

JBU VIRTUAL EVENTS GUIDE



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](#).

Online Recruiting

Due to the increase of recruitment activities online, we have limited the number of virtual events each organization can host on our recruiting platform. Organizations are authorized for one JBU Virtual event per month (each event should not exceed 2-3 days). Per request by the employer, 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.

Cost

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 Event 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.

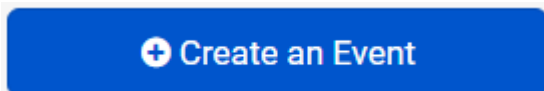
Scheduling a JBU Virtual Event

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 Event Name
- Event categories (pick up to 2).
- “Host School” is John Brown University
- Insert Start date and End Date (do not exceed 3 days)
- “Where is your event being held?” (Select “Virtually”)
- Web Host URL (Insert external link. i.e. link to Zoom, YouTube, Bluejeans, or WebEx).
- External registration link (Link to Eventbrite, CRM, or other tool. Students will be redirected here when they register for the event. Leave blank if no other registration location)
- “Invite a school to promote your event.” Invite John Brown University
- “Description” is mandatory
- Select the “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. We would like to know how many students were interviewed and how many students were offered positions.

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>