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:

- Manage all your campuses and post positions once.
- A mobile experience
- Update your job postings, view applicants, and more all while on the go using Handshake’s responsive design.
- Engage with students and alumni in the BYU Handshake community.

TO START GO TO: 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).
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
  - 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.
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
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

Select date of interview

A pop-up tab will open

Under “Date” select the date of the interview using the calendar icon.

Fill in your requested room count.

Click “Add Date” button to confirm
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” if you want a schedule on Handshake.

Under “Select Your Interview Slot Template”

*Please let Career Services know if you prefer full day interviews.

Click “Next”
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 CLIENT EXPERIENCE TEAM
HOW TO REQUEST AN ON-CAMPUS INFORMATION SESSION

Make sure you abide to our BYU Recruiting Policies, your event will be processed and approved based on these Policies.

LOG INTO HANDSHAKE AND SELECT “CREATE AN EVENT”

YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT FITS OUR RECRUITING POLICIES BY OUR CLIENT EXPERIENCE TEAM
2 GO THROUGH AND FILL OUT INFORMATION FOR EVENT

Title your event under “Event Name”

Select 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 “William Tenney.” You may also list your company’s contact as well.

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

In the “Description” Please share why the students should attend your event.

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 to a school, you may want to request a virtual Interview schedule.

LOG INTO YOUR HANDSHAKE ACCOUNT AND SELECT REQUEST AN 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"
YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT FITS OUR RECRUITING POLICIES BY OUR CLIENT EXPERIENCE TEAM

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

*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.
### 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.
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” 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”
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 CLIENT EXPERIENCE TEAM
HOW TO REQUEST A VIRTUAL INFORMATION SESSION

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.

LOG INTO HANDSHAKE AND SELECT “CREATE AN EVENT”.

1. Log into Handshake and select "Create an Event".

YOUR EVENT WILL BE PROCESSED AND APPROVED IF IT FITS OUR RECRUITING POLICIES BY OUR CLIENT EXPERIENCE TEAM.
Title your event under “Event Name” (Please be sure to include desired majors in the event names)

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

If you will be using your own virtual platform for the event, attach the link to your event in the text box below

Select “Brigham Young University” under “Host School”

Under “Contact” please list “William Tenney” or “Beth Hiatt” You may also list your company’s contact as well.

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

“Description” Please share why the students should attend your event

Select “Save” to request your event to be posted.