Maximizing Digital Student Engagement on BYU Handshake

You will need a Handshake account. To create an account, go to handshake.byu.edu.

1. Click SIGN UP FOR AN ACCOUNT.
2. Select EMPLOYER.
3. Fill out the requested information.
4. Click SIGN-UP.
5. Fill out recruiting interests and your ALMA MATER.
6. Click CONTINUE.
8. Click CONTINUE.
If you already have a Handshake account, but are not connected with BYU, please follow these instructions to add BYU as a school.

1. Login to Handshake.
2. Select SCHOOLS.
4. Type in ‘Brigham Young University’.
5. Click REQUEST.
6. Wait for your request to be approved.
2. Host a Virtual Info Session

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: Virtual Information Session’
     - For example, ‘Brigham Young University: Virtual Information Session’
   - **Format**
     - Click on ‘Virtual: My company is hosting this event virtually.’
   - **URL**
     - Put a link to your virtual information session here.
   - **School**
     - Only one school per event created can be requested. Select ‘Brigham Young University’ from the drop down list.
   - **Contact**
     - Multiple contacts may be added here. To add a contact, start typing the name of that 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.
Start & End Times
- We recommend clicking on the small calendar icon to easily select the desired start and end dates for your event.

Time Zone
- Make sure you are submitting the times of your event in Mountain Standard Time (MST).

Branding
- Whichever logo your company profile currently had 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
- Since this is a virtual event, we highly encourage you to put as much information here as possible. Use this section to detail the event or as a message to invite students.

4. Click on **Save** to save and request your event!

*Once your event has been created, you will be brought 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.*

If you have an existing event, please contact us to assist you in switching the event to a virtual event.
1. Click **Interviews** on the left navigation bar.
2. Click **Request Interview Schedule** in the upper right corner.
3. Fill out the form completely.

   **School**
   
   - Please fill out ‘Brigham Young University’.

   **Career Center**
   
   - Please select ‘BYU Career Services-Main Career Center’.

   **Contacts**
   
   - You can type in your contacts here. Note if they aren’t populating, you can add a contact by clicking on **Click Here**.

   **Interview Schedule Name**
   
   - We suggest putting ‘Virtual’ into the name of your interview. i.e. ‘Virtual-Spring Interviews’.

   **Interview Schedule Description**
   
   - Here you can put a link to the virtual experience for your students.
     - Here you will provide your virtual link.
     - Contact information for student to reach out with questions.
     - Remind students to attach resumes.
4. Click Next to go to the Timeline tab.

**Date**
- Select the date. Use the calendar icon.

**Requested Room Count**
- Please request 1 room.

**Details**
- Here you can put any additional details you would like the Career Services staff to know.

The next page on the Timeline tab will need the following information completed.

**Review Selected Interview Dates**
- Double check the date you requested is correct.

**Choose Your Preferred Timeline**
- Please select the ‘Open’ option.

**Select Your Interview Slot Template**
- Select ‘Virtual Interview Half Day-Morning’ or ‘Virtual Interview Half Day-Afternoon’
5. Attach a job to the interview.