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"

handshake	Q Search	m	2 0	Your Schools -	Help -	Aleena Eskeets -
A Home	Your Schools			Y	our Schools	Add Schools
Profile	1					
🗐 Brigham Young Uni	Type to search					Search
	Status					
骨續 Jobs	Approved (0)					
	Pending (0)					
TP Search Students	Declined (0)					
General Schools	Sizes					
(I) Contrata	1,000					
XX Contacts	1,000 - 5,000					
	5,000 - 10,000					
3 Events	10,000 - 25,000					
v¦t⊤uji Interviews	25,000+					
🐣 Fairs	Region					
	Midwest					
OTHER	Northeast					
Surveys	South South					
	West					
	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

Career Services	=			
handshake				
SELECT AF	FILIATION			
Please select the option that best repres	sents your affiliation with the University.			
CURRENT STUDENT	RECENT GRADUATE			
Individuals who are currently enrolled at BYU as students.	Individuals who have graduated from BYU within the last year.			
ALUMNUS	🚔 EMPLOYER			
Individuals who graduated from BYU more than one year ago.	Individuals who are employers representing companies looking to recruit at BYU (attend career fairs, host information sessions, hold interviews,			

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