

REQUESTING EVENTS ON HANDSHAKE

BYU MARRIOTT
SCHOOL OF BUSINESS

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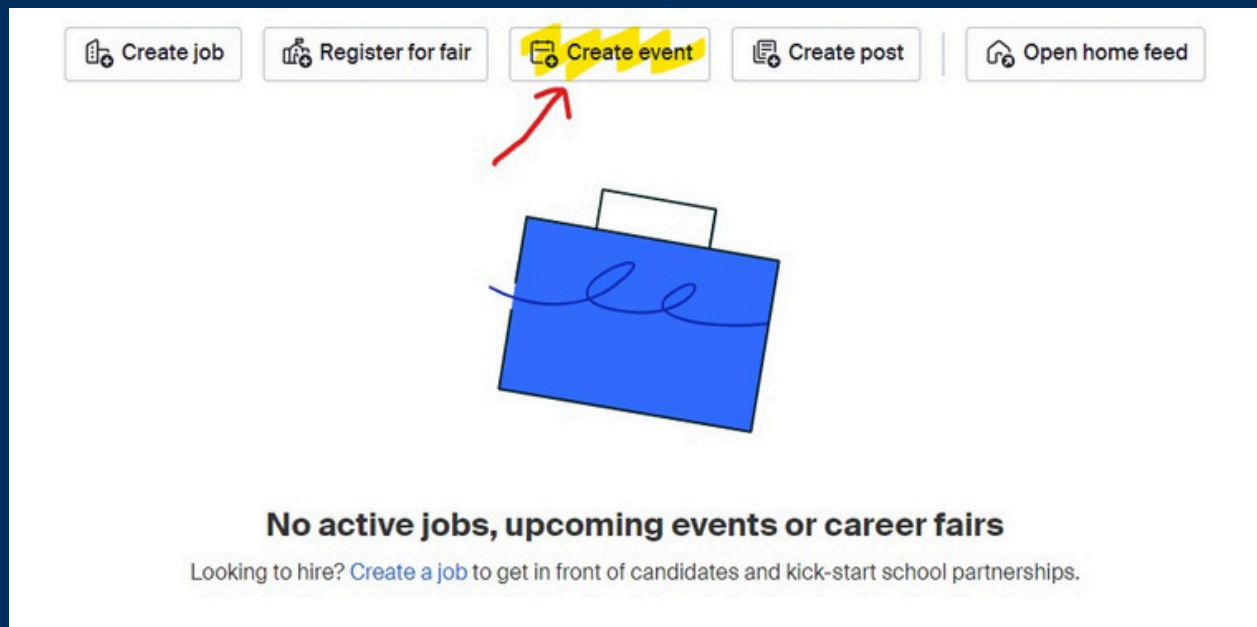


INFO SESSIONS

To request an Info Session on Handshake, follow the steps below.

1. Create an event

From your Handshake homepage, select Create an Event.



2. Event setup

- **Event format:**

Select On-Campus (Required for all BYU-targeted events. Virtual events will be updated during approval.)

- **School:**

Brigham Young University

- **Career center:** Select based on your audience:

- **Undergraduate students:**

BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

- **MBA students:**

BYU Marriott MBA Career Center

- **Both audiences:**

Submit two identical event requests, one for each career center

Where is your event being held?

On-campus:
My company is hosting this event at a school

*Select **On-campus** even if your BYU-targeted event is virtual*

Off-campus:
My company is hosting this event (not at a school) and booking space ourselves

Virtually:
My company is hosting this event virtually

*Select **Virtual** only if your event is a multi-school event*

Which school is hosting?

Brigham Young University ✕ ▼

Which career center is hosting?

Select a career center ▼

BYU Careers & Experiential Learning-Main Career Center

BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

BYU Marriott MBA Career Center

BYU Marriott Clubs

Select the career center based on your target audience

3. Event type

Select Info Session

4. Event time

Schedule your event for one of the following:

- 5:00–6:00 PM (MT)
- 6:00–7:00 PM (MT)

5. Target your audience

Handshake will prompt you to select preferred majors.

6. Submit early

Event approvals typically take 1–3 business days.

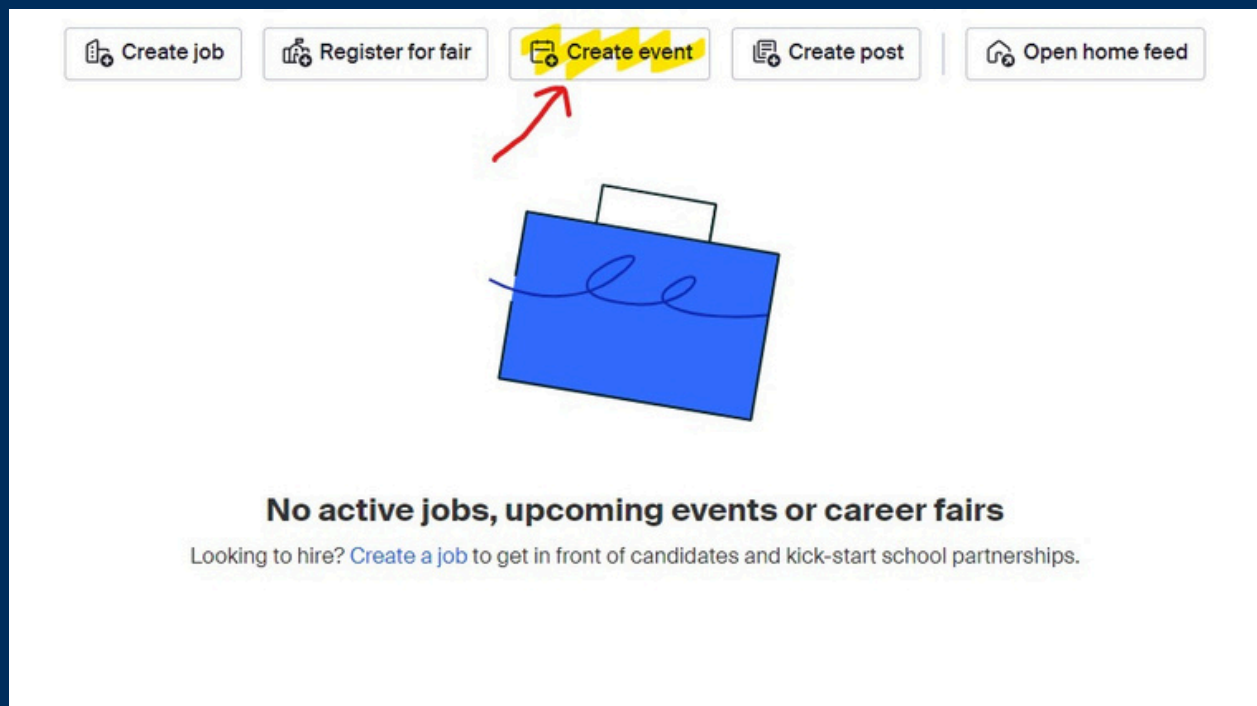
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BOOTH/TABLING

To request a Booth/Tabling event, follow the steps below:

1. Create an event

From your Handshake homepage, select Create an Event.



2. Event setup

- **Event format:**
Select On-Campus (Required for all BYU-targeted events.)
- **School:**
Brigham Young University
- **Career center:**
BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

Where is your event being held?

On-campus:
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*Select **On-campus** even if your BYU-targeted event is virtual*

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My company is hosting this event (not at a school) and booking space ourselves

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My company is hosting this event virtually

*Select **Virtual** only if your event is a multi-school event*

Which school is hosting?

Brigham Young University

Which career center is hosting?

Select a career center

BYU Careers & Experiential Learning-Main Career Center

BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

BYU Marriott MBA Career Center

BYU Marriott Clubs

Select the career center based on your target audience

3. Event type

Select Other

4. Event time

- Events must be scheduled between 9:00 AM and 3:00 PM, unless otherwise arranged
- You may choose any duration within this window (e.g., 9–3, 12–3, 10–2)

5. Target your audience

Select relevant majors when prompted in Handshake.

6. Submit early

Event approvals typically take 1–3 business days.

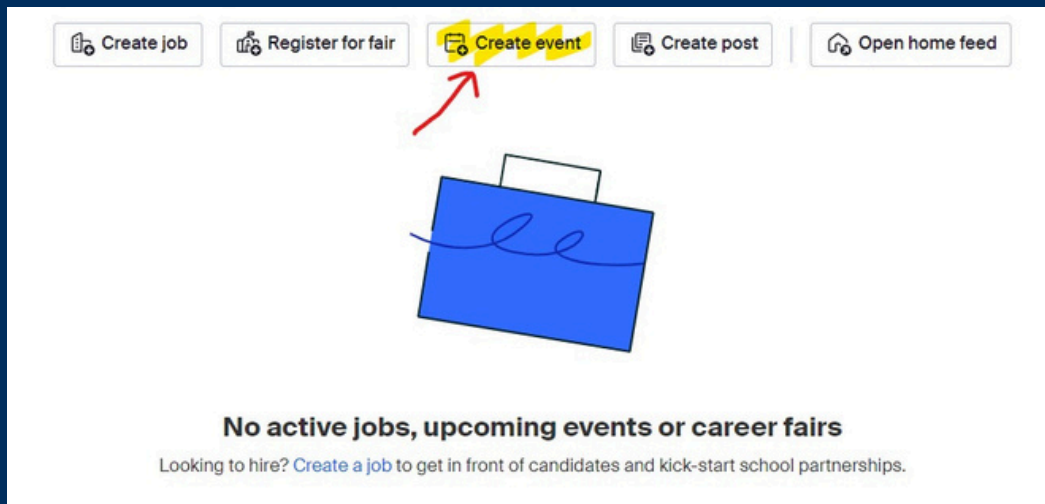
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OFFICE HOURS

To request Office Hours on Handshake, follow the steps below:

1. Create an event

From your Handshake homepage, select Create an Event.



2. Event setup

- **Event format:**

Select On-Campus (Required for all BYU-targeted events. Virtual events will be updated during approval.)

- **School:**

Brigham Young University

- **Career center:**

Select based on your audience:

- **Undergraduate students:**

BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

- **MBA students:**

BYU Marriott MBA Career Center

- **Both audiences:**

Submit two identical but separate event requests, one for each career center

Where is your event being held?

On-campus:
My company is hosting this event at a school

*Select **On-campus** even if your BYU-targeted event is virtual*

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*Select **Virtual** only if your event is a multi-school event*

Which school is hosting?

Brigham Young University

Which career center is hosting?

Select a career center

BYU Careers & Experiential Learning-Main Career Center

BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

BYU Marriott MBA Career Center

BYU Marriott Clubs

Select the career center based on your target audience

3. Event type

Select Other

4. Event time

- Schedule office hours between 9:00 AM and 3:00 PM
- Any duration within this window is acceptable
- (e.g., 9–3, 12–3, 10–2)

5. Submit early

Event approvals typically take 1–3 business days.

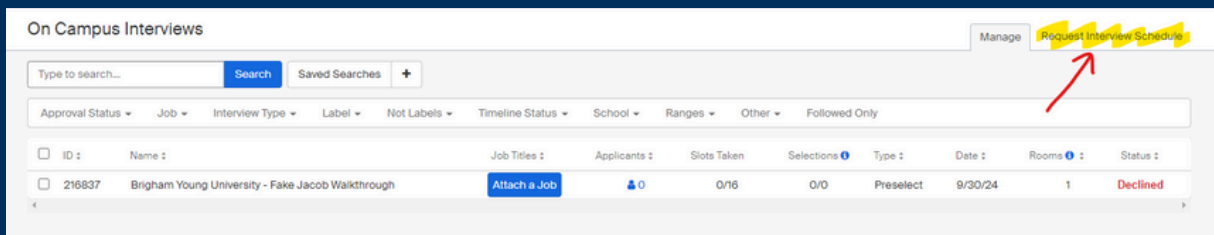
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INTERVIEWS

To request Interviews on Handshake, follow the steps below:

1. Request an interview

From your Handshake homepage, select Request an Interview.



2. Interview setup

- **School:**

Brigham Young University

- **Career center:**

Select BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

All fields marked with * are required

* **What school would you like to interview at?**

Brigham Young University

Your employer account must be approved to post Interview Schedules at the school chosen and the school must be in their interview scheduling season.

* **Career Center**

Type to search...

BYU Careers & Experiential Learning-Main Career Center

BYU Marriott Business Career Center (undergrad business/MPA/MAcc/MISM)

BYU Marriott MBA Career Center

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? [Click Here](#)

Interview Schedule Name

Spring Internship Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Students will meet with two interviewers for 20 minutes each back to back

Any additional information about the schedule or your company you want to share with students and career services.

Only allow students to apply to one job attached to this interview schedule?

You can set this field once more than one job is attached to the schedule.

3. Timeline selection

Choose one of the following:

- Room Only
- Reserve interview space only.
- (Interview schedule is managed outside of Handshake.)
- Preselect
- Create and manage the interview schedule directly in Handshake.

Choose Your Preferred Timeline ⓘ

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

If you are interested in managing your applicants in Handshake please use this option. Primary and alternate student choices are selected after the application period. Primaries are allowed to sign up before alternates.

Room Only

Use this option if you just want to reserve an interview room, but want to build your own interview schedule. This will give students 30 days to apply for your position in Handshake.

4. Attach job(s)

- Attach every job you are interviewing for
- If interviewing for multiple roles on the same day, each job must be attached

5. Submit early

Interview approvals typically take 1–3 business days.

Need Help? Click [Here](#)