



BYU HANDSHAKE HOW TO GUIDE FOR CAMPUS PARTNERS



JOIN THE COMMUNITY

HOW TO ACCESS AND COMPLETE YOUR BYU HANDSHAKE ACCOUNT AND PROFILE

1

EMPLOYER/**CAMPUS PARTNER** WITHOUT ANY HANDSHAKE ACCOUNT

To create an account in BYU Handshake, go to handshake.byu.edu

The screenshot shows the 'SELECT AFFILIATION' page on the BYU Handshake website. The page has a dark blue header with the 'BYU Career Services' logo and a hamburger menu icon. Below the header is the Handshake logo and the text 'SELECT AFFILIATION'. A sub-header reads 'Please select the option that best represents your affiliation with the University.' There are four selection boxes: '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), and 'EMPLOYER' (Individuals who are employers representing companies looking to recruit at BYU). The 'EMPLOYER' box is highlighted with an orange border.

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

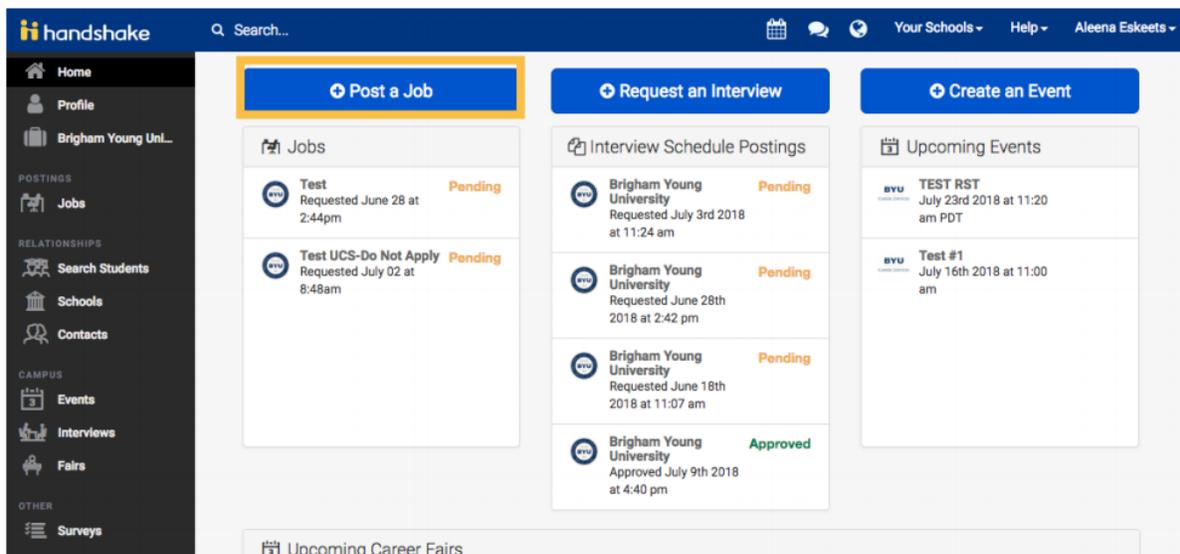
To expedite your request email - William_tenney@byu.edu or Beth_hiatt@byu.edu once you have submitted your request.

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:

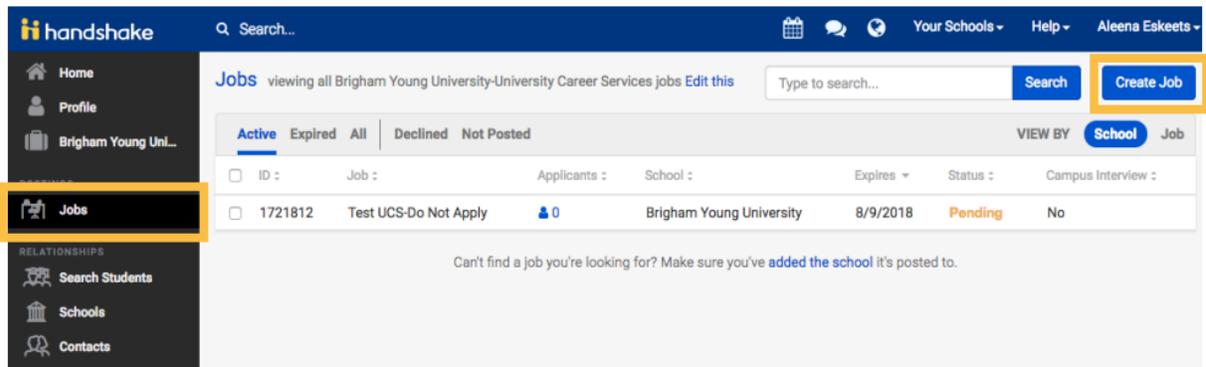
1

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



2

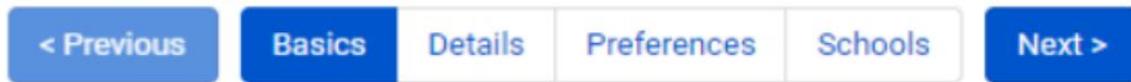
CLICK THE JOBS TAB AND CLICK “CREATE JOB”



3

GO THROUGH THE REQUIRED PAGES ON HANDSHAKE FOR THE JOB POSTING

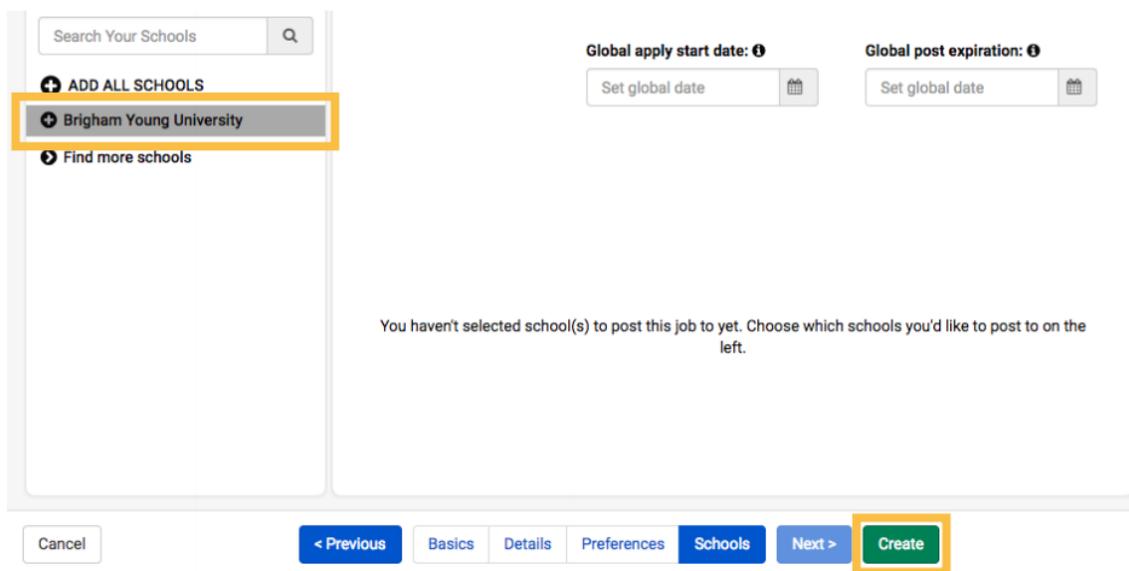
There are four required pages of the job posting form: Basics, Details, Preferences, and Schools. You do not have to fill out every field to create your job – required inputs will be identified with an asterisk (*). NOTE: the more fields you complete, the more likely you will be to attract well-qualified candidates.



4

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.



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.

1

LOG INTO HANDSHAKE AND SELECT "CREATE AN EVENT"

The screenshot displays the Handshake web application interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and user information including 'Favorite Schools', 'Help', and the user's name 'Corinne Archbald'. Below the navigation bar, there are three main action buttons: 'Post a Job', 'Request an Interview', and 'Create an Event'. The 'Create an Event' button is highlighted with a yellow border. To the left of these buttons is a sidebar menu with options like Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area is divided into three columns: 'Jobs', 'Interviews', and 'Upcoming Events'. The 'Jobs' column lists several 'Fake Software Job' and 'Fake Business Intel' listings, all marked as 'Approved'. The 'Interviews' column lists several 'Brigham Young University' interviews, also marked as 'Approved'. The 'Upcoming Events' column lists several events, including 'FAKE EVENT RXT', 'TEST BY WILL RXT', and 'test - Will #4 ENGINEERING AND DATA'. Below these columns is a section for 'Upcoming Career Fairs' with a list of events and a 'View All Upcoming Career Fairs' link.

2

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

[Go Back](#)

[Next Page](#)

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

