



BYU HANDSHAKE HOW TO GUIDE FOR CAMPUS PARTNERS



HOW TO ACCESS AND COMPLETE YOUR BYU HANDSHAKE ACCOUNT AND PROFILE

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EMPLOYER/**CAMPUS PARTNER** 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

- Be sure your company/**CAMPUS PARTNER** profile is complete with company/**CAMPUS PARTNER** contact information that includes:
 - Address (Can be advisors office for campus partner)
 - Phone number
 - Email (we recommend using a generic campus partner gmail account)
 - Website

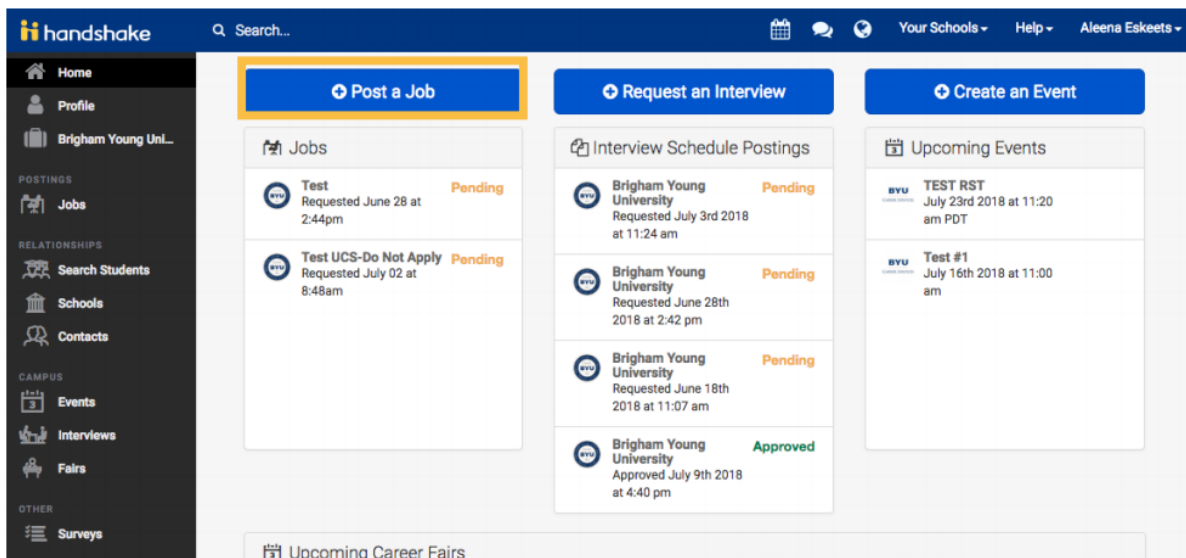
To expedite your request email – William_tenney@byu.edu or Beth_hiatt@byu.edu once you have submitted your request.

HOW TO POST A JOB TO YOUR BYU HANDSHAKE ACCOUNT

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

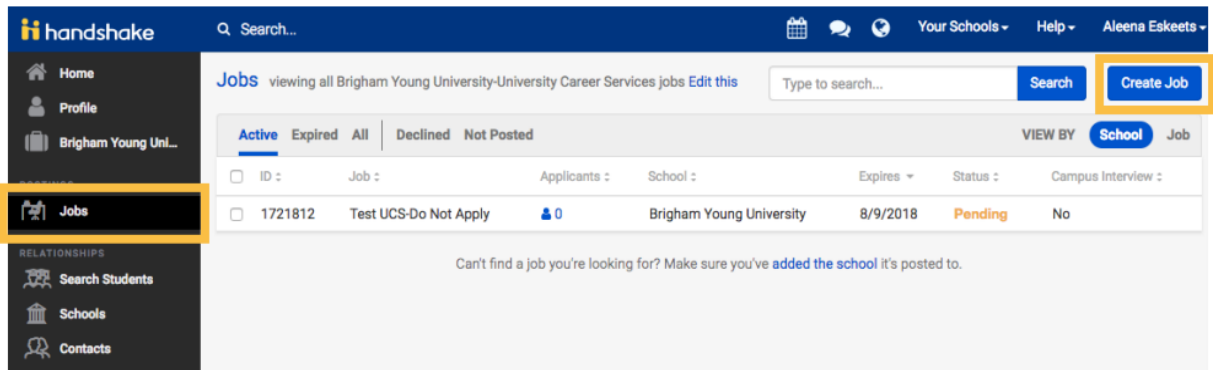
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ON THE HOMEPAGE OF YOUR HANDSHAKE ACCOUNT, CLICK “POST A JOB”



2

CLICK THE JOBS TAB AND CLICK “CREATE JOB”



3

GO THROUGH THE REQUIRED PAGES ON HANDSHAKE FOR THE JOB 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.



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SELECT BYU TO CREATE YOUR JOB POSTING

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

 A screenshot of a web interface for creating a job posting. On the left, there is a search bar labeled "Search Your Schools" with a magnifying glass icon. Below it are three items: "ADD ALL SCHOOLS" with a plus icon, "Brigham Young University" with a plus icon and highlighted by an orange box, and "Find more schools" with a magnifying glass icon. On the right, there are two date pickers: "Global apply start date: ⓘ" and "Global post expiration: ⓘ", each with a "Set global date" button and a calendar icon. Below these is a message: "You haven't selected school(s) to post this job to yet. Choose which schools you'd like to post to on the left." At the bottom, there is a navigation bar with buttons: "Cancel", "< Previous", "Basics", "Details", "Preferences", "Schools", "Next >", and "Create". The "Create" button is highlighted with an orange box.

Upon clicking Create, your jobs will go through an approval process at Brigham Young University 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.

YOUR JOB WILL BE PROCESSED AND APPROVED BY OUR RECRUITING EXPERIENCE TEAM IF IT FITS OUR BYU CAMPUS PARTNER GUIDELINES

HOW TO REQUEST A VIRTUAL CAMPUS PARTNER EVENT

BYU Campus Partners will be able to request virtual events which will be marketed on Handshake and to specific colleges via our Career Directors.
*High profile guests will need a 48 hour approval from the Academic VP office. If you have any questions about the status of your presenter's approval, please email William_tenney@byu.edu or beth_hiatt@byu.edu.

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LOG INTO HANDSHAKE AND SELECT "CREATE AN EVENT"

The screenshot displays the Handshake website interface. On the left is a dark sidebar with navigation links: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area has a blue header with the Handshake logo and a search bar. Below the header are three buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. The 'Create an Event' button is highlighted with a yellow border. Below these buttons are three sections: 'Jobs' (listing Fake Software Job, Fake Business Intel, and Fake Software Job), 'Interviews' (listing Brigham Young University), and 'Upcoming Events' (listing FAKE EVENT RXT, TEST BY WILL RXT, and test - Will #4). At the bottom is a section for 'Upcoming Career Fairs' listing various STEM and Career & Internship fairs.

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GO THROUGH AND FILL OUT INFORMATION FOR EVENT

Request Event

Event Name

Format

- ☒ 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
- ☐ Virtual: My company is hosting this event virtually

Host School

Event Name – Put your campus partner name and then name of the event – “BYU Kennedy Center Meeting”

Under format select “On-Campus: My company is hosting this event at the school” **(DO NOT select Virtual)**

Select “Brigham Young University” under “Host School”

Career Center

Select career center

Contact

Select a contact

Type

- ☐ Employer On-site
- ☐ Group Appointment
- ☐ Info Session
- ☐ Networking
- ☐ Speaker/Panel
- ☐ Workshop
- ☒ Other

Virtual Tabling/Office Hour Event

Start Date 2020-07-02 2:45 pm **End Date** 2020-07-02 3:45 pm **Time Zone** Pacific Time (US & Canada)

Registration Limit

☐ Limit the number of students who can register for this event

Under “Career Center” select “BYU Career Services – Main Career Center”


For “Contact” select “William Tenney” or “Beth Hiatt”


Select “Other” under “Type”

This will cause a writing box to appear where you can state “BYU Campus Partner event & best phone number for us to contact and verify the request”

List the date and time of your event (Be sure to select the correct time zone)



Branding





Description (optional)

This is a Virtual tabling/Office hour event



Additional Questions

Event Request

Indicates what type of event a recruiter is requesting

* What type of event are you requesting?

Virtual Session

Next Page

Cancel

Save

Under the “Description” box please make it clear what your event entails

For Additional Questions under “What type of event are you requesting?” please **select “Virtual Session”**

Click “Next Page” and then “Save” to submit your request

Additional Questions

Information Session Employer Request

Info session employer request for logistics/Logistic request for employers for info sessions

* Company Name

* Contact Name

Equipment Requests

- ☐ Please set up **EVERYTHING** including Zoom Platform for my event
☐ I will be using my Virtual Platform for my event and will email the link

If using your own Virtual Platform, please insert your virtual link here for the students to join your event

* 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

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Please State your “Company/**CAMPUS PARTNER** name” and “Contact Name” (Campus Partner Rep. Name)

Under “Equipment Requests” select how you want your virtual event to be set up

If you will be using your own virtual platform for the event, copy and paste the link to your event in the text box below

Select the majors you are targeting for the event **ONLY** if applicable

Select “Next Page”

YOUR EVENT WILL BE PROCESSED AND APPROVED BY OUR RECRUITING EXPERIENCE TEAM IF IT FITS OUR BYU CAMPUS PARTNER GUIDELINES

