

TIPS FOR POSTING A JOB

 BYU Careers & Experiential Learning

We appreciate your interest in the students at BYU. We hope that your company's recruiting experience can be productive as we take pride in our students here at BYU.

I. Recruiter Experience Team Advice

- When posting your job, you must fill out all the **required asterisk** fields.
- Handshake will encourage employers to fill out additional fields to find students with skills desired for the job.
- Create a **high-quality** employer profile; complete your company's profile with the company website and information for students to learn more about your company.

II. Promoting Your Job

- **Career Directors** are a great resource for job promotion and connections to students in their designated colleges. You can email @recruiting@byu.edu to get in contact with Career directors or visit career.byu.edu.
- The Career Center and the Career Directors will help get the word out about your job.
- Attending **Career Fairs** or hosting an **Information Session** is a great way to promote your job. Instructions to request an event can be found here: [Requesting an Event](#)

III. Pro Tips

- When posting a job with multiple locations, create one posting and indicate the locations in the **Job Location** field in the **Details** tab.
 - Doing so will allow you to manage the postings more effectively
- Under the **Categorize your job**, be specific when entering Job Role Groups. Additionally, under the **Candidate qualifications**, add the major groups that your job is looking to target.
 - By being specific with the job roles and major groups, your job posting will reach the students your company is looking for!
- While **School Year** is an optional field, selecting the preferred school year(s) for the job will narrow down the candidate pool.