



BYU HOW TO GUIDEBOOK FOR INTERNSHIPS

BYU | handshake
JOIN THE COMMUNITY



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:

- Managing all your campuses and posting positions once.
- A mobile experience – update your job postings, view applicants, and more all while on the go using Handshake's responsive design.
- Engaging with students and alumni in the BYU Handshake community.

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HOW TO ACCESS AND COMPLETE YOUR BYU HANDSHAKE ACCOUNT AND PROFILE

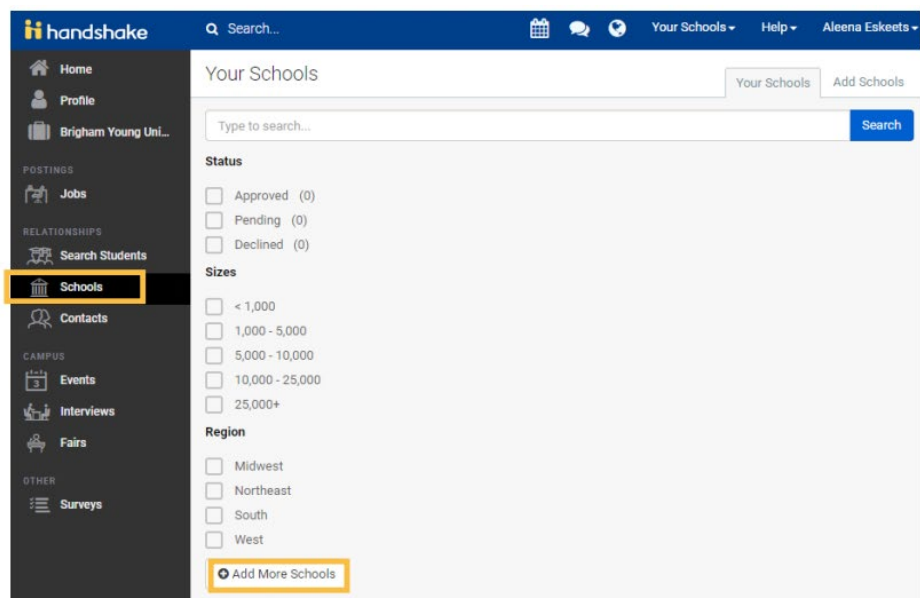
1

EMPLOYERS WHO HAVE A HANDSHAKE ACCOUNT BUT NOT A BYU HANDSHAKE ACCOUNT

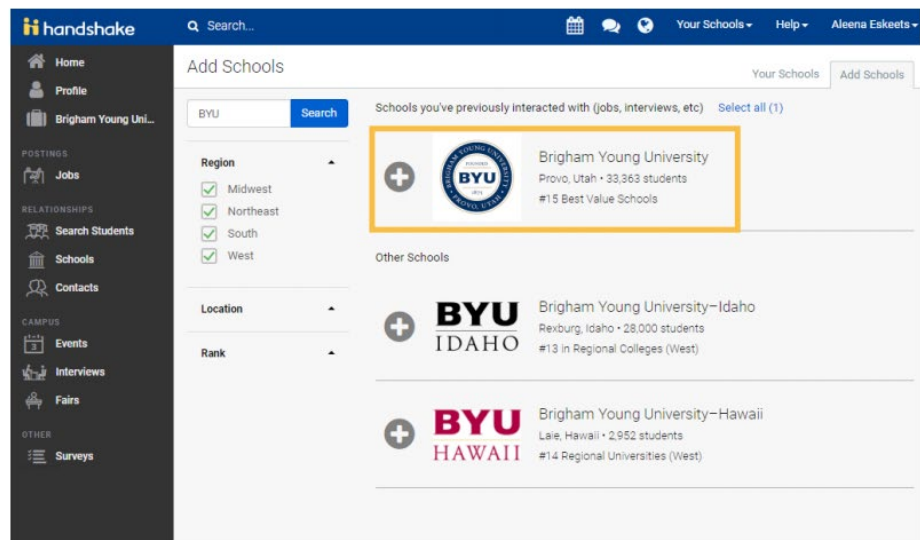
If you have an account in Handshake, but are not connected with BYU, follow these instructions to add BYU as a school

Log into Handshake and select “Schools” on the left-hand side

Select “Add More Schools”



Type in “BYU” 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

BYU Career Services

handshake

SELECT AFFILIATION

Please select the option that best represents your affiliation with the University.

CURRENT STUDENT
Individuals who are currently enrolled at BYU as students.

RECENT GRADUATE
Individuals who have graduated from BYU within the last year.

ALUMNUS
Individuals who graduated from BYU more than one year ago.

EMPLOYER
Individuals who are employers representing companies looking to recruit at BYU (attend career fairs, host information sessions, hold interviews, etc.)

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

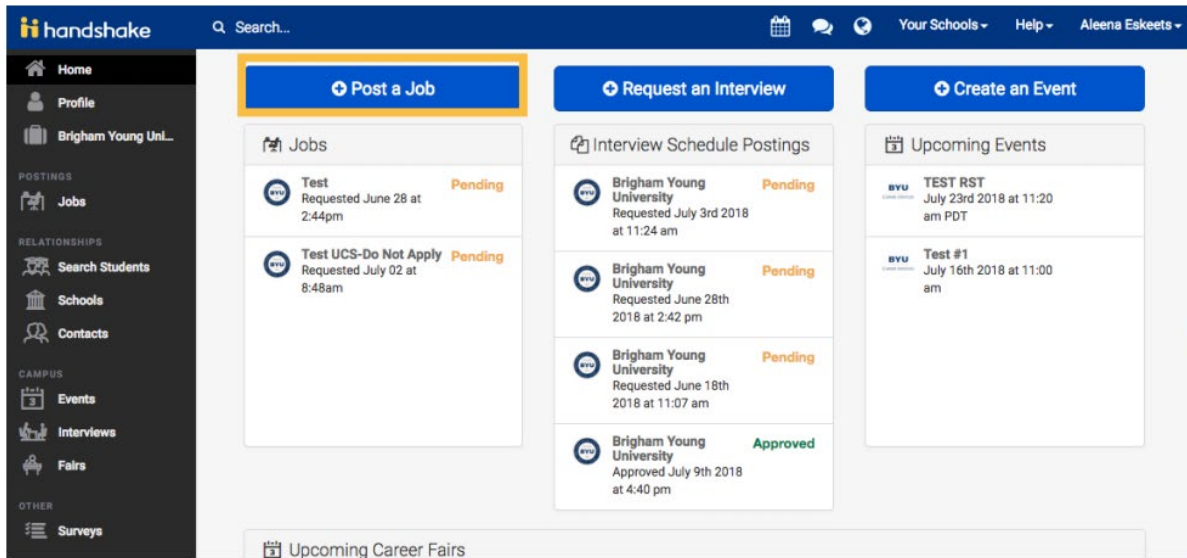
- Read over BYU Recruiting's "Employer Guidelines" and make sure the types of jobs and events you are requesting complies with these principles.
- Be sure your company profile is complete with company contact information that includes:
 - Address (One that is not residential)
 - Phone number
 - Email
 - Website

HOW TO POST AN INTERNSHIP TO YOUR BYU HANDSHAKE ACCOUNT

Once you have been approved to post positions at BYU, there are two ways to post an internship:

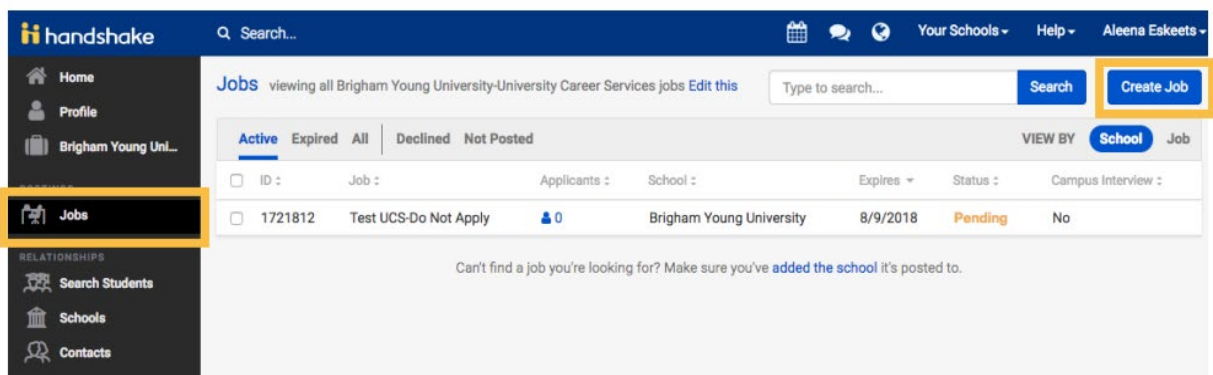
1

ON THE HOMEPAGE OF YOUR HANDSHAKE ACCOUNT, CLICK “POST A JOB”



2

CLICK THE JOBS TAB AND CLICK “CREATE JOB”



3

GO THROUGH THE REQUIRED PAGES ON HANDSHAKE FOR THE INTERNSHIP 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.



4

SELECT BYU TO POST AT AND CREATE YOUR INTERNSHIP POSTING

Once you have finished editing your internship posting, select Brigham Young University from the left column using the + button and click “Create” to post your internship.

At Brigham Young University, upon clicking Create, your internship 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.