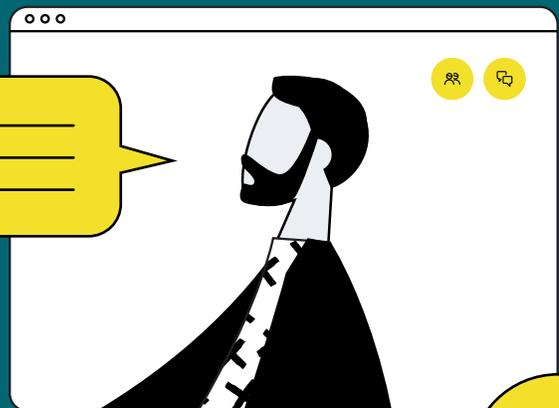
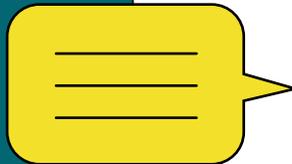
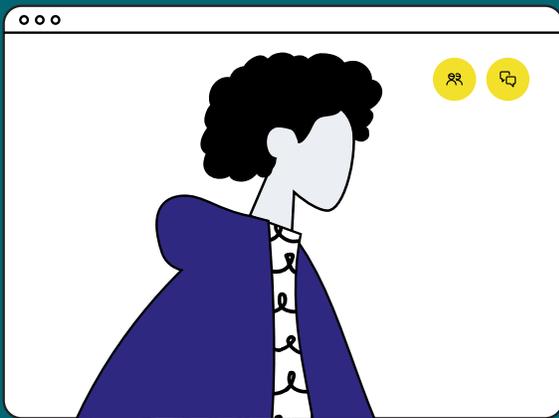


Virtual Career Fair Quick Start Guide



Welcome to Handshake!

This guide will help your team complete all of the steps needed to launch your Virtual Career Fair Group Sessions and 1:1's for your company. Below you will find a quick version of how to register for a Career Fair, create your Group Sessions and 1:1's, and give pre, day-of and post fair guidance on how to engage with student attendees. If you prefer more in-depth guidance, navigate to the resource links provided. We're so excited to get started.

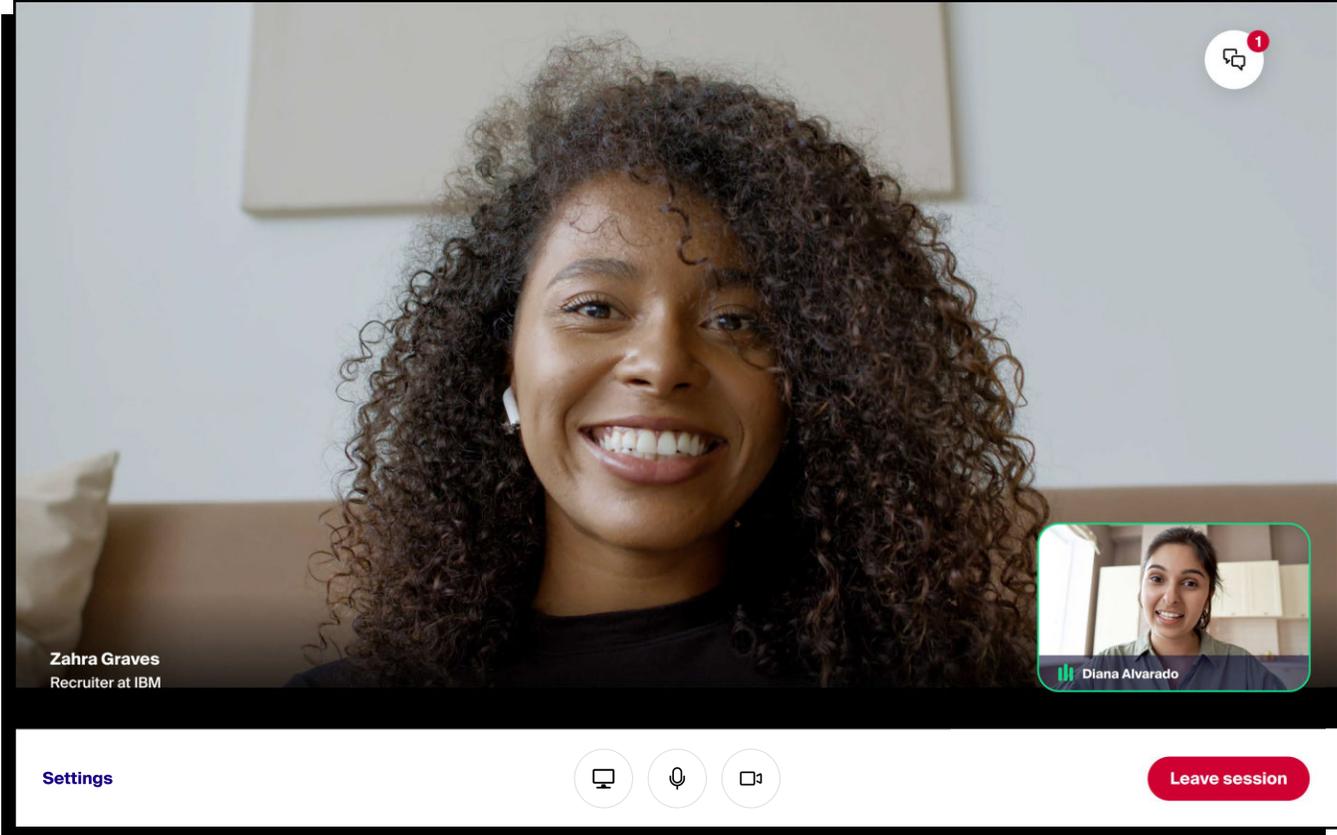
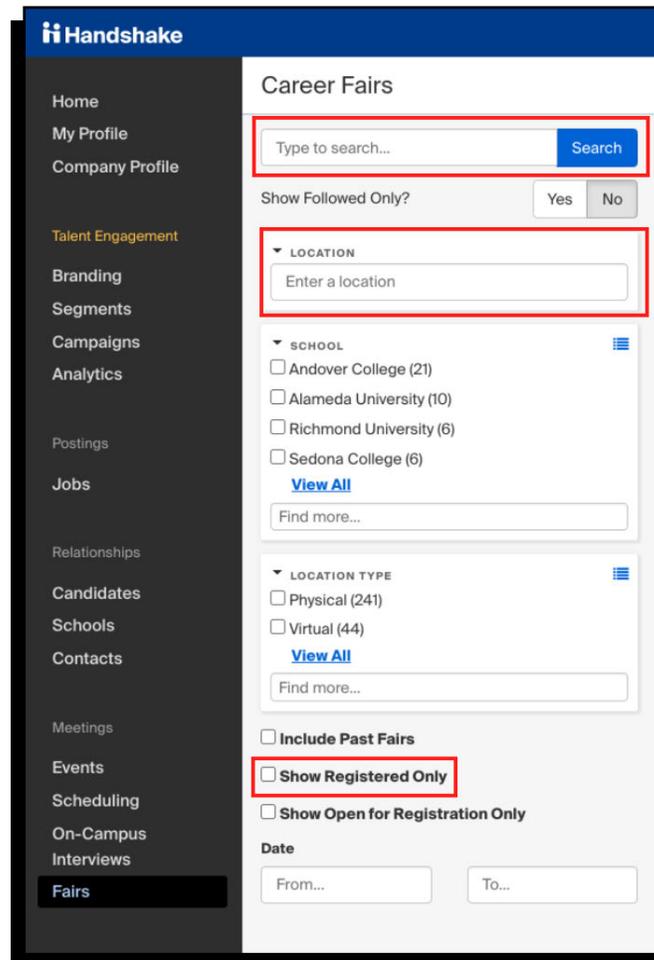


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Register for Virtual Fairs

- To identify a virtual fair, you can use the Location Type filter on the Fairs page. Put a check next to Virtual to only display fairs that will be held virtually.



- To register for a fair, click on the name of the desired fair from the list. Click on the blue button Register in the upper-right corner of the page.

a. Note: Only the fair registrant will be able to set the schedule for all representatives. If you realize this should be someone else after the registration has been created, you can reach out to the school to request a change to the Schedule Owner (a field Career Services only will be able to edit).

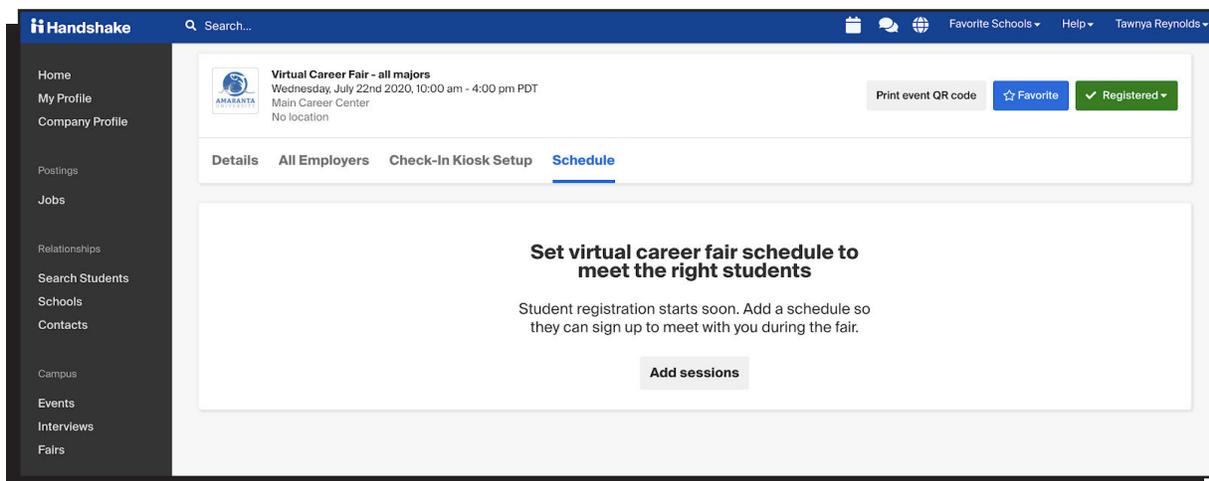
Resources:

- You'll need an approved registration for a fair in order to engage with students. See [Identifying and Registering for Virtual Fairs](#) for details on filtering and registering.
- Check out our video walkthrough for locating and [registering for virtual fairs here!](#)

Set up your Schedule

Once the school approves your company's registration, the Schedule Owner will be able to create a schedule for representatives attending the fair. Each employer registration allows for 100 teammates maximum to be delegated to Group and/or 1:1 Sessions.

Click Add Sessions



Add Group Sessions

Group sessions are 30 minutes long each, and each registration will be able to set up as many group sessions as they like, within the time constraints of the fair, whether Handshake Video or an external provider is used. There cannot be more than 1 Group Session running at a time. Employers are not able to set qualifications for group sessions.

Schedule for Spring Virtual Tech Expo
Close

Create Schedule

- Add team members
- Add group sessions**
- Add 1:1 sessions
- Review

Add group sessions

Is your team holding any group sessions?

Group sessions allow you to meet with up to 50 students at one time. Example sessions include company overviews and Q&As. [Learn more about group sessions](#)

Is your organization planning to have group sessions with students?

Yes

No

Are you using Handshake Video or another video tool?

Handshake video session 🚫
50 person limit for sessions

External video platform

Back Confirm sessions



Tip

If your company has multiple divisions hosting Group Sessions, add the division name to the Group Session name.



Add 1:1 sessions and set preferences*

Schedule for Spring Virtual Tech Expo
Close

Create Schedule

- Add team members
- Add group sessions
- Add 1:1 sessions**
- Review

Set up 1:1 sessions

Which team members are leading 1:1 sessions?

1:1 sessions let your team members meet with individual, qualified students for 10 minute video conversations.

For any team member planning to meet with individual students, click **Add 1:1 sessions** and follow the prompts. Team members will receive a notification to claim their 1:1 schedule and adjust their availability.

Learn more about 1:1 session setup.

Name	Role	1:1 session	Qualifications
Alexandria Ladue (you)	Owner	+ Add 1:1 session	-- ...
Adrian Tafolla	Recruiter	+ Add 1:1 session	-- ...
Alec Louck	Recruiter	+ Add 1:1 session	-- ...

Back Assign team



Note

*By adding preferences to 1:1 sessions, only students who meet these preferences will be able to view & sign-up for the 1:1.

Resources:

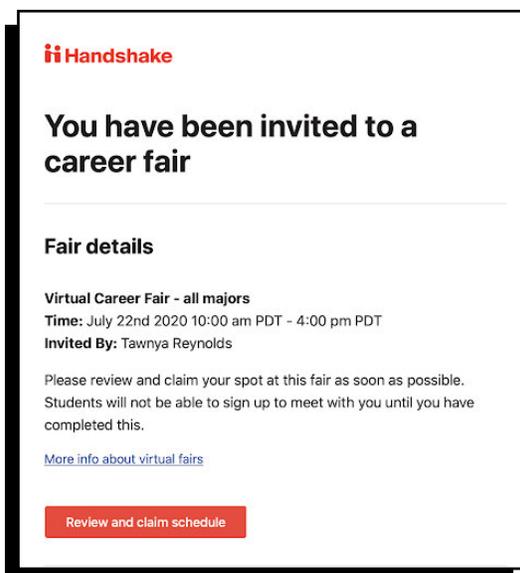
- For a walkthrough of this process, refer to [Creating a Schedule for Virtual Fairs](#) or [check out our video on how to set your schedule!](#) There are a lot of ‘Best Use Cases’ provided in our full documentation so please check these resources for further context and details.
- **Tip:** Check out our [Diversity & Inclusion guide](#) to help walk you through each step of the hiring for diversity process!

Pay Career Fair Registration Fee

Make sure to pay for your registration as appropriate per school. See [How to Pay for a Career Fair Registration](#) for helpful tips.

Teammates Claim their Schedules

Once the schedule has been created, your teammates will be able to claim their schedules by clicking the link in the email sent, or they can login to Handshake, navigate to the fair, then click on the Schedules tab to claim their schedule.*



Note

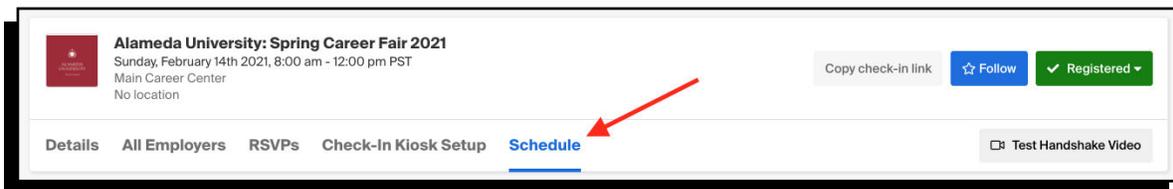
*Employers will not be able to invite students directly to their schedules, students will be responsible for signing up for all sessions. The sooner your teammates can claim their schedules, the better, as this allows students to see more options for signup.

Resources:

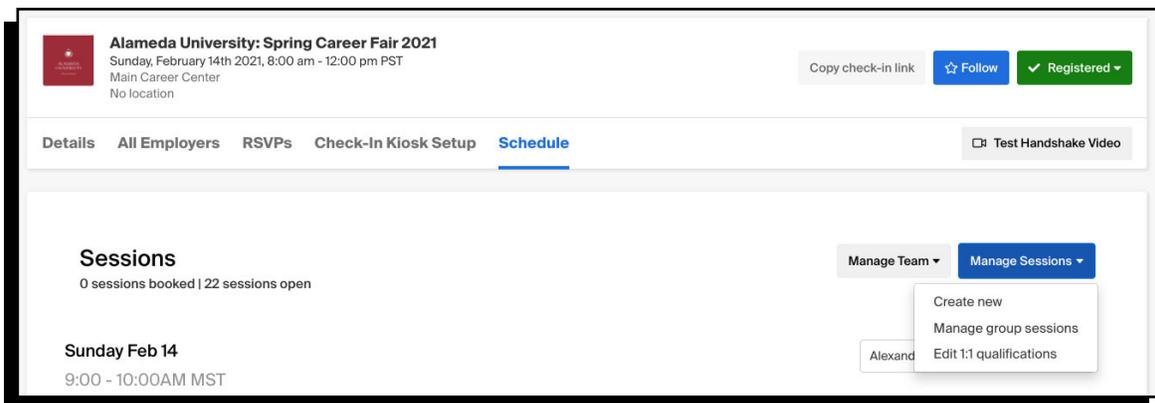
- Refer to [Claiming & Participating in a Schedule](#) for a breakdown of the full process or [check out our video walkthrough of claiming a schedule here!](#)

Manage Schedule Changes

To make changes to your Group Sessions and 1:1's, navigate to the fair schedule, click on Fairs from the left menu column, then click on the fair name that you have created a schedule for. Click on the Schedule tab from the fair overview page.



To edit any Group Sessions or 1:1's you can click the blue 'Manage Sessions' button.



Resources:

- [Managing Schedules for Virtual Fairs](#) contains all instructions on editing existing schedules, broken down by workflow (cancelling a session, transferring a 1:1 session schedule to a teammate, etc.).

□ Encourage Session Signups

Core: Employers will not be able to invite students directly to their schedules, students will be responsible for signing up for all sessions. However, **Premium employers can invite and utilize Campaigns to promote their fair attendance and encourage students to sign up for sessions. The sooner your teammates can claim their schedules, the better, as this allows students to see more options for signup.** Core Employers can also work closely with the School on partnering in promoting the Career Fair and your Employer.

You can view empty and reserved sessions within the Schedule tab on the Career Fair page.

Group Session Sign-Ups:



The screenshot shows a session card for 'AMA - Ask Us Anything!' scheduled for 9:30-10:00. It lists staff attendees as Adrian T and Alexandria L, and student attendees as 'No attendees'. A menu is open on the right with options 'Cancel meeting' and 'Mark not attending'.

1:1 Sessions Sign-Ups:



The screenshot shows a 1:1 session card for 'Monday Mar 8' from 8:00 - 9:00AM MST. It lists two 'Open slot' sessions: one from 8:00-8:10 and another from 8:10-8:20. A menu is open on the right with options 'Mark as busy' and 'Switch to externally hosted video'. The user 'Alexandria Ladue (you)' is listed at the top right.

Preparing for the Day-of a Virtual Fair

There are several steps you can take well before the fair to ensure that the fair goes as smoothly as possible. Check out this collection of best practices based on experiences so far this season: [Preparing for the Day-of a Virtual Fair](#).

Ensure Team Has User Active Accounts

Ensure Your Device and Browser Are Setup

Take Note of Participants to Follow Up With

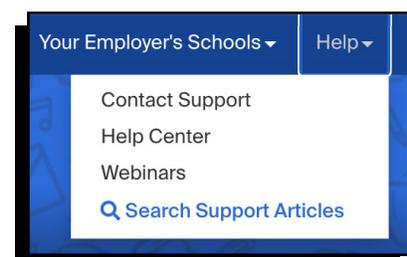
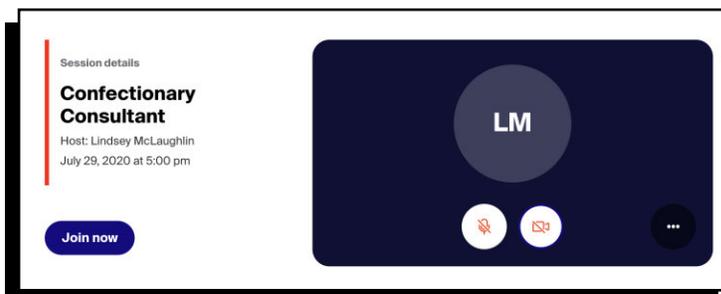
What Can Be Changed During the Day of the Fair

- You CAN mark yourself as busy on sessions or cancel sessions during the fair. If a session is cancelled by an employer or student the other party will receive an email notification.
- You CAN manage and edit your group sessions during the fair and coming soon, you'll be able to manage team and edit preferences on 1:1 sessions during the fair.

[How to Troubleshoot](#)

- Use the Twilio Network Test to determine if your browser can successfully access the required Twilio resources: <https://networktest.twilio.com/>

How to Get Help



□ Hosting Sessions Day-Of

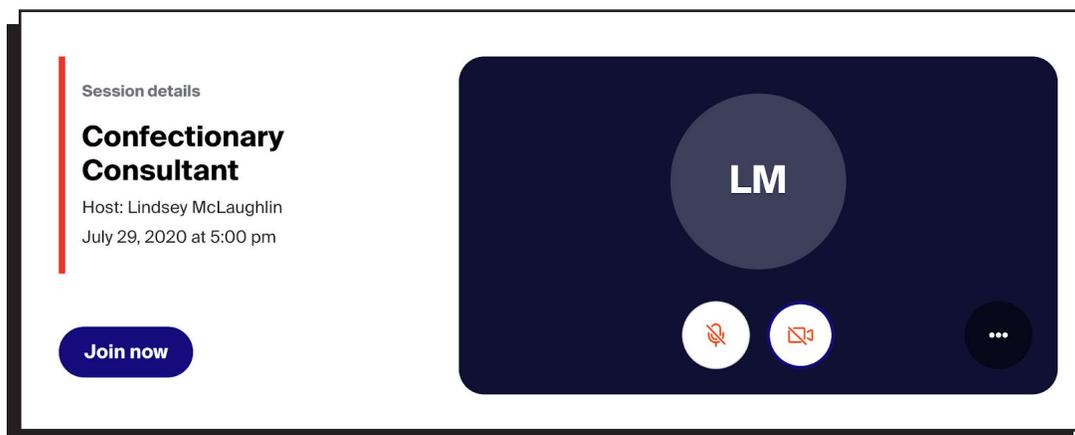
On the day of the fair, you'll be able to launch sessions up to 60 minutes early to test your audio and video connection.*

□ Navigate to the fair in Handshake, and click on the Schedules tab from the fair overview page.

□ You'll be able to Launch video for the upcoming session.

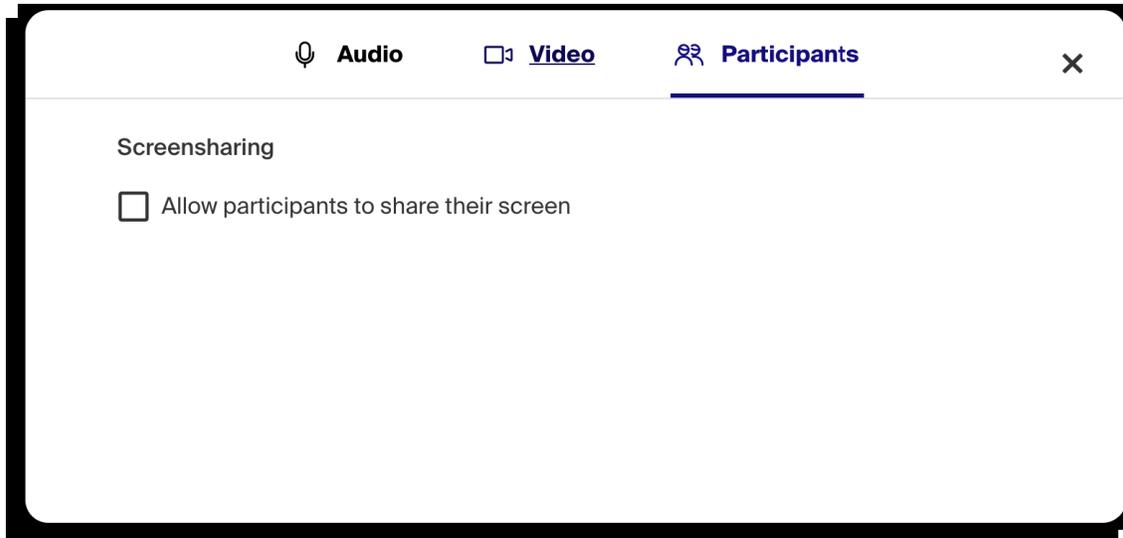


□ When you've clicked Launch video, you'll be taken to the launch screen, where you'll be able to see an overview of the session details, as well as enable/disable your microphone and video.



□ Once you've started the session, you can click Settings in the lower-left corner of the page to access audio, video, and participant settings.

- In the Participants tab, check the box to allow participants to share their screen. Hosts will also be able to “End Presentation” for participants at any time.



Note

Students are able to join up to five minutes early to test their connection, so please know that if you are in a session early, students could appear early as well.

Resources:

- Review [Hosting Virtual Fair Sessions](#) for a full walk-through of the fair experience and [check out our video walkthrough of hosting sessions here!](#)

□ Follow up with students after the fair

After your sessions are over, followup with participants! Employers have access to an RSVP tab that includes student information for any students that registered for their sessions.

To navigate back to the fair in Handshake, click Fairs from the left menu column. On this page, make sure to click the checkboxes for "show past fairs" and "show registered only" to narrow down displayed results. You can also select a specific school name or location type, or use a keyword search as well!

The screenshot shows the 'Career Fairs' page in Handshake. On the left, there is a sidebar with search and filter options. At the top of the sidebar is a search bar with the text 'Type to search...' and a 'Search' button. Below that is a 'Show Followed Only?' section with 'Yes' and 'No' buttons. The 'LOCATION' section has an input field 'Enter a location'. The 'SCHOOL' section lists several schools with checkboxes: Andover College (104), Alameda University (28), Cornell University (12), and Barden University (12). There is a 'View All' link and a 'Find more...' input field. The 'LOCATION TYPE' section lists 'Physical (2,759)' and 'Virtual (162)', with a 'View All' link and a 'Find more...' input field. At the bottom of the sidebar, there are three checkboxes: 'Include Past Fairs' (checked), 'Show Registered Only' (checked), and 'Show Open for Registration Only' (unchecked). Below these is a 'Date' section with 'From...' and 'To...' input fields. The main content area on the right displays a list of career fairs. Each entry includes a university logo, the fair name, dates, and a registration status. The 'Include Past Fairs' and 'Show Registered Only' checkboxes in the sidebar are highlighted with a red box, and a red arrow points from this box to the 'Fall Career Fair' entry in the list.

Fair Name	Dates	Registration Status
STEM Career Fair	Midwest University - 09/01/17 1:00 pm MST - 09/01/17 10:00 pm MST	Approved Registration
Humanities and Social Sciences Career Fair	Handshake University of Ameranta (HS Managed) - 09/18/17 9:00 am MST - 09/18/17 9:00 pm MST	Pending Registration
Zoology Career Fair	Rutgers University - 09/20/17 9:00 am MST - 09/20/17 1:30 pm MST	Pending Registration
Career Fair!	SMarter State University SMarter Design Program - 10/02/17 9:00 pm MST - 10/03/17 10:00 am MST	Approved Registration
Winter Career Fair	Midwest University - 11/01/17 1:00 pm MST - 11/01/17 6:00 pm MST	Approved Registration Declined Registration
Fall Career Fair	Midwest University - 11/15/17 9:00 am MST - 11/18/17 9:18 pm MST	Approved Registration
Investment Banking and Consultancy Careers Fair	University of Nebraska Lincoln - 11/16/17 8:01 pm MST - 11/17/17 2:01 am MST	Approved Registration

On the fair overview page, click the RSVPs tab.

Best Practice:

Use the filters on the left of the page to narrow down attendees per Group or 1:1 session host!

- Download all RSVPs or check-ins
 - First Name
 - Last Name
 - Email Address
 - Graduation Date
 - Majors
 - School
 - RSVP
 - Check-in
 - Labels
 - Notes
- Download Resumes
- Message Students: there is no 100 message limit with the career fair RSVP list.

Resources:

- For more information, see [Following Up After a Virtual Fair](#).

*Premium partners also have access to Evaluations - read more in [Managing RSVPs with Evaluations, Notes, & Labels](#).

Additional Resources:

- [Virtual Recruiting Features Details](#)
- [Employer Virtual Fairs Launch Kit](#)
- [Tips for Recruiting Virtually](#)
- [Hosting Virtual Events \(for Core Employers\)](#)
- [Handshake's Guide to Hosting Virtual Recruiting Events \(for Premium Employers\)](#)