

# JBU CAMPUS VISITS 2021 - 2022



## Welcome

Welcome to John Brown University! We are excited to have you represent your organization on campus. As you will come to find, John Brown University students are remarkable. They are committed, intentional and conscientious. For more information about our opportunities for employers as well as our Recruiting Policy and Internship Policy, please visit our [employer website](#).

## Overview

This document will guide you through our JBU Campus Visit process and will answer many questions.

## Optimal Visit Time Frame

JBU Campus Visits can be scheduled Monday through Friday. We ask that you do not schedule a visit for more than 2 – 3 days. Please see below for our cost outcome.

To make the best of your visit, we recommend you do **not** come to campus on the following dates:

- November 22 - 26: Thanksgiving week
- December 13 – 17: Finals Week
- December 20 – January 8: Winter Break
- March 7–11: Career Fair Week
- March 21– 25: Spring Break
- April 15: Good Friday
- May 2 – 5: Finals week

## Cost

Your first JBU Campus Visit Day is free. Companies are authorized for one JBU Campus Visit Day per semester. Additional days will incur a \$15 fee per day. Payment is required before or on your Visit Day. You can pay for your additional days at this [link](#). You must register on Handshake *before* paying to avoid any confusion with payment. Note: If you are unable to attend your visit, please notify us as soon as possible. Employers who need to reschedule may do so but only once in a semester. Additional changes to dates will incur a \$15 fee per day.

## Securing Your Date on Campus

JBU Campus Visit Days are first-come, first-served. We require a minimum of two weeks' notice to prepare for your arrival on campus.

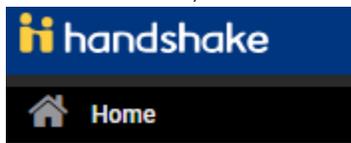
## Healthy Partnership Efforts

You will be sent an **Employer Engagement Survey** to your email after your visit. This survey is required to track our partnership efforts. Fill out this survey as quickly as possible after your visit. If you are planning on interviewing or hiring our students, send us an email at [cdc@jbu.edu](mailto:cdc@jbu.edu) and let us know. We hope to create a healthy partnership between JBU Career Development and our valued employers.

## Scheduling a JBU Visit Day

Handshake is JBU's career platform for all students and alumni to connect with businesses and organizations for jobs and internships. Registration in Handshake is required for JBU Visit Days. Following are the steps to creating a JBU Campus Visit (Employer on-site):

- In Handshake, click on the "Home" menu in the upper left-hand corner



- Choose the "Create an Event" button



- All starred (\*) fields are required
- "\* Event Name" is Your Organization Name plus Visit Day (i.e. Company Visit Day)
- "Format" is "On-campus: My company is hosting this event at a school"
- "Host School" is John Brown University
- "Contact" is you or someone on your staff who will attend the event (they need to be registered in Handshake)
- "Type" is "Employer On-Site"
- "Start Date" and "End Date" are mandatory
- "Time Zone" is "Central Time (Us & Canada)"
- "Description" is mandatory
- Your event is a Visit Day (please select "yes")
- Select the  button
- You will be asked a series of "Additional Questions." Please complete each question
- Select the  button
- Be sure to select "Save"

## Information Sessions

Information Sessions are authorized by Career Development. Information Sessions are held in the evening, upstairs in the WSC and must be booked a minimum of two weeks in advance of your visit. Please contact Career Development at [cdc@jbu.edu](mailto:cdc@jbu.edu) for assistance. If you are scheduling an Information Session, you will also need to schedule a table in Walker to recruit for this session during the day. We do not recommend only scheduling an info session. We will invite students but are unable to guarantee students at your Information Session. Most employers choose to have a recruiting table in Walker during the day. **Information Sessions are not for Interviews.** To schedule an interview session, please see below.

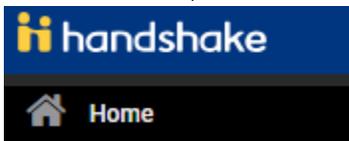
## On-Campus Interviews

Career Development is dedicated to capturing the efficacy of our JBU Campus Visit Days. As such, we ask that all employers notify us of any on-campus interviews as well as the results of those interviews. You will need to schedule an interview session through [Handshake](#). Please follow this link to create an interview session. We would like to know how many students were interviewed and how many students were offered positions. If you want your Interview Session to be promoted, you will also need to schedule a separate event (employer on-site) for the promotion of the interview room and also schedule the Interview Session (this is a schedule). You could have up to three events scheduled for one day (Recruiting Table in Walker, Event for the Interview Room for Handshake promotion, and Interview Session (this is the schedule)). Please email [cdc@jbu.edu](mailto:cdc@jbu.edu) if you would like us to give you a call to explain this process. **Following are the steps to creating a JBU Interview Session in Handshake** (please see Scheduling a JBU Visit Day for the room of the interview session if you want this promoted by us):

## Scheduling an Interview Session at JBU

Registration in Handshake is required for employers to request any on campus interview sessions. The following steps will walk you through the process to request an interview session:

- In Handshake, click on the “Home” menu in the upper left-hand corner.



- Choose the “Request an Interview” button.



- All starred (\*) fields are required.
- “\* What school would you like to interview at?” It is the name of the school/university. You can type the name of the university “John Brown University”, or select from the list of universities that is displayed.
- “Who from your company will be attending this interview?” This is you or someone on your staff who will be the interviewer. You can type the names of the people from your company

that will be participating and they will receive a notification about the interview session (They need to be registered in Handshake).

- “Interview Schedule Name” It is the specific type of interview you will be conducting. Example: “Spring Internship Interviews”
- “Interview Schedule Description” In this section you will provide further details regarding the schedules of the interviews you are requesting.
- “Only allow students to apply to one job attached to this interview schedule?” This option is available for you when more than one job is attached to the schedule.

**Next >**

- Select the **Next >** button.
- In this section, you will select a day for the interview session (Select the days that are available).

Once you select the date, another window will be displayed.

- “\* Date” The date you selected from the previous step will be displayed. Date can be changed by clicking on the date or calendar.
- “Alternate Date” You will provide any alternative dates for the interviews.
- “\* Requested Room Count” It is the number of rooms you will need for the interview being requested. Make sure you only request rooms that you will need.
- “Details” Any further details may be added under this section.

**Add Date**

- Click “Add Date”
- Once data and rooms requested are selected, scroll down to “Review Selected Interview Dates.”
- “Choose Your Preferred Timeline” Read carefully the description of the two options, “Room Only Interview” and “Preselect to Alternate – 30 Day Student Application Period” and select the option that you prefer for your timeline.
- “Select Your Interview Slot templates” It is the time slots you would like for your interviews. Select from the slots that are displayed.

**Full Day 20 Minute Schedule**  
**10:00 Am EST - 6:00 Pm EST Average Of 20 Minutes Each**

This slot configuration contains 19 slots that are 20 minutes each from 9:00 am - 5:00 pm. Also included are two 10 minute breaks (10:40 - 11:00am, 3:20 - 3:40pm) and one hour for lunch at 12:00pm.

**Next >**

- Select **Next >** button.
- “Attached Jobs” This is the jobs you would like to attach. You have the options to: Create a New Job, Copy Job Details from a previous one, or Use an Existing Job.

**Next >**

- Once you have filled out the job details, select **Next >**
- A review will be displayed for you “Request Interview Schedule.” Make sure the information for the interview session being requested is accurate.

- You can always go back to edit any section or cancel the request.

- To submit your request, click



## Chapel

Chapel is every Tuesday and Thursday between 10:30 to 11:15 am. Few students will be available during this time. We invite you to join us for chapel at the Cathedral of the Ozarks, number 25 on our university map.

## What to Bring

We provide a table and chair(s) in Walker Student Center (#13 on the university map). Please feel free to bring a tablecloth, promotional materials, pop-up signs and whatever else you may have to advertise your company. NOTE: our students respond well to giveaways! They love anything from donuts and candy (or any other food) to tumblers, flash drives, and pop-sockets, to name just a few. Giveaways grab the attention of our students and are a great ice-breaker.

## Where to Eat

Your table will be located in Walker Student Center (WSC). The California Café is also located in WSC and offers coffee, drinks, snacks and grilled foods. Kresge Dining Hall (#8 on our campus map) is just a few steps away and offers a wide variety of food options. Lunch is \$8.76.

## Career Development Office

Career Development is located right beside the California Café. The front desk is the first you will come to once you step through the double doors. A CDC staff member will check in with you the morning of your arrival.

## Bathrooms

Bathrooms in the WSC are located just beyond the mailroom. The ladies bathroom is located to the right, while the gentleman's bathroom is beyond the mailroom on the hallway to the left. It is across from our International Office.

Contact: Career Development at [cdc@jbu.edu](mailto:cdc@jbu.edu)

For additional information connect with our website: [CDC Website](#)

Link to Handshake: <https://app.joinhandshake.com>