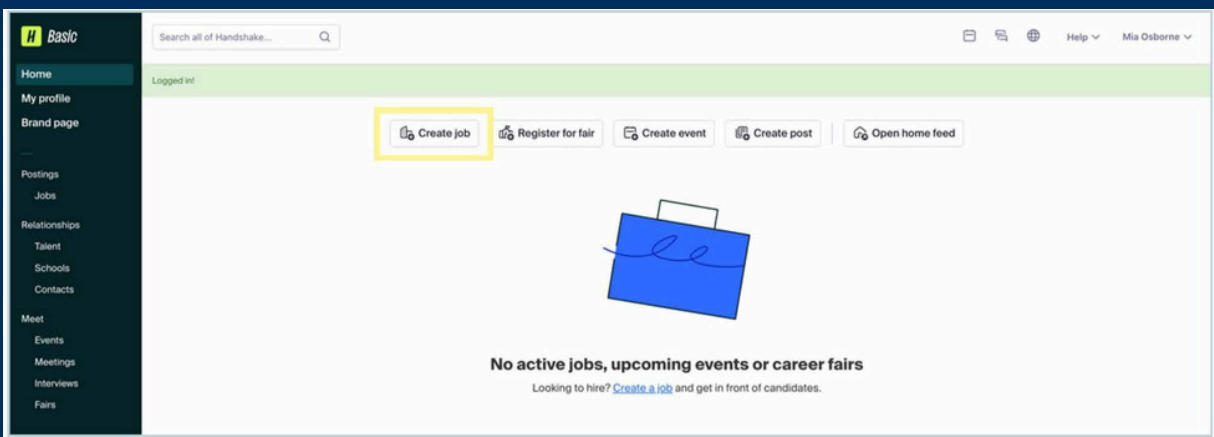


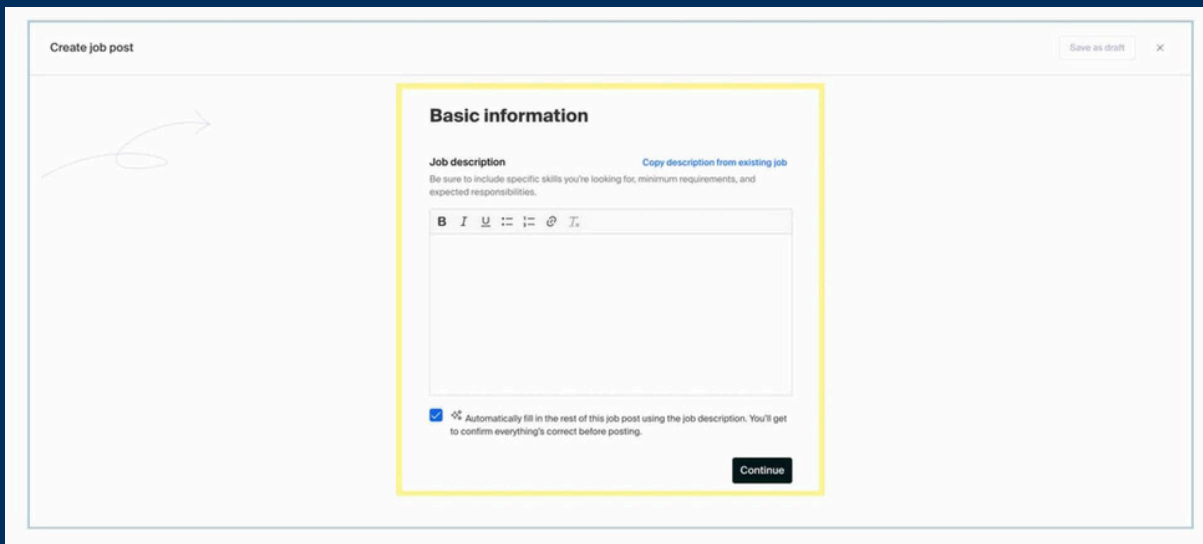
HOW TO POST A JOB ON HANDSHAKE

BYU MARRIOTT SCHOOL OF BUSINESS

1 On the homepage of your Handshake account, click "Create Job."



2 Fill out all necessary fields (indicated on Handshake). Additionally, complete any other field with specificity to ensure your job posting attracts well-qualified candidates.



3

Once you have finished editing your job posting, search Brigham Young University–Provo. Select Brigham Young University and continue with your job posting.

The screenshot shows the 'Choose schools' step of a job posting creation process. The page title is 'Create job post' with a 'Save as draft' button in the top right. The main heading is 'Choose schools' with the subtext 'Where would you like to post your job?'. There are two main options: 'Auto-select schools' (recommended) and 'Post to specific schools or use a school list'. The 'Post to specific schools or use a school list' option is selected. Below this, there is a search bar with the text 'Search by school name or location' and a 'Lists' dropdown menu. The search results show 'Brigham Young University X' selected. At the bottom, there are 'Back' and 'Continue' buttons.

4

After reviewing your Job Posting, select Post Job. Upon clicking "post job," your job(s) will go through an approval process before being visible to students.

The screenshot shows the 'Post Job' step of a job posting creation process. The page title is 'Create job post' with 'Save as draft' and 'Post job' buttons in the top right. The 'Post job' button is highlighted. The main heading is 'Choose schools' with an 'Edit' link. Below this, there are sections for 'Application process' and 'Your hiring team'. The 'Application process' section includes 'Application open date' (3/27/2025 6:00 AM -06:00), 'Application close date' (9/27/2025 6:00 AM -06:00), 'Number of hires' (1), 'How will candidates submit applications?' (On Handshake), and 'Additional required documents on Handshake'. The 'Your hiring team' section includes 'Company division', 'Job owner' (Mia Osborne), and 'Hiring team members'. At the bottom, there are 'Back' and 'Post job' buttons.

TIPS FOR POSTING A JOB

At the BYU Marriott School of Business, we work closely with employers to create meaningful recruiting experiences. The tips below will help your job posting reach the right students and maximize your recruiting efforts at BYU.

I. Posting Your Job on Handshake

When posting a job in Handshake, we recommend the following:

- Complete all required fields in your job posting.
- Fill out additional fields when prompted to improve student matching.
- Maintain a strong employer profile, including:
 - Your company website
 - A clear, concise organization description

A complete posting helps students quickly understand your role and qualifications.

II. Promoting Your Job at BYU

There are several ways to increase visibility for your opportunity:

- Career Directors are a key connection point within each college.
 - Contact recruiting@byu.edu or visit careers.byu.edu to get started.
- BYU Career Services and Career Directors can help promote your posting to students.
- Career fairs and information sessions are effective ways to connect directly with students.
 - Learn how to request an event: [Requesting an Event](#)

III. Posting Best Practices

To help your posting reach the right audience:

- For roles with multiple locations, create one posting and list all locations in the Job Location field under Details.
- Under Categorize Your Job, select the most specific Job Role Groups available.
- Under Candidate Qualifications, list the major groups you are targeting.
- If applicable, select preferred school year(s) to focus your applicant pool.

These best practices help students quickly identify roles that align with their interests and qualifications.

POSTING POLICY

All job and internship postings on Handshake are reviewed by BYU Career Services to ensure they meet university standards and align with BYU values. Before posting, please review the guidelines below.

What's Required

To be approved, postings must:

- Clearly state compensation (hourly rate, salary, or unpaid)
- Specify whether internships are paid or unpaid
- Comply with BYU employment and recruiting standards

Not Accepted

The following postings will not be approved:

- Door-to-door or commission-only roles
- Private individual employment (e.g., babysitting, home care)
- Positions involving alcohol, tobacco, gambling, or adult content
- Any services inconsistent with the [BYU Honor Code](#)

Questions?

If you're unsure whether a position meets these guidelines, please contact the [Business Career Center](#) before posting