BYU HANDSHAKE HOW TO GUIDE
FOR CAMPUS PARTNERS

JOIN THE COMMUNITY
HOW TO ACCESS AND COMPLETE YOUR BYU HANDSHAKE ACCOUNT AND PROFILE

EMPLOYER/CAMPUS PARTNER WITHOUT ANY HANDSHAKE ACCOUNT

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

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”**
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.

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
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.

LOG INTO HANDSHAKE AND SELECT “CREATE AN EVENT”
GO THROUGH AND FILL OUT INFORMATION FOR EVENT

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”

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)
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.
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”