

HANDSHAKE

Your primary tool for recruiting will be the BYU Handshake. Handshake is an online resource that connects BYU students to employers and allows users to search job listings, apply for jobs, communicate with recruiters, sign up for on-campus interviews, and schedule appointments to meet with Reid (the Director of Placement for the IS program).

As a BYU student, you automatically have an account on Handshake. When you log in for the first time, you'll be prompted to complete your profile. You should do this TODAY!



COMPLETE YOUR PROFILE

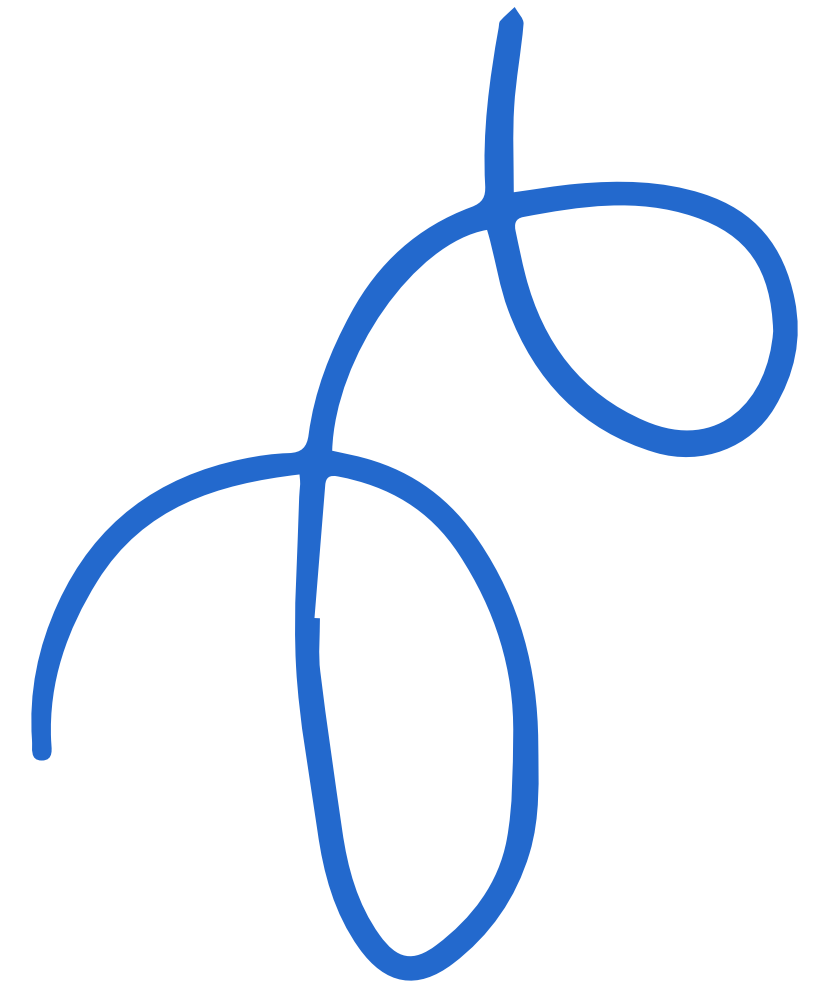
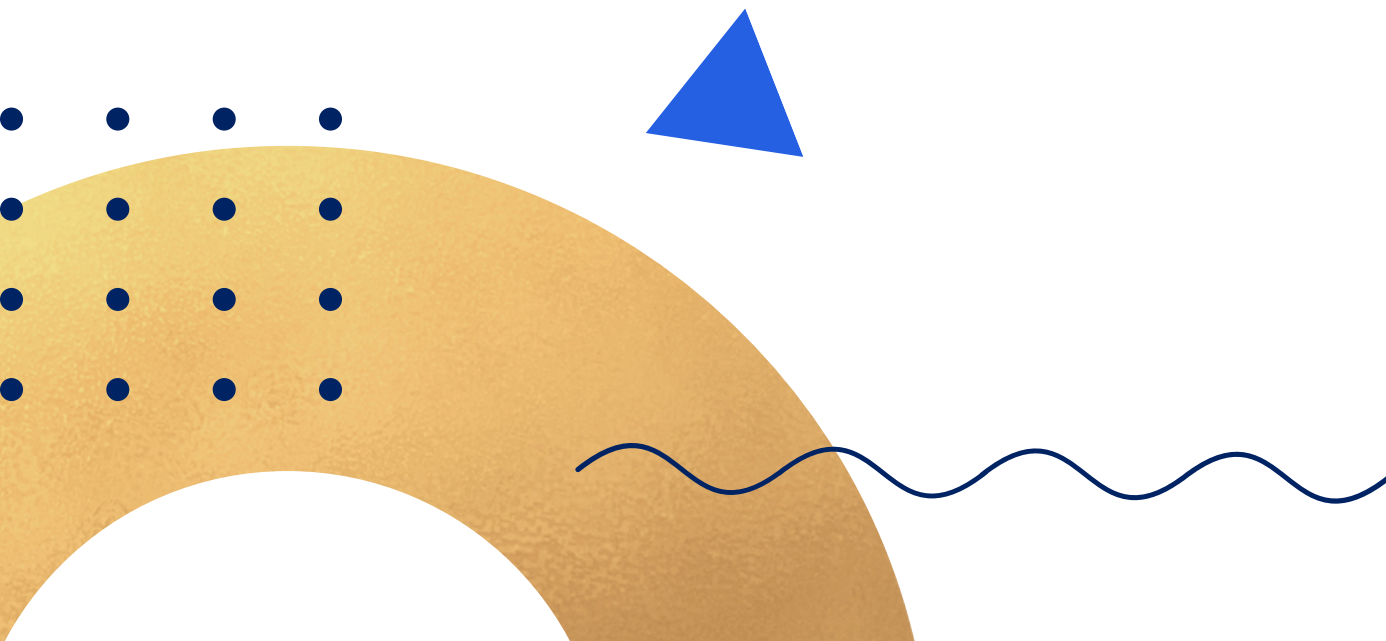
Make sure your profile is current and correct. The key elements of your profile will automatically be filled in from the university, but the majority of your profile comes from you. Employers only see certain parts of your profile when you apply for a position. The additional profile information that employers don't see allows Handshake to be more tailored to you.



STAY IN THE LOOP!

Email notifications – by default, you’ll receive emails from Handshake about new jobs and events. If you don’t want to receive these emails, you can adjust these settings by logging in to Handshake and selecting the tab with your name and photo, then clicking on “Settings & Privacy” and selecting Notification Preferences

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You can ***‘follow’*** employers to find specific jobs and upcoming events. We will also supply you with information about events each week in the Friday Forecast.



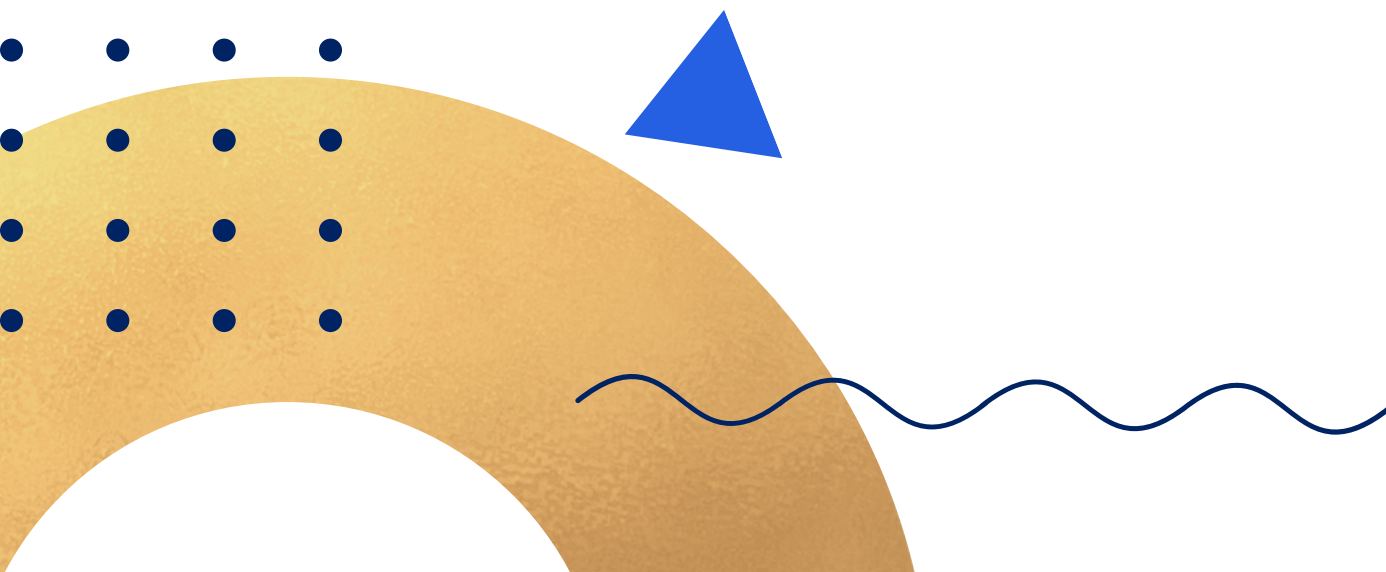
UPLOAD YOUR RESUME & TRANSCRIPT



To apply for jobs, you need to have at least one default resume on Handshake. To add your resume, save it as a PDF, find the “Documents” tab under your name, click “Add New Document,” and follow the onscreen instructions.

Need to submit your unofficial transcript along with your resume? Not sure how to do it? Check out the instructions below:

- 1) Log in to MyBYU and find “Campus Links,” the “School” tab, and then AIM to find your transcript
- 2) Click on “Student Academic Record” and then click on “Progress Report” (ABC Report)
- 3) Click on the “Full Progress Report” link (below your “Current Programs”), and save your report as a PDF
- 4) Log in to Handshake, and click on the “Documents” tab under your name
- 5) Select Transcript as the type of document to upload



SEARCH FOR OPPORTUNITIES

Use the “Jobs” tab on your homepage to search for job opportunities. You can search by keyword, industry, location, major, etc. Don’t forget to save your custom searches to save time while searching in the future.



SEARCH FOR EVENTS

Information Sessions and Career Fairs are great ways to learn more about an organization and start networking. Information Sessions are found under the “Events” tab of Handshake. If you ‘follow’ a company, events for that company will appear in your newsfeed.



TALK WITH A CAREER COUNSELOR

Your Career Counselor (Reid Grawe) is here to help you! Schedule an appointment to discuss your career options, resumes, cover letters, interviewing, networking, or search techniques by going to Handshake and clicking on “Career Center” then selecting “Appointments” from the drop-down, by visiting the Business Career Center (447 TNRB), or by sending us an email.

(iscareerservices@gmail.com | grawe@byu.edu)

