Employers Guide to Virtual Career Fairs in Handshake

How to set-up your account for the fair.... page 2

What to expect: Day Of CareerFair page 9
Employer Acct
CareerFair in Handshake
Virtual Career Fairs go beyond just Registering; You must set up Sessions and (if desired) 1:1 appts.

Once Registered, you must next add Sessions. Sessions are 30 minutes long; you can schedule as many session as you like.

Step One
The “hardest” part is organizing the staff who will attend; if your staff isn’t in Handshake, you can invite them / send them a link OR add them manually. If Staff is registered, just click on their name.
Once you assign team members, you set up the sessions. You will pick a time (30 min blocks), title it and give it a short description. You can add as many sessions as there are hours in the Career Fair.
Once you create the session, you will assign your team member/staff to lead it.
Once the Sessions are set up, you have the option of offering 1:1 sessions. These are 10 minute (fixed) slots for private conversations with students. Students can sign up for 1:1 and/or Employers can invite students.
Best Practices: We find that it is best to open 1:1 sessions to all students (ie: say No to Requirements) to avoid complications or shutting out candidates due to a tech glitch in Handshake.
Once you’ve set up 1:1s, you’ll notice they will populate for the duration of the fair.

Not available the whole time?

Best Practice: Go into the Open Slot and “Mark as Busy” to block any open slots you cannot attend.

If you wish to use an external meeting link, add it here, too. Just remember, set up a waiting room to avoid “unexpected drop ins”.

Review your assignments / Confirm!  
You’re done!

Review Steps:
1) Add team members
2) Add Group Sessions
3) Add 1:1, if desired
4) Review and confirm!
What to expect: Day Of CareerFair (Employers)
Getting Started: Log into the Career Fair and you will see a summary of your sessions, both 1:1s and Group and the time they start.

<table>
<thead>
<tr>
<th>Monday Sep 28</th>
<th>12:30 - 1:30 PM EDT</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30-12:40</td>
<td>Open slot</td>
</tr>
<tr>
<td>12:40-12:50</td>
<td>Open slot</td>
</tr>
<tr>
<td>12:50-1:00</td>
<td>Michele Carreiro</td>
</tr>
<tr>
<td></td>
<td>Brown University</td>
</tr>
<tr>
<td>1:00-1:30</td>
<td>Test Group Session 2</td>
</tr>
</tbody>
</table>
|               | Staff attendees  
Emily N       |
|               | Student attendees  
1 RSVP         |
HOW TO:
Group Sessions
Log into Handshake to the Brown Career Fair; Make sure you are on the **SCHEDULE** Tab – You will see ALL your scheduled Sessions.

To START YOUR SESSION: Click on blue LAUNCH VIDEO button
Prior to opening the room, you will enable your computer’s speaker and video camera. When you want to start your session, click on the JOIN NOW button.

Once mic and video are enabled: Click on blue JOIN NOW button
Once in your room, you will see THREE buttons on the top of your screen: Raise Hand, Participants and Chat.
Raise Hand Feature: Click on the raised hand; make sure you enable the **Allow Students to Raise Hand** box.
If Raise Hand is enabled, you can call on students and ending their turns.

You also have control over when you “Call On Participant” and “End Turn”. The Speaker is also identified, if follow up is necessary.
Clicking on Participants shows you who is participating (not a great illustration as it’s just me in the room, but you get the idea...)

Session Attendees

1 participant

EN Emily Nolan (host)
Enabling Chat allows both parties to communicate without speaking. Clicking on the Chat button opens a Chat window and Presenter and Audience can communicate. **Uses for chat:** Share websites / PDF links; Contact information; Great for students who don’t want to unmute.
Enabling Sharing your Screen

If you are leading a Group Session and wish to present, you are able to Share Your Screen with the attendees if you wish to do so.

Remember, you can log into your virtual space 1 hour prior to the event if you wish to practice anything ahead of time.

For screen shot purposes, I have my video and camera off. Obviously, yours should be ON for your presentation.
HOW TO:
1:1 Sessions
1:1 Sessions: You will see your schedule; you can review your participants in View Profile; You can start the 1:1 with Launch Video
The same things apply as Group Sessions: enable video and camera; Click Join Now button to start.
The 1:1 sessions are **10 minutes long.**

**NOTE:** Employers will need to keep track of time. Both Employer and Student get a “1-minute remaining” warning BUT the video does not automatically shut off after 10 minutes.

You will see this pop up with 1 minute to go, but there is no automatic end to the session so be careful you don’t run over.
1:1 Sessions also have Chat and Participants (like Group Sessions) enabled

**Uses for Chat include:** Sharing web addresses / Links or PDFs; You can also put contact information in Chat.