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. BYU Handshake has replaced BYU Bridge, and will offer your team many great and new features such as:
- 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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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.

1. Log into Handshake and select “Schools” on the left-hand side.
2. Select “Add More Schools”.
3. Type in “BYU” and select “Brigham Young University” (Make sure that Provo, Utah is the location).
EMPLOYERS WITHOUT A HANDSHAKE ACCOUNT OF ANY KIND
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
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

![Image of Handshake homepage showing Post a Job button]

2. Click the JOBS tab and click CREATE JOB

![Image of Handshake jobs page showing Create Job button]
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 well defined your job posting will be (and the more likely you will be to attract well-qualified candidates.)

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.

At Brigham Young University, upon clicking Create, your jobs will go through an approval process before being visible to students.

You can add other schools to job postings even after it was initially created. To do this, return to this screen and click the + button next to the school’s name.
HOW TO CREATE AN INTERVIEW SCHEDULE ON YOUR BYU HANDSHAKE ACCOUNT

Once you have posted a job to a school, you may want to request an interview schedule on campus. Please be sure to read our Recruiting Policy to ensure you qualify for on-campus recruiting beforehand.

1. Click INTERVIEWS on the left navigation bar

2. Click REQUEST INTERVIEW SCHEDULE in the upper right corner

3. Fill out the basics selection of the form

   **School**: The school where you are requesting the interview schedule. Note: You will only be able to choose from schools at which you have been approved and those schools must be in their interview period.

   **Description**: Describe the interview. Provide any information students might use to prepare for the interview including the format, the number of interviewers that will be present, etc. If you will administer a skills test or if you would like the student to bring work samples to the interview, share that information here.

   **Contacts**: The interviewers from your company who will be present for the interviews. Note: You are welcome to include staff members at your company who do not have a Handshake profile.
4 Click TIMELINE from the steps at the bottom of the screen.

5 Select the date you are interested in interviewing on campus. You also have the option to list an alternate date if you wish, in case the first date is not available at that school. You will then be asked how many rooms you would like to reserve on that day.

NOTE: The school may have a limit set on the number of rooms you can request they may also limit which dates are available for interviews. If you have any questions about availability you can reach out to the career center on the comments section on their school page.
If the school you’re working with hasn’t provided an interview Timeline template, create one yourself by clicking the ‘Enter Dates Directly’ button in the ‘Timeline’ section. Use one or more of the following options to create a timeline of how students can sign up for interview slots.

**Room-only**: In this period of time, you’ll have the room reserved from the school, but you will not be using Handshake to sign students up for specific interview slots.

**Open**: During an “Open” period, any student who meets the specified job or interview qualifications is allowed to reserve an interview slot (without manual approval).

**Preselect Continuous**: During a Preselect Continuous period, students who meet the specified qualifications must also be manually approved (by your company) before being allowed to take slots. There is no differentiation between “Primary” and “Alternate” candidates and all qualified candidates have access to the interview schedule at the same time.

**Preselect**: During a Preselect period, you will define an application period and separate interview signup periods for Primary and Alternate candidates. After the application period has ended, you will select Primary and Alternate candidates from the students who applied. Candidates you designate as “Primary” are allowed to sign up any time after the primary signup start and candidates you designate as “Alternate” are allowed to sign up any time after the alternate signup date. This helps ensure that your most promising candidates are able to find an acceptable interview slot.

Select the time slots you would like to interview students in. These are time slots that are accepted at the university you are interviewing at.

Once you have selected your interview date, interview timeline and interview slot template you can move to the next step which is JOBS.
Choose the job you would like to attach to this interview schedule

Create a New Job: Use this option to create a new job and new details, requirements and qualifications.

Copy Job Details: Copy job details from an existing job. This will create a new job posting and will not import any job applicants.

Use Existing Job: Use this option to attach an existing job and its current applicants to the interview schedule.

If you are not ready to post a position you can click Remind Me Later; this option will send you an email four days before the Apply Start Date reminding you to post a position and attach it to the schedule.

When you are ready to move on select Review from the bottom tabs

PROCEED TO NEXT PAGE FOR FURTHER INSTRUCTIONS ->
12 Review your interview dates and details and go back to any steps you would like to edit

13 Select Request

14 Your interview schedule will now be sent to the university you selected in the Basics section. Depending on the permissions you have at the school, the interview will be automatically approved or it will go into a pending status at the university. You will be notified when your schedule has been approved or declined.
In order for students to apply to your interview schedule, you will need to attach at least one job before the **Apply Start Date**. If you have received a notification about adding a job to your interview schedule or you have posted a job that you would like to attach to an existing interview schedule you can follow these instructions to add it.

**HOW TO ATTACH A JOB POSITION TO AN INTERVIEW SCHEDULE**

1. Navigate to the **Interviews** tab

2. Select the interview that you would like to attach a job to.

3. Click **Attach A Job**

4. Select from the options how you would like to add a job to your schedule

   - **Create a New Job**: Use this option to create a new job and new details, requirements and qualifications.
   - **Copy Job Details**: Copy job details from an existing job. This will create a new job posting and will not import any job applicants.
   - **Use Existing Job**: Use this option to attach an existing job and its current applicants to the interview schedule.

**PROCEED TO NEXT PAGE FOR FURTHER INSTRUCTIONS ->**
Once you see your job(s) attached at the top of the page you can click **Save Changes** in the bottom right corner of the page.

Students will now be able to apply to your interview schedule through the associated jobs!
HOW TO REQUEST AN EVENT

1. Click on Events in the left-hand navigation bar

2. Click on Request Event tab in the upper right-hand corner

3. Enter the required event information into the following fields:
   
   • **Event Name**
     - Name the event: “Company Name: Event Type (Position Type; Majors)
     - For example, if BYU was holding an information session to recruit students for an internship in the Engineering department, the event name should be “Brigham Young University: Info Session (Full-time; Engineering)

   • **Format**
     - **School-hosted**: School-hosted: A school is booking space for this event. In other words, your event will take place on campus at the selected school.
     - **Company-hosted**: Company-hosted: Your company is hosting this event and booking space off-campus.
     - **Virtually-hosted**: Your company is holding this event virtually.

   • **Host School**
     - Only one school per event created can be requested.

   • **Contact**
     - Multiple contacts may be added here. The user creating the event will be auto-added as the initial contact. If you need to add a contact that is not yet added to your company in Handshake, we recommend clicking on Contacts in the left hand navigation bar to create a new contact.

   • **Career Center**
     - The Career Center you choose is dependent upon the type of students you are interested in recruiting
       - If you are interested in recruiting Business majors, you will select “BYU Business Career Center (grad/undergrad business majors)
       - If you are interested in recruiting STEM/Liberal Arts/Life Sciences/etc. majors, you will select “BYU Career Services-Main Career Center”

PROCEED TO NEXT PAGE FOR FURTHER INSTRUCTIONS ->
• Type  
  o Choose the type of Event you wish to hold: information session, classroom presentation, speaker/panel, etc

• Start & End Dates  
  o We recommend clicking on the small calendar icon to easily select the desired start and end dates for your event

• Time Zone  
  o Make sure that you are submitting the times of your Event in Mountain Standard Time (MST)

• Branding Image  
  o Whichever logo your company profile currently has on Handshake will be automatically added here. However, you may change the branding image by clicking on the small pencil icon towards the right corner of the image.

• Description  
  o Define the event as something that will encourage students to attend. Use this section as a way to detail the event or as a message to invite students. may change the branding image by clicking on the small pencil icon towards the right corner of the image.
Click on **Save** to save and request your event!

**Once your Event has been created:**

- You will be brought directly to the Overview page of your event.
  - Here you can view the general event information including: date, time, location, description, activity and comments.
  - You can also view a quick snapshot of your RSVPs in the box towards the right of the Overview page.
HOW TO SEARCH FOR STUDENT RESUMES

1. Log into Handshake and click the Students tab

2. Locate and check the box next to the Brigham Young University under the School section
3. Use the check box, drop-down, and fill-in filters to find the students of your choice. Click Show Advanced Options and check Has Public Resume.

4. To download a resume, click the box next to the student’s name and click Download Resumes. To download multiple, click the box at the top or click Select all and click Download Resumes.