



HOW TO REQUEST AN ON-CAMPUS INFORMATION SESSION

Make sure you read and are following our BYU Recruiting Policies.

1

LOG INTO HANDSHAKE, NAVIGATE TO THE EVENTS TAB AND SELECT: “CREATE EVENT”

The screenshot shows the Handshake interface. On the left, a dark sidebar contains navigation options: Home, My profile, Brand page, Postings, Jobs, Relationships, Talent, Schools, Contacts, Events (highlighted with a yellow box), Meetings, Interviews, and Fairs. The main content area is titled 'Events' and features a search bar, a 'Create Event' button (highlighted with a yellow box), and a table of events. The table has columns for Event Name, Registrations, Host, Location, Date, and Status.

Event Name	Registrations	Host	Location	Date	Status
University of Iowa Center for Disabilities & Development Information Session In-Person	0	Brigham Young University	Spencer W. Kimball Tower, 1043, Provo, Utah, United States	3/5/25 02:00 pm	Approved
FAKE Tabling In-Person	0	Brigham Young University		1/16/25 03:30 pm	Declined
fake Virtual	0	BYU Careers & Experiential Learning		7/9/24 02:20 pm	Approved
Fake tabling rnd 4 In-Person	0	Brigham Young University		11/10/22 10:00 am	Declined
FAKE TABLING RND 3 In-Person	0	Brigham Young University		11/10/22 10:00 am	Declined
FAKE TABLING In-Person	0	Brigham Young University		11/10/22 10:00 am	Declined

YOUR EVENT WILL BE APPROVED IF IT MEETS OUR RECRUITING GUIDELINES AND AVAILABILITY ON CAMPUS

2

GO THROUGH AND FILL OUT INFORMATION FOR EVENT

Create a new event

Event name

Event categories (select up to two)

- Hiring and recruiting: Share information and opportunities for current job openings
- About your company: Opportunities for attendees to learn about your company, day-to-day life, culture, and teams
- Guidance: Resources for career, job skills, resume, interviewing, and more with someone at your company
- Networking: Social events with your company
- Conferences and more: All-day and multi-day events like expos, summits, tradeshows

Start date **End date** **Time zone**

yyyy-mm-dd hh:mm am/ yyyy-mm-dd hh:mm am/ Mountain Time (US & Canada)

Dates should be formatted as yyyy-mm-dd hh:mm am/pm

Contact

Select a contact

The contact person can accept messages from attendees

Where is your event being held?

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

Virtually:
My company is hosting this event virtually

Which school is hosting?

Brigham Young University

Which career center is hosting?

Select a career center

Virtual event available
Attendees can choose to attend virtually or in person

Add a registration limit (optional)


Write an effective description

B I U **☰ ☲ ☱** **🔗** **🔗**

A good description will help attract the right attendees. Write an effective description by providing details like agendas, who the event is for, and the value of attending.

Update event thumbnail

Your thumbnail's logo will appear by default. If you change the thumbnail, use a 400 x 400 pixel image.



Change thumbnail image

Cancel **Save**

Title your event under “Event Name”

Select up to two event categories

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)

Under “Contact” please list who is attending the event from your company

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

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

Update and adjust event thumbnail as needed

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

3

FILL OUT ADDITIONAL QUESTIONS

Additional questions

Event Request

Indicates what type of event a recruiter is requesting

*What type of event are you requesting?

Information Session (In Person)

Next Page

Cancel Save

Additional questions

Information Session Employer Request

IN PERSON-Logistics request for in employer info, sessions

* Company Name

* Name of person coming to recruit (Main Contact)

* Main contact phone number and email

Equipment Requests-IN PERSON

- Chairs in Rows
- Long Table for Food (Available only in the Wilkinson Student Center)
- Podium
- Tech capability
- Round Tables with Chairs
- Trash Can

If you have any additional preferences, comments, or requests, list here

* 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
- Civil Engineering and Construction Management
- All Majors

Will you be bringing food?

- Yes
- No

Please list building and/or room preference

Go Back Next Page

Cancel Save

After pressing save, you will be navigated to the “Additional Questions” page. Select the “Information Session (In Person)” option and select next page.

Answer survey questions:

Company Name

Main Contact & Contact Information.

Equipment Request for Information Session Room

Include any additional preferences that are not listed

Select majors that are applicable to the Information Session

Select “Yes” or “No” regarding whether your company will be bringing food

List building and/or room preference for information session

Save and continue to “Next Page”



HOW TO REQUEST A VIRTUAL INFORMATION SESSION

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Select a contact

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Where is your event being held?

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- Virtually:**
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).

External registration link

Link to Eventbrite, CRM, or other tool. Students will be redirected here when they register for the event.

Add a registration limit (optional)

Invite a school to promote your event

Invite a school


Write an effective description

B I U **☰ ☷** **🔗** **🔗**

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Update event thumbnail

Your institution's logo will appear by default. If you change the thumbnail, use a 400 x 400 pixel image.



[Change thumbnail image](#)

Title your event under “Event Name” (Please be sure to include desired majors in the Event Name)

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)

Under “Contact” please list who is attending the event from your company

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” and “BYU

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

Update and adjust event thumbnail as needed

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