



# 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.

Career Fair

## Mock Fair for more testing

Monday, September 28, 2020 12:30pm - 3:00pm EDT

[Available sessions](#) [Your sessions](#) [Career fair details](#)

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**Past sessions**

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1:1 Session • 12:50pm - 1:00pm EDT

**One on One**


Emily Nolan's Test Organization

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Group Session • 1:00pm - 1:30pm EDT

**Test Group Session 2**

Emily Nolan's Test Organization



**How to stand out at a virtual career fair**

**Show up on time**  
Make a great first impression with employers by entering the video session promptly at the set start time.

**Plan your location**  
Find a quiet spot with a plain background for your sessions. Limit potential distractions for you and for the employers.

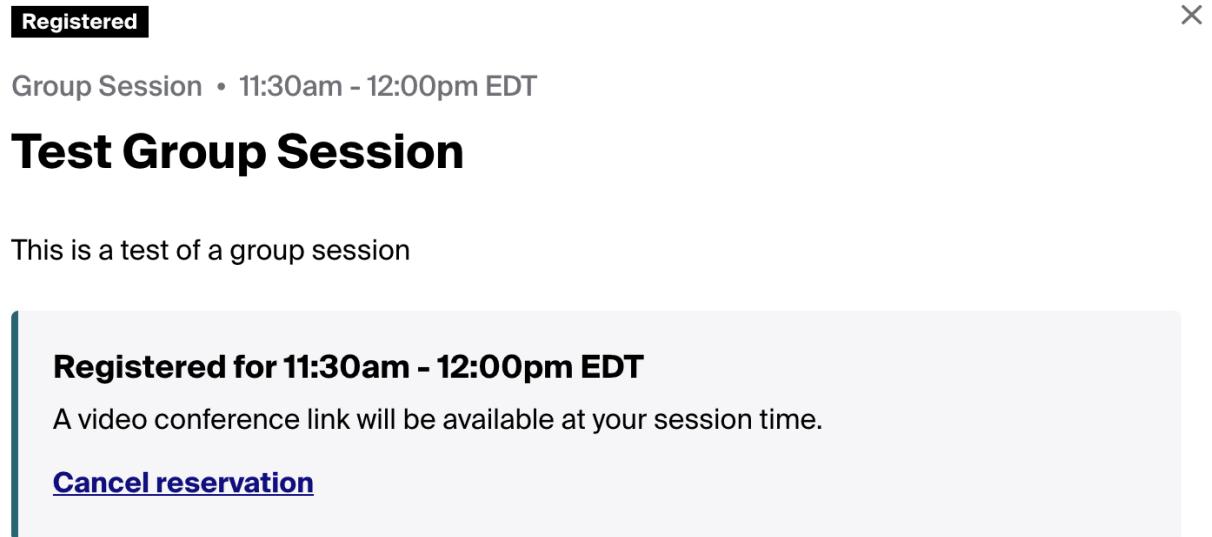
**Make eye contact with the camera**  
Maintain eye contact and practice active listening while speakers are talking. Smile and nod at appropriate times. Just like you...

# 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.



**Registered** ×

Group Session • 11:30am - 12:00pm EDT

## Test Group Session

This is a test of a group session

**Registered for 11:30am - 12:00pm EDT**  
A video conference link will be available at your session time.

[Cancel reservation](#)

# 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.

The screenshot shows a web interface for a career fair event. At the top left, there is a link to '← Back to all events'. Below that, it says 'Career Fair'. The main title is 'Mock Fair for more testing' in large, bold black font. Underneath the title, the date and time are listed: 'Monday, September 28, 2020 12:30pm - 3:00pm EDT'. On the right side, there is a user profile icon with a bookmark symbol and the text 'Registered'. Below the title, there are three tabs: 'Available sessions' (which is underlined), 'Your sessions', and 'Career fair details'. A search bar is located below the tabs, with a magnifying glass icon and the word 'Search'. To the right of the search bar are several filter buttons: 'Location', 'Full-time', 'Part-time', 'Internship', and 'All filters'. Below the search bar and filters, the text 'No results' is displayed in bold, followed by a smaller line of text: 'Try adjusting filters and search terms to find more companies.' On the right side of the page, there is a section titled 'Your sessions' which contains two session cards. The first card is for 'Emily Nolan's Test Organization' and is titled 'One on One' with the time '12:50pm - 1:00pm EDT'. The second card is also for 'Emily Nolan's Test Organization' and is titled 'Test Group Session 2' with the time '1:00pm - 1:30pm EDT'. A red arrow points from the text 'Select what you wish to register for and follow prompts.' in the list to the search bar.

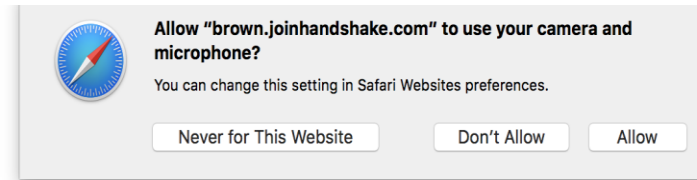
Joining 1:1s

# 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.



Session details

## One on One

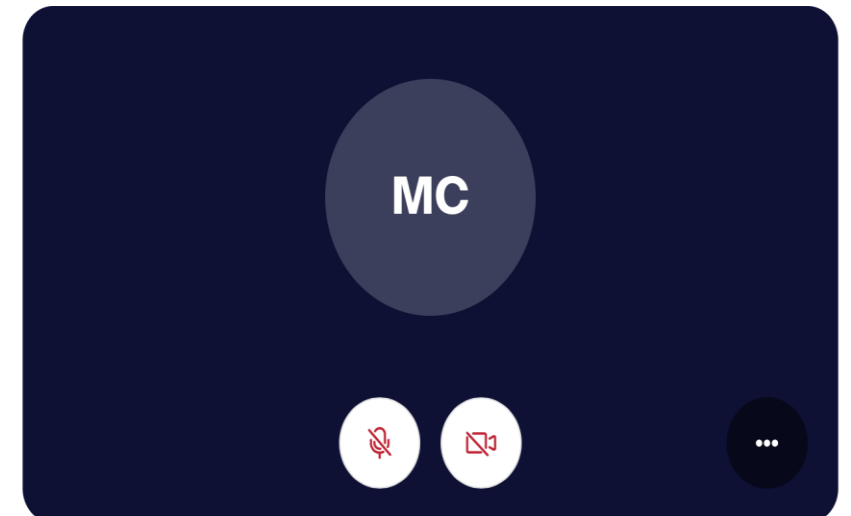
Host: Emily Nolan

September 28, 2020 at 12:50 pm

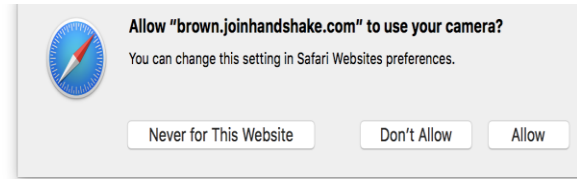
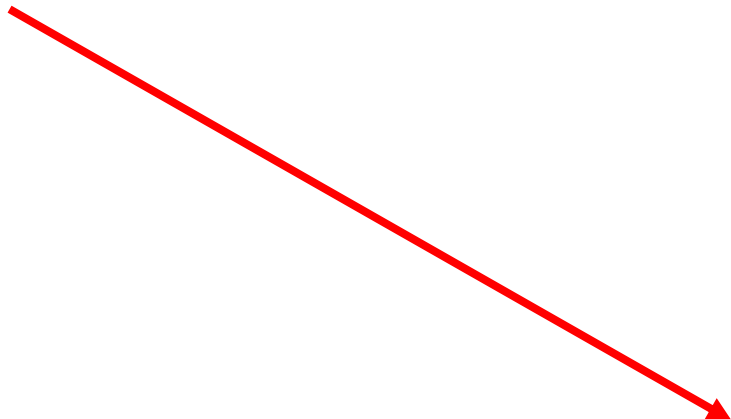
### Session note

Your audio will be muted upon joining the session. You may test your audio input here.

[Join now](#)



- Once you've enabled your Camera and Microphone, don't forget to click the **JOIN NOW** button



Session details

## One on One

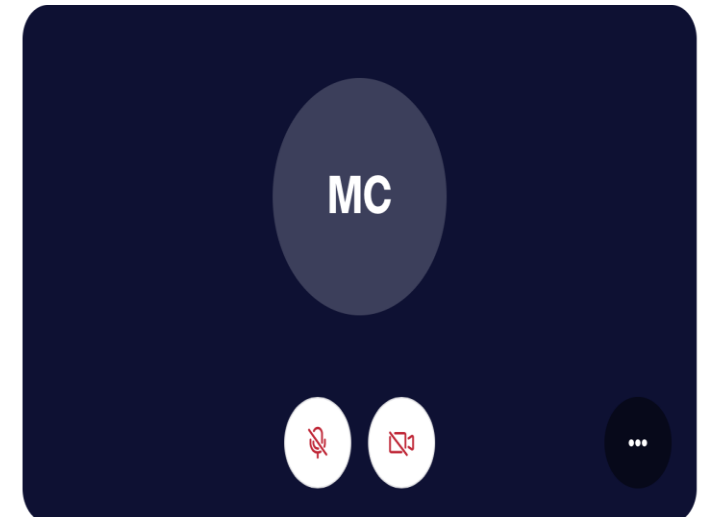
Host: Emily Nolan

September 28, 2020 at 12:50 pm

### Session note

Your audio will be muted upon joining the session. You may test your audio input here.

Join now





# 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.

Session details

## Test Group Session

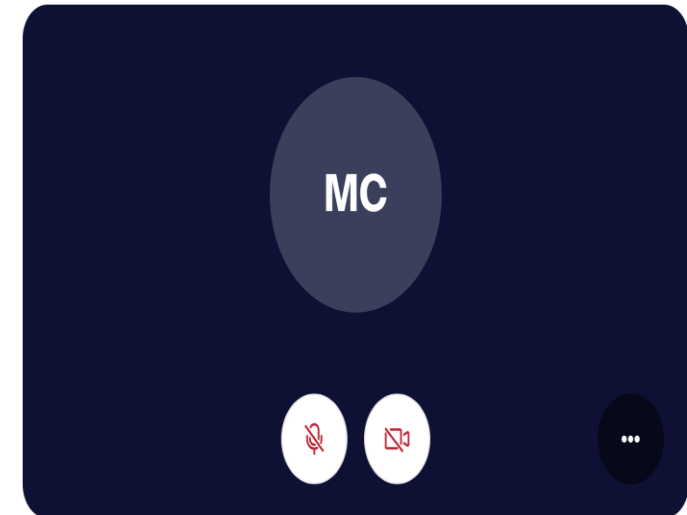
Host: Emily Nolan

September 28, 2020 at 11:30 am

### Session note

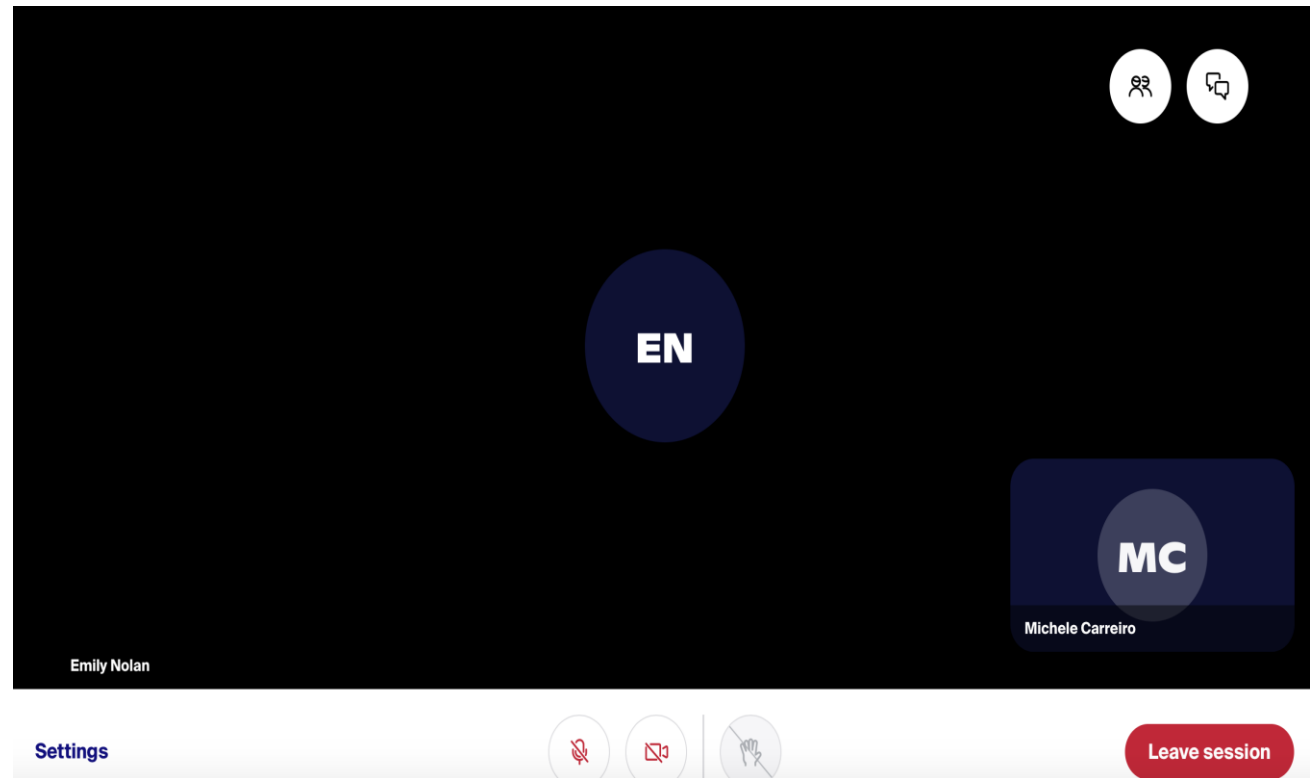
Your audio will be muted upon joining the session. You may test your audio input here.

Join now



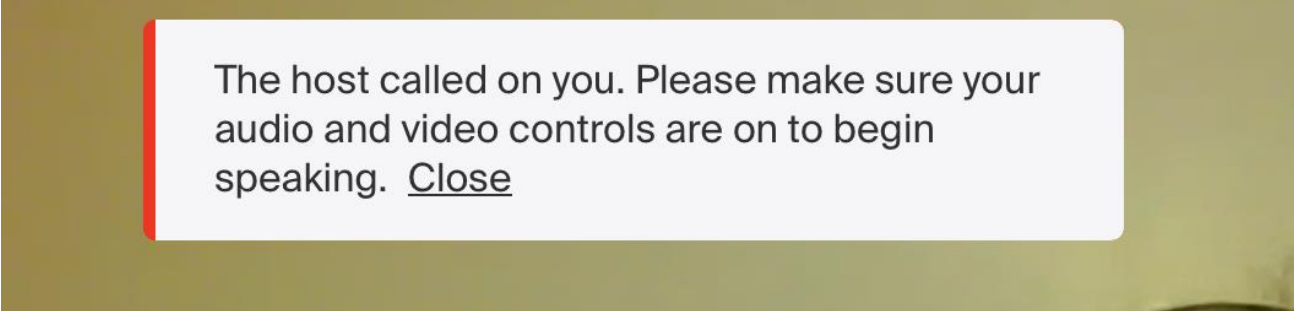
# Student View of a Group Session once Joined (without video, for purposes of screenshot ):

- 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 :

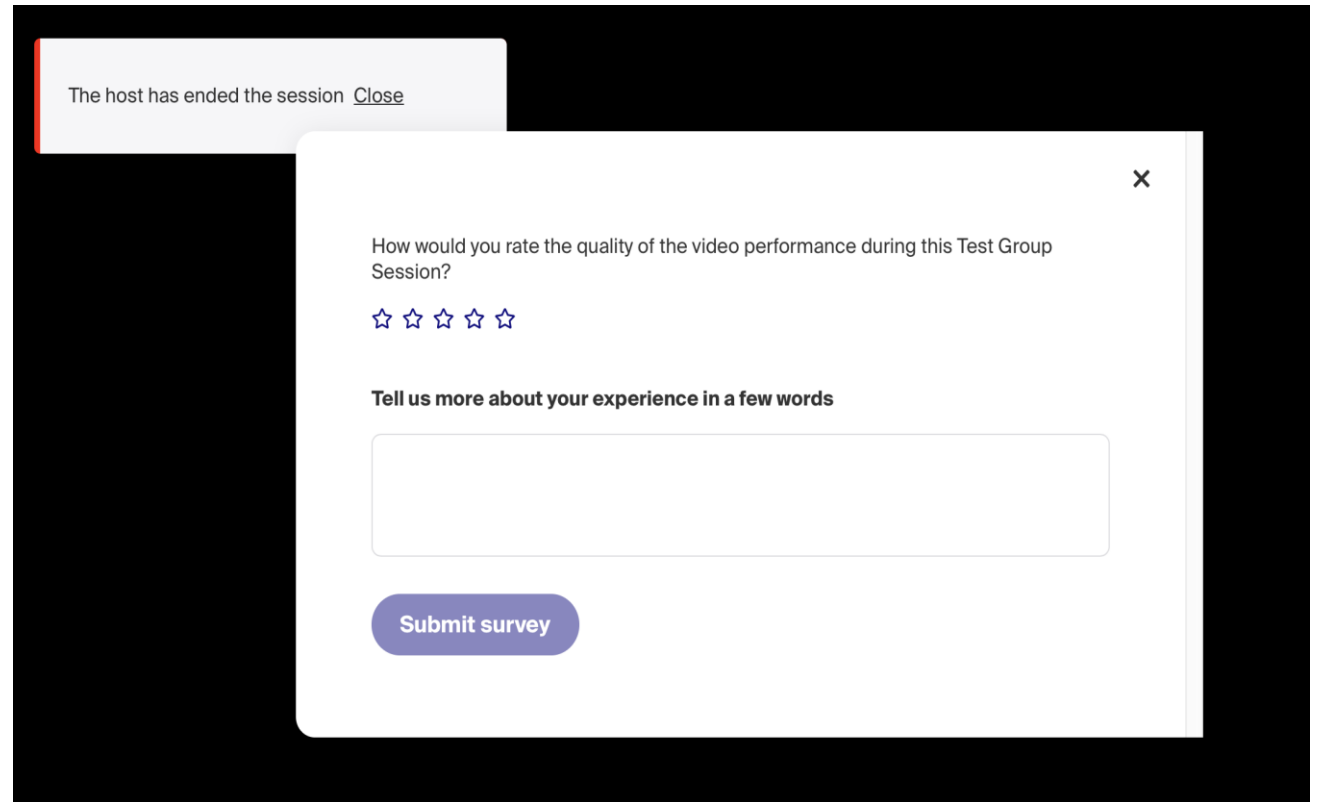
- Click on the raise hand icon located at the bottom of your screen.
- Once you do, an alert will be sent to your group session's host. When host calls on you, the following message will broadcast on your screen:
- At that time, unmute your microphone and ask your question.

A screenshot of a notification message displayed on a screen. The message is contained within a white rectangular box with rounded corners, set against a dark olive green background. The text inside the box reads: "The host called on you. Please make sure your audio and video controls are on to begin speaking. [Close](#)". The word "Close" is underlined and appears to be a clickable link.

The host called on you. Please make sure your audio and video controls are on to begin speaking. [Close](#)

# 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”.



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.

## Report Technical Issue

Please fill out the information below and submit a report to the Handshake team.

- Audio issue
- Video issue
- Chat issue
- Other

Please describe what happened (optional)

Submit report



# 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](mailto:employer_relations@brown.edu))
- Enjoy the fair!!