What to expect: Day of CareerFair (Students)

Covering:

- Finding Your Schedule
- Adjusting Your Schedule
- Register for Sessions

Plus DAY-OF directions
Finding Your Schedule:

- Log into Handshake and select “Events”. Find the fair.
- Sessions that you’ve registered for are located under “Your Sessions”.
- Review your sessions and note their start times.
To Adjust Your Schedule / Cancel a Group Session:

We recommend reviewing your schedule 12-24 hours in advance and make any adjustments.

If you are overbooked:

• Find the Group Session that you wish to cancel.

• Click on “Cancel Reservation” hyperlinked in blue to cancel.
To Register for a Group Session or 1:1s:

• Log into Available Sessions
• Any open sessions/1:1s will be located under “Available Sessions”.
• Select what you wish to register for and follow prompts.
Joining 1:1s
To Join your 1:1 at the Scheduled Time:

• Log into Your Sessions and select the 1:1 scheduled to start.
• Click Join Video.
• You can join up to 5 minutes before the start.
• Join video button will be blue (as shown) when you are able to join.
• **If button is grey**, you are not yet able to join. Please be sure to check your time again.
• A pop message will appear asking to enable your camera / microphone.
• Click "Allow" for Camera and microphone for 1:1 sessions.
• Once you’ve enabled your Camera and Microphone, don’t forget to click the JOIN NOW button
Joining Group Sessions
To Join a Group Session:

• Click on “Your Sessions” tab in Handshake and select the Group Session scheduled to start.
• Click “Join Now” up to 5 minutes before the Session begins.
• For Groups: Please enable your VIDEO and MICROPHONE but keep your Microphone on MUTE.

You can use the CHAT feature OR Raise your Hand to speak if the presenter enables that feature.
Once you have joined, please be sure that your video is turned on.

Audio will be automatically turned off when students join a group session.

If you need to check/test your settings, please click on “Settings” on lower right of your screen.
To Raise your Hand during a Group Session:

• Click on the raise hand icon located at the bottom of your screen.

• Once you do, an alert will be sent to your group session’s host. When host calls on you, the following message will broadcast on your screen:

• At that time, unmute your microphone and ask your question.
Once your Group Session has Ended:

- You will receive an alert that the host has ended the session.
- At that time, you can take part in a short, one question survey.
- Once completed, click “submit survey”.

![Survey Image]

The host has ended the session  Close

How would you rate the quality of the video performance during this Test Group Session?
⭐⭐⭐⭐⭐

Tell us more about your experience in a few words

Submit survey
Trouble Shooting
To Report a Technical Issue:

• To report audio or video issues, please click on "Settings > Report a Technical Issue".

• Select your issue adding a description and then submit the report.

• Note that these submissions are sent to Handshake for review and responses.
Best Practices

• For the best experience, please continue to review your schedule throughout the day and report on time for group sessions and 1:1s. In some instances, you may not be let in if you arrive late.

• Please have your video turned on as employers want to see you!

• Students should not be cancelling 1:1s on the day of the fair. If you’ve made the commitment and haven’t yet cancelled, please attend the one on one. You never know what you might learn!

• Lastly, CareerLAB will have a separate ZOOM available; please don’t hesitate to reach out to us during the fair with any questions (jump on the CareerFair Help Zoom or email us: employer_relations@brown.edu)

• Enjoy the fair!!