BYU HOW TO GUIDEBOOK:
VIRTUAL PROCESS

BYU | handshake
JOIN THE COMMUNITY
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.

**TO START GO TO: HANDSHAKE.BYU.EDU**
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.

1. Log into Handshake and select “Schools” on the left-hand side.
2. Select “Add More Schools”.
3. Type in “BYU” and select “Brigham Young University” (Make sure that Provo, Utah is the location).
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’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”**
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.

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.
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.

LOG INTO YOUR HANDSHAKE ACCOUNT AND SELECT REQUEST AN INTERVIEW

![Request an Interview Button on BYU Handshake Account](image-url)
GO THROUGH AND FILL OUT INFORMATION FOR INTERVIEW

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"
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.

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.
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 schedule
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
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

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
Make sure you abide to our BYU Recruiting Policies, 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**

   - **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”**
   - **Select “Brigham Young University” under “Host School”**

   ![Handshake screenshot](image-url)
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)

“Description” Please share why the students should attend your event (and include what majors you are targeting)

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
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”
HOW TO REQUEST A VIRTUAL TABLING/OFFICE HOURS EVENT

Make sure you abide to our BYU Recruiting Policies, 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.

LOG INTO HANDSHAKE AND SELECT “CREATE AN EVENT”
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”

Select “Brigham Young University” under “Host School”

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)
Under the “Description” box please make it clear that it will be a virtual tabling/office hour event (and you can mention which majors you are targeting if any).

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.
Additional Questions

Information Session Employer Request

* 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

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 policies by our recruiting experience team