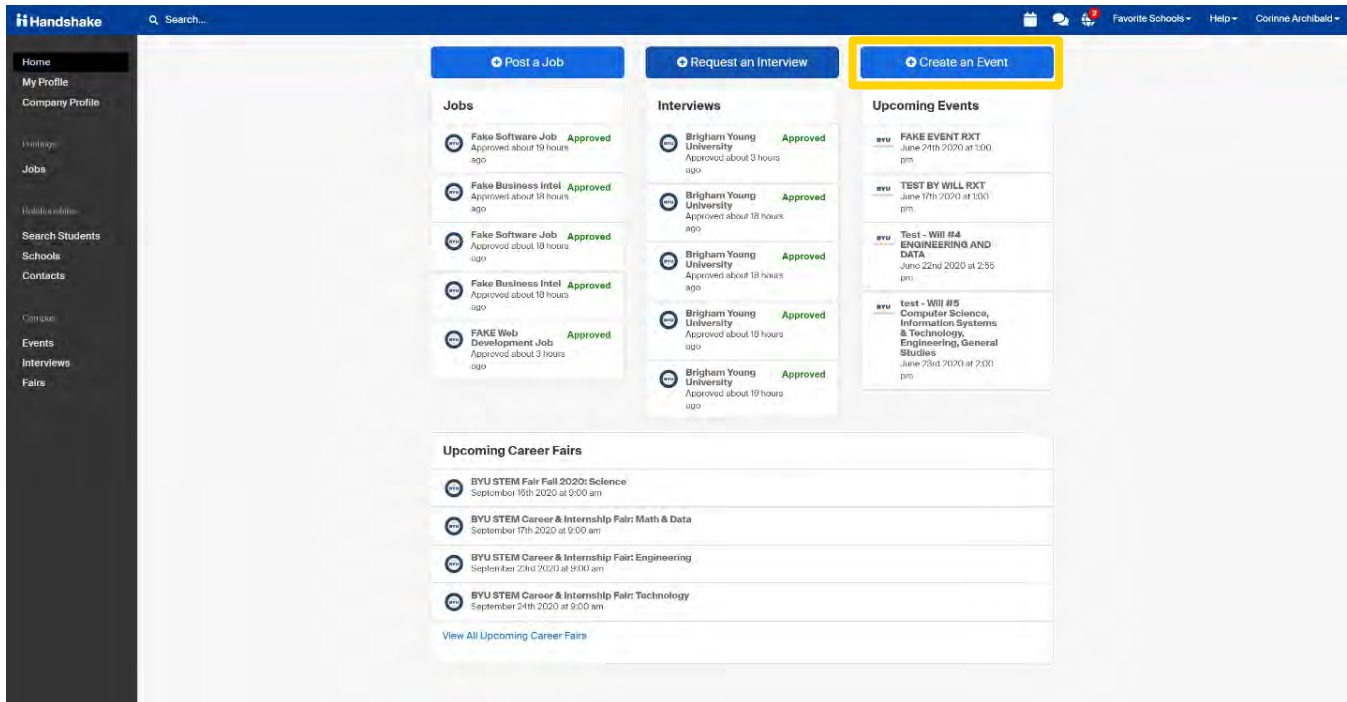
YOUR INTERVIEW SCHEDULE WILL BE PROCESSED AND APPROVED BY A RECRUITING EXPERIENCE SPECIALIST

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 INTERVIEW SCHEDULE

Once you have posted a job, if you are not available to come on campus, you may request a virtual interview schedule.

1

LOG INTO YOUR HANDSHAKE ACCOUNT AND SELECT REQUEST AN INTERVIEW

The screenshot displays the Handshake user interface. At the top, there is a blue navigation bar with icons for a calendar, chat, and a profile. Below this, there are three main action buttons: 'Post a Job', 'Request an Interview' (which is highlighted with a yellow border), and 'Create an Event'. Each button has a plus icon and a right-pointing arrow. Below these buttons are three columns of content. The 'Jobs' column on the left lists four job postings, each with a BYU logo, a title, and an 'Approved' status. The 'Interviews' column in the center lists five interview requests, each with a BYU logo, the name 'Brigham Young University', and an 'Approved' status. The 'Upcoming Events' column on the right lists five events, each with a BYU logo, a title, and a date and time. The 'Request an Interview' button is the first step in the process described in the document.

Jobs	Interviews	Upcoming Events
Fake Software Job Approved Approved June 22 at 5:23pm	Brigham Young University Approved Approved about 1 hour ago	FAKE EVENT RXT June 24th 2020 at 1:00 pm
Fake Business Intel Approved Approved June 22 at 5:52pm	Brigham Young University Approved Approved about 2 hours ago	Test - Will #6: Communications, Education, Health Professions, Humanities & Languages June 23rd 2020 at 3:00 pm
FAKE Job Approved Approved about 2 hours ago	Brigham Young University Approved Approved June 23rd 2020 at 9:16 am	TEST BY WILL RXT June 17th 2020 at 1:00 pm
Fake Job #2 Approved Approved about 1 hour ago	Brigham Young University Approved Approved June 22nd 2020 at 5:54 pm	Test - Will #4 ENGINEERING AND DATA June 22nd 2020 at 2:55 pm
	Brigham Young University Approved Approved June 22nd 2020 at 5:52 pm	test - Will #5 Computer Science, Information Systems & Technology, Engineering, General Studies June 23rd 2020 at 2:00 pm

2

FILL OUT INFORMATION FOR INTERVIEW SCHEDULE REQUEST

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

3

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

Select date of interview

A pop-up tab will open

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

Q Search... Favorite Schools Help

Review Selected Interview Dates

June 24th 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.

Select Your Interview Slot Template

☐ 30 min Half Day - Virtual 30 minute interviews between 3 different interviewers
8:00 Am - 4:30 Pm Average Of 90 Minutes Each
Students will sign up for a 90-minute time slot but will have three 30 minute interviews with 3 different interviewers

☒ Virtual Interview Half Day - Morning
8:00 Am - 12:00 Pm Average Of 30 Minutes Each
As an employer you will need to leave your contact information for the student to contact you for a time slot for their interview. Career Services can provide rooms for the students for their interview, if they contact us directly at 801-422-6932.

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12:00 Pm - 5:00 Pm Average Of 30 Minutes Each
This slot configuration contains 6 available slots that are 30 minutes each from 1:00 pm - 4:00 pm.

Cancel < Previous Basics Timeline Jobs Review Next >

Review your selected interview dates

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

Under "Select Your Interview Slot Template" select one of the Virtual Interview Timelines

Click "Next"

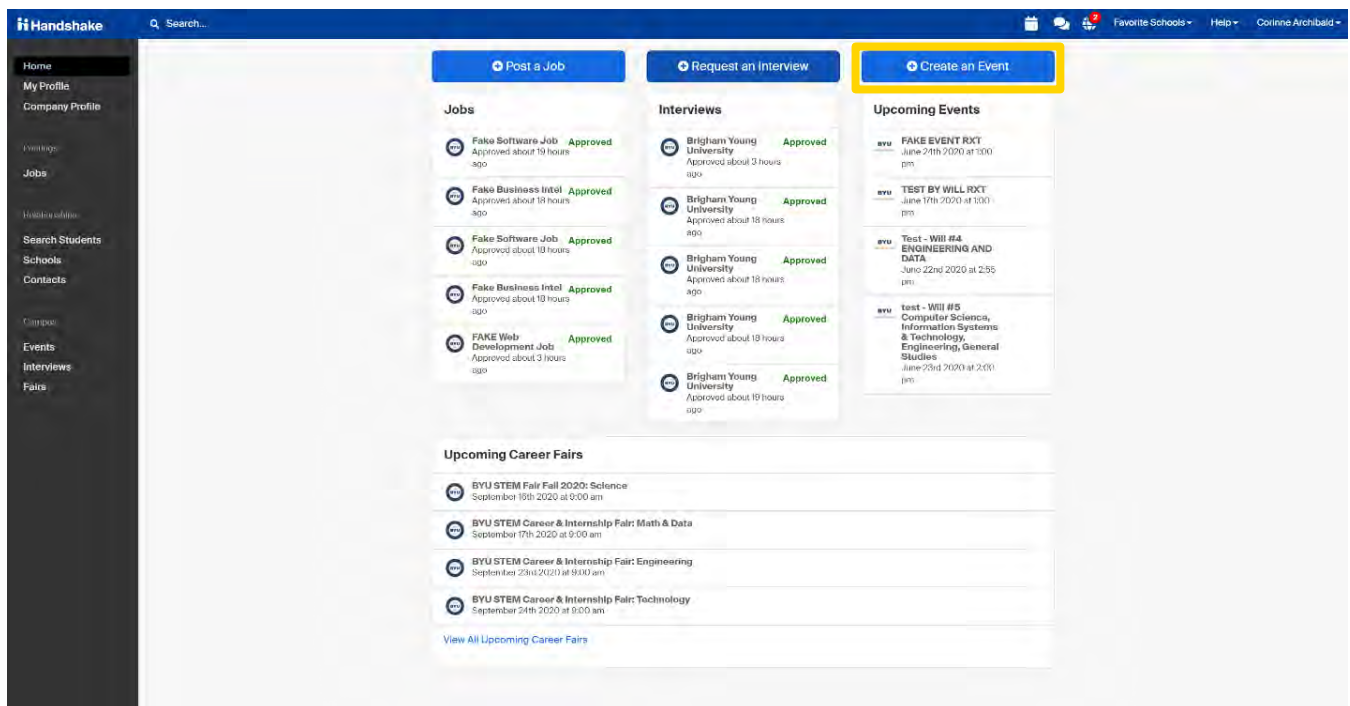
YOUR INTERVIEW SCHEDULE WILL BE PROCESSED AND APPROVED BY A RECRUITING EXPERIENCE SPECIALIST

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)

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.