

Employer/Grad School Visits 2026-27



Scheduling an Employer/Grad School Visit

Welcome to John Brown University! We're excited to have you on campus. This document will guide you through the Employer/Grad School 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 Employer/Grad School Visits can be scheduled Monday-Friday. We ask you to limit your visit to a maximum of 3 consecutive days. To make the most of your visit, we **recommend**:

- **Monday-Thursday** between **10 a.m.-4 p.m.** when students are typically on campus.
- **Chapel is every Tuesday and Thursday between 10:30-11:15 a.m.** Few students are available during that time; however, campus traffic increases immediately afterward. If you'd like, join us for Chapel at the Cathedral of the Ozarks.

Please **avoid** scheduling visits on the following dates, as students and staff may have limited availability due to other campus commitments and events:

- Before Aug 24: *Classes begin*
- Sep 7: *Labor Day*
- Oct 14: *SCOB Career Fair*
- Oct 19-20: *Fall Break*
- TBD: *Ministry Employer Event*
- Nov 1-6: *World Awareness Week*
- Nov 23-27: *Thanksgiving week*
- Dec 14-17: *Finals Week*
- Dec 18-Jan 10: *Winter/Christmas Break*
- Jan 18: *Martin Luther King, Jr. Day*
- Mar 10: *Human Career Fair*
- Mar 22-26: *Spring Break*
- Mar 29: *Easter Monday Holiday*
- May 3-Aug 23: *Finals Week and Summer Break*

Cost

Your *first* Employer/Grad School Visit is **FREE**.

- Companies are authorized for 1 free Employer/Grad School Visit per semester (up to 3 days).
- Additional visit days beyond 3 consecutive days in a semester will incur a \$15 fee per day.
- Register on Handshake *before* paying to avoid confusion (See [Appendix](#) for more details).
- Payment is due before or on your visit day. Pay for additional days at this [link](#).

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

Registration & Logistics

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

Partnership Engagement

To help us assess and strengthen our partnership efforts, you may occasionally be asked to complete a short survey. We also appreciate updates regarding students you plan to interview or hire. Please email this information to cdc@jbu.edu.

Making the Most of Your Visit

What to Bring

We provide an 8 ft table and 2 chairs in the Walker Student Center (or other relevant location if approved). Feel free to bring a tablecloth, promo materials, and signs. NOTE: Students love giveaways! Items like food (donuts, candy), tumblers, tech accessories, phone stands, stickers, and pop sockets are great attention-grabbers.

Advertising Your Visit

Your event will be promoted to students in relevant majors through a Handshake invitation. For additional promotion opportunities, consider the [Employer Spotlight](#) (small fee).

Interested in increased campus visibility and free extra visit days with a yearlong partnership? Learn more about becoming a [JBU Employer Partner](#) by filling out the [Employer Partnership Interest Form](#).

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 the Employer/Grad School Visit tabling. Email cdc@jbu.edu for assistance.

To market your session, book a recruiting table in WSC first. We recommend scheduling sessions between 4-7 p.m. Food can boost attendance. | For other events, contact events@jbu.edu to reserve a room (with fee); we can still promote this type of event on Handshake or via Employer Spotlight.

On-Campus Interviews

Career Development tracks the effectiveness of Employer/Grad School Visits. Please notify us of any on-campus interviews and hiring outcomes.

- 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 3 events: Recruiting Table, Info Session, and Interview Session.
- For instructions on scheduling an Interview Session at JBU, jump to the [appendix](#).

Dining Spots & Restroom Location

The California Café in the WSC offers coffee, snacks, and hot food options. Ground Floor Café serves hot and cold coffee and tea beverages. Kresge Dining Hall offers a variety of lunch options for \$9–\$10. Bathrooms in the WSC are past the Commuter Lounge next to the bookstore (women's restroom on the right and men's restroom on the left, across from the Global Engagement Office).

Career Development Office

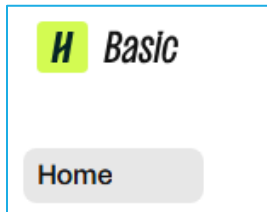
The Career Development Center (CDC) is located next to the California Café in the WSC. Career Development staff are housed in the Student Development Office. A CDC staff member will check in with you after you arrive. If you need assistance sooner, please stop by the Student Development Office.

Contact: Career Development at cdc@jbu.edu | [Website: CDC Website](#) | [Handshake](#) | [\(479\) 524 7282](tel:4795247282)

Appendix: Handshake Instructions

Employer/Grad School Visit (Employer On-Site) Instructions:

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



- Choose the “Create Event” button

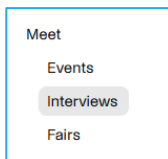


- All fields are required
- “Event Name” should include your organization name plus “Employer Visit Day” (for employers) or your school name plus “Grad School Visit Day” (for graduate schools). Example: “[Company Name] Employer Visit Day” or “[School Name] Grad School Visit Day.”
- “Event categories” 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 (the attendee must 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” field is mandatory
- “Is your event an Employer/Grad School Visit?” (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”

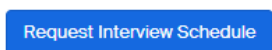
Scheduling an Interview Session at JBU

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, select “Interviews” under the “Meet” section in the left-hand navigation menu.

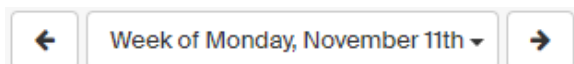


2. Choose the “Request Interview Schedule” button.



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 the dates and requested rooms 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"- These are 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" These are 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 