

JBU VIRTUAL EVENTS 2021 - 2022



Welcome

Welcome to John Brown University! We are excited to have you represent your organization through a virtual event. 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 JBU FACTS, Diversity Statement and Recruiting and Internship Policies, please visit our [employer website](#).

COVID Changes

Due to all recruitment activity moving online, we are limiting the number of virtual events each organization can host on our recruiting platform. Starting mid-September, organizations are authorized for one JBU Virtual event per month (each event should not exceed 2-3 days). Additional days will incur a \$15 fee per day. Please see the COST section below for more information and also how to extend your virtual event time frame if needed.

Overview

This document will guide you through our JBU Virtual Event process and will answer many questions.

Optimal Virtual Events Time Frame

JBU Virtual Events can be scheduled around the dates below. We ask that you do not schedule a virtual event for more than 2 – 3 days. Please see below for cost associated with additional days requested.

To make the best of your visit, we recommend you do **not** plan your events on the following dates as students will be on holiday or busy with classes:

- September 6 Labor Day
- November 22 – 26 Thanksgiving Holiday
- December 13 – 16 Final Exams
- December 12 – Jan 10 Christmas Break
- January 10 – 14 First week of classes
- January 18 Martin Luther King, Jr. Day Holiday
- March 7 – 11: Hiring & Networking Fair week
- March 21 – 25: Spring Break

- April 15: Good Friday
- May 2 – 5: Finals week

Cost

Starting mid-September, organizations are authorized for one JBU Virtual event per month (each event should not exceed 2-3 days). Any event scheduled beyond 3 days will be removed unless you contact cdc@jbu.edu to discuss payment for additional days. Additional days will incur a \$15 fee per day. Payment is required for approval for days beyond the first two virtual events. You can pay for your additional days at this [link](#). You must register on Handshake *before* paying to avoid confusion.

Securing Your Date Online

JBU Campus Virtual Events are first-come, first-serve. We recommend a minimum of two weeks' notice to schedule your virtual event. Please note that there might be several events going on at the same time.

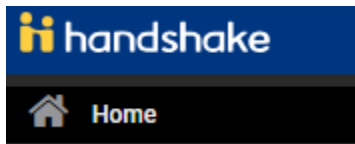
Healthy Partnership Efforts

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

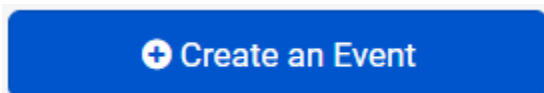
Scheduling a JBU Virtual Event

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 Virtual Events. Following are the steps to creating a JBU Campus Visit (Employer on-site):

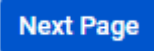
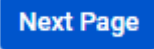
- In Handshake, click on the “Home” menu in the upper left-hand corner



- 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 “Virtual: My company is hosting this event virtually”
- “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” Choose the appropriate type.
- “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 “no”). This is a survey reserved for on-campus visits when they resume.
- Select the  button
- You will be asked a series of “Additional Questions.” Please complete each question
- Select the  button and be sure to select “SAVE”

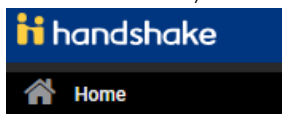
Virtual Interviews

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 virtual interviews as well as the results of those interviews. You can 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 virtual event for the promotion of the interview and also schedule the Interview Session (this is a schedule). You could have up to two events scheduled for one day (Virtual Event Info Session or Workshop and an Event for the Interview Schedule. Please email 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:**

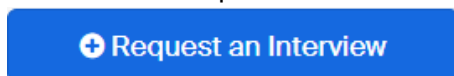
Scheduling an Interview Session at JBU

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.




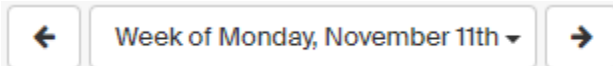
- Choose the “Request an Interview” button.



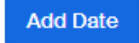
- All starred (*) fields are required.
- “* What school would you like to interview at?” It is the name of the school/university. You can type the name of the university “John Brown University”, or select from the list of universities that is displayed.
- “Who from your company will be attending this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

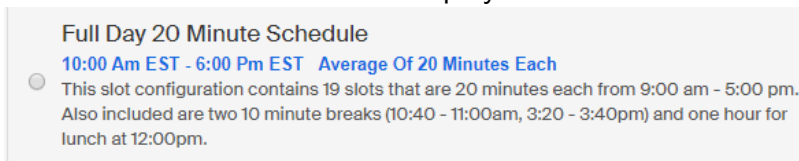
that will be participating, and they will receive a notification about the interview session (They need to be registered in Handshake).

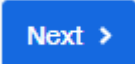
- “Interview Schedule Name” It is the specific type of interview you will be conducting. Example: “Spring Internship Interviews”
- “Interview Schedule Description” In this section you will provide further details regarding the schedules of the interviews you are requesting.
- “Only allow students to 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.
- Select the  button.
- In this section, you will select a day for the interview session (Select the days that are available).

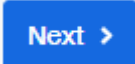



Once you select the date, another window will be displayed.

- “* 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” Please enter “0” as the interviews will be virtual.
- “Details” Any further details may be added under this section.
- Click “Add Date”  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.



- Select  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.

- Once you have filled out the job details, select 
- 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.

Contact: Career Development at cdc@jbu.edu

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

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