

# JBU CAMPUS VISITS 2025 - 2026



## Welcome & Overview

Welcome to John Brown University! We're excited to have you on-campus. This document will guide you through the Campus Visit process, answering common questions. For more details as well as our Recruiting and Internship Policies, visit our [employer website](#).

## Optimal Visit Time Frame

JBU Campus Visits can be scheduled Monday-Friday. We ask you limit your visit to a maximum of 3 consecutive days. To make the most of your visit, we **recommend** the following optimal dates and times:

- **Monday-Thursday** between **10 am-4 pm** when students are typically on-campus.
- **Chapel is every Tuesday and Thursday between 10:30-11:15 am.** Few students are available at that time but will be walking campus just after. Please join us for Chapel (Cathedral of the Ozarks).

We also recommend you do **not** come to campus on the following dates:

- *Before Aug 25: Classes begin*
- *Sep 1: Labor Day*
- *Oct 8: SCOB Career Fair*
- *Oct 20-21: Fall Break*
- *Oct 27-28: CHM Showcase*
- *Nov 3-7: World Awareness Week*
- *Nov 24-28: Thanksgiving week*
- *Dec 15-18: Finals Week*
- *Dec 20-Jan 12: Final Exams/Holiday Break*
- *Jan 19: Martin Luther King, Jr. Day*
- *Mar 17: Human Career Fair*
- *Mar 23-27: Spring Break*
- *Apr 3: Good Friday Holiday*
- *May 4–Aug 24: Finals week–Summer*

## Cost

Your first JBU Campus Visit is **FREE**.

- Companies are authorized for one JBU Campus Visit per semester (up to 3 days).
- Additional days past 3 consecutive days in a semester will incur a \$15 fee per day.
- Register on Handshake *before* paying to avoid confusion.
- Payment is due before or on your Visit Day. Pay for additional days at this [link](#).

*If you cannot attend, notify us ASAP. Additional changes incur a \$15 fee per day.*

## Scheduling a JBU Visit Day

Handshake is JBU's platform for students and alumni to connect with employers. Registration is required for Visit Days, which are typically held in the Walker Student Center unless otherwise requested. We can offer a table in a college-specific venue with approval. Jump to the appendix below for steps to create a [JBU Campus Visit \(Employer on-site\)](#). JBU Campus Visit Days are first-come, first-served. Please provide at least 2 weeks' notice for your visit.

## Healthy Partnership Efforts

You may be asked to complete a survey to track our partnership efforts. Please submit it promptly. To support our partnership, email the names of students you plan to interview/hire to [cdc@jbu.edu](mailto:cdc@jbu.edu).

## Information Sessions

Information Sessions, approved by Career Development, are held in the Walker Student Center (WSC) upstairs in the evening and require a 2-week advance booking on Handshake, separate from visit day tabling. Email [cdc@jbu.edu](mailto:cdc@jbu.edu) for assistance.

To market your session, book a recruiting table in WSC first. We recommend scheduling sessions between 5-7 pm. Food can boost attendance.

For other events, contact [events@jbu.edu](mailto:events@jbu.edu) to reserve a room (with fee); we can still promote it on Handshake or via Employer Spotlight.

## On-Campus Interviews

Career Development tracks the effectiveness of JBU Campus Visit Days. Please notify us of any on-campus interviews and their results.

- Schedule interviews via Handshake and [email](#) the # of students interviewed and offered positions.
- To promote your Interviews, schedule a separate event for the interview and Handshake promotion.
- You can have up to three events: Recruiting Table, Info Session, and Interview Session.
- For instructions on scheduling an Interview Session at JBU, jump to the [appendix](#).

## Advertising Your Visit Day

Your visit will be shared with students through a Handshake invitation. We will also notify the appropriate academic department so faculty can encourage students to attend. For more promotion, see the [Employer Spotlight](#) (small fee).

## What to Bring

We provide an 8 ft table and 2 chairs in the Walker Student Center. Feel free to bring a tablecloth, promo materials, and signs. NOTE: Students love giveaways! Items like food (donuts, candy), tumblers, flash drives, and pop-sockets are great attention-grabbers.

## Dining Spots & Restroom Location

The California Café in the WSC offers coffee, snacks, and grilled foods. Kresge Dining Hall offers a variety of lunch options for \$8–\$9. Bathrooms in the WSC are past the Commuter Lounge next to the bookstore—ladies' on the right, men on left, across from the International Office.

## Career Development Office

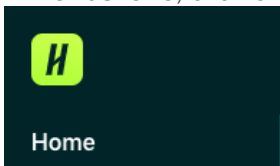
Career Development is next to the California Café in the WSC. Career Staff and Student staff are in the Student Development Office. A CDC staff member will check in with you after you arrive.

**Contact:** Career Development at [cdc@jbu.edu](mailto:cdc@jbu.edu) | [Website: CDC Website](#) | [Handshake](#)

## Handshake Instructions Appendix

### JBU Campus Visit (Employer on-site) instructions:

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



- Choose the “Create Event” button

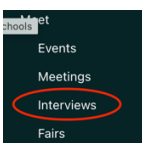


- All fields are required
- “Event Name” is Your Organization Name plus Visit Day (i.e. Company Visit Day)
- “Event categories” Choose one of the first 3 options for Campus Visits
- “Start date” and “End date” are mandatory
- “Time zone” is “Central Time (US & Canada)”
- “Contact” is you or someone on your staff who will attend the event (they need to be registered in Handshake)
- “Where is your event being held?” is “On-campus: My company is hosting this event at a school”
- “Which school is hosting?” is “John Brown University”
- “Which career center is hosting?” is “Main Career Center”
- “Write an effective description” is mandatory
- “Is your event a Visit Day?” (please select “Yes”)
- Select this button → [Next Page](#)
- You will be asked a series of “Additional Questions.” Please complete each question
- Select this button → [Next Page](#)
- Be sure to select “Save”

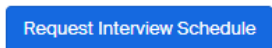
### Scheduling an Interview Session at JBU

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:


1. In Handshake, click on the “Interviews” menu under “Meet” in the selection menu on the left-hand side of the screen.

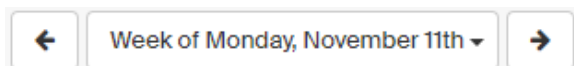



2. Choose the “Request Interview Schedule” button.



3. All starred (\*) fields are required.
4. “\* 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 are displayed.
5. “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).

6. "Interview Schedule Name"- It is the specific type of interview you will be conducting. Example: "Spring Internship Interviews"
7. "Interview Schedule Description"- In this section you will provide further details regarding the schedules of the interviews you are requesting.
8. "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.
9. Select this button → 
10. In this section, you will select a day for the interview session (Select the days that are available).





- a. Once you select the date, another window will be displayed.
11. "\* Date"- The date you selected from the previous step will be displayed. Date can be changed by clicking on the date or calendar.
12. "Alternate Date"- You will provide any alternative dates for the interviews.
13. "\* 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.
14. "Details"- Any further details may be added under this section.
15. Click "Add Date" 
  - a. Once data and rooms requested are selected, scroll down to "Review Selected Interview Dates."
16. "Choose Your Preferred Timeline"- Carefully read the description of the two options, "Room Only Interview" and "Open" and select the option that you prefer for your timeline.
17. "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.

18. Select this button → 
19. "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 this button → 
20. A review will be displayed for you "Request Interview Schedule." Make sure the information for the interview session being requested is accurate.
21. You can always go back to edit any section or cancel the request.
22. To submit your request, click 