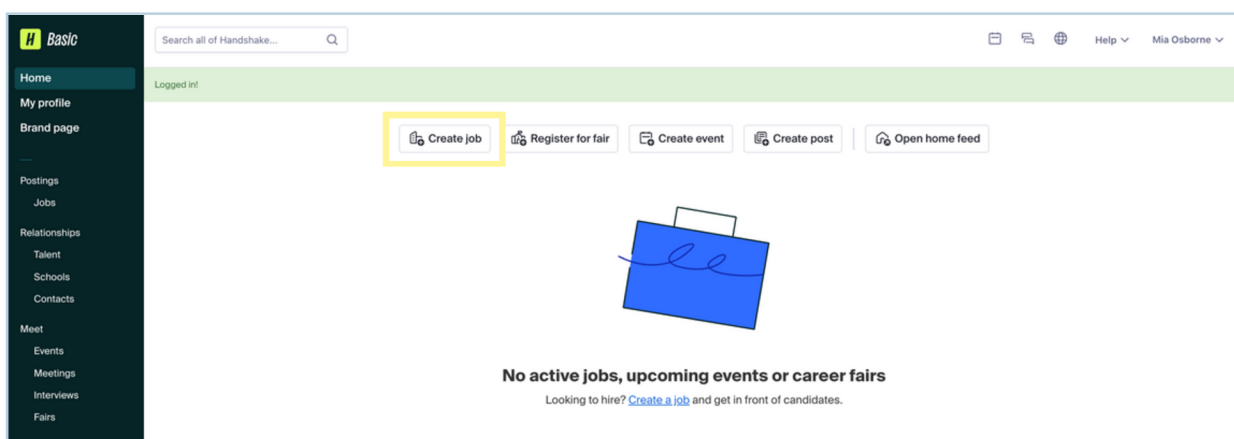


# How to Post a Job on Handshake

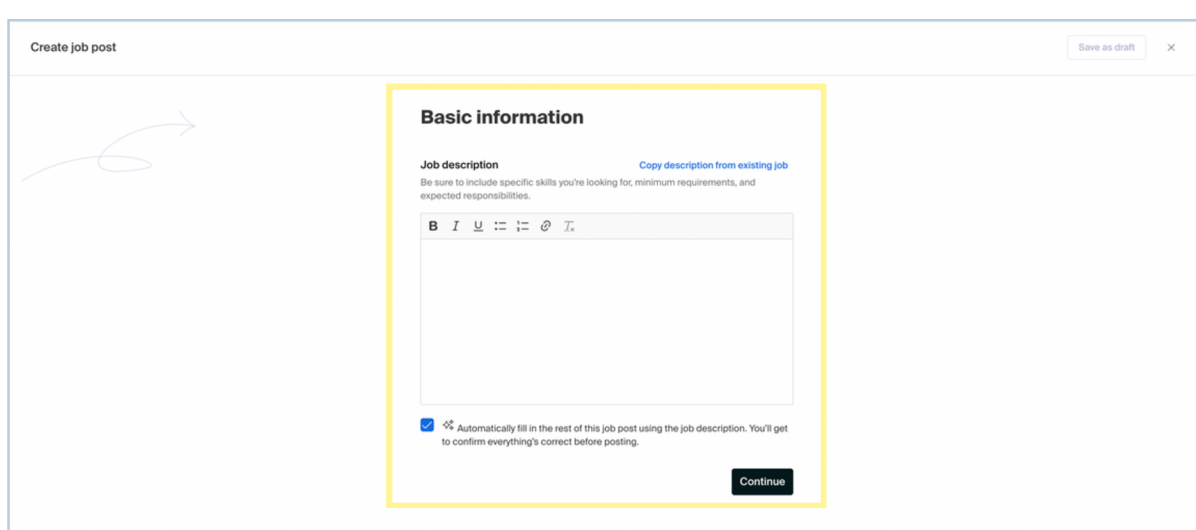
1.

On the homepage of your Handshake account, click “Create Job.”



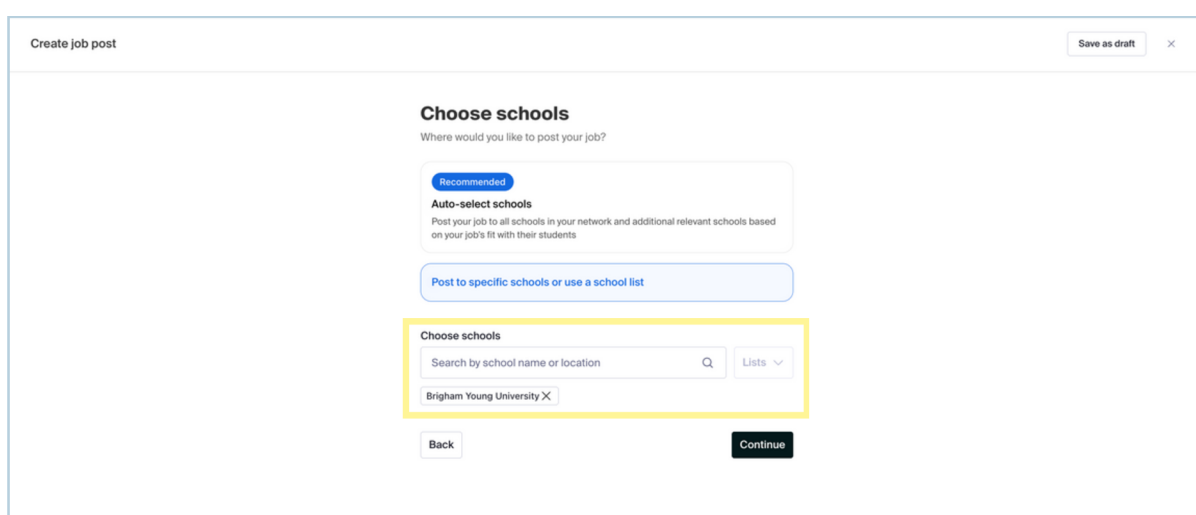
2.

Fill out all necessary fields (indicated on Handshake). Additionally, complete any other field with specificity to ensure your job posting attracts well-qualified candidates.



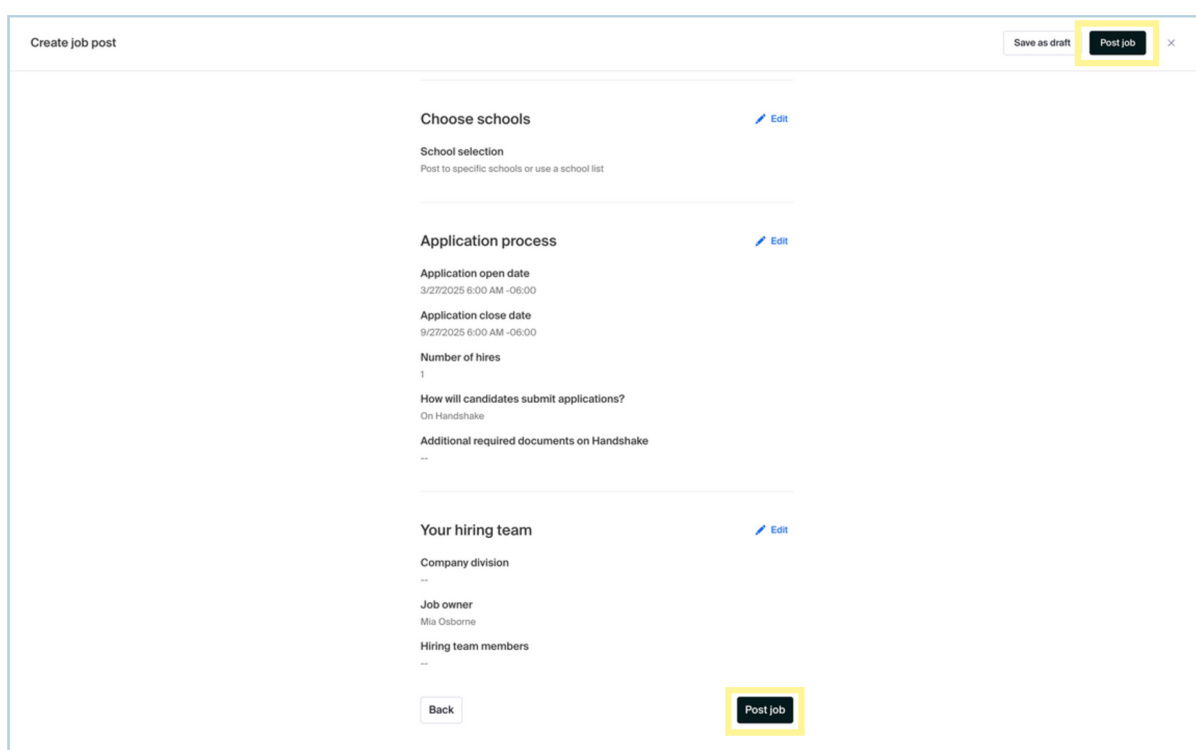
3.

Once finished editing your job posting, search Brigham Young University-Provo. Select Brigham Young University and continue with your job posting.



4.

After reviewing your Job Posting, select Post Job. Upon clicking “Post Job,” your job(s) will go through an approval process before being visible to students.



Tips concerning job positngs:

- under the ‘Categorize your job’ page, ensuring that the Job Role Groups related to your job are specific will reach students that your compnay is looking for.
- Creating a high-quality employer profile with a complete company profile and website will permit students to learn more about your company.