



CAREER CENTER

## Employer – UNCW Virtual Fair Guide

Handshake Tutorial Video: [How to Set a Schedule for a Virtual Fair](#)

Handshake Tutorial Video: [Demo for Employers - Group Session & 1:1 Sessions](#)

Handshake Article : [Creating a Schedule for Virtual Fairs](#)

Handshake Article : [Managing Schedules for Virtual Fairs](#)

### Register for the fair in Handshake

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*\*All team members that plan to participate in the virtual career fair will be required to create user accounts in Handshake. Teammates attending will need to have Handshake accounts because they will be using Handshake's video conferencing software for the fair.*

- Make sure you use **Google Chrome** as your browser as this works the best with Handshake!
- To log into your account, go to <https://app.joinhandshake.com/login> .
- Register for the virtual fair in Handshake.
- Once your request to attend the fair has been approved, you will receive an email notification prompting you to build your schedule.
- When you click the link in the email, or if you click on the Schedule tab from the fair overview page, you'll see the gray button, 'Add Sessions.'

The screenshot shows the Handshake web application interface. At the top, there is a navigation bar with the Handshake logo, a search bar, and user options like 'Favorite Schools', 'Help', and 'Tawnya Reynolds'. A left sidebar contains navigation links: Home, My Profile, Company Profile, Postings, Jobs, Relationships, Search Students, Schools, Contacts, Campus, Events, Interviews, and Fairs. The main content area displays details for a 'Virtual Career Fair - all majors' event on Wednesday, July 22nd 2020, from 10:00 am to 4:00 pm PDT at the Main Career Center. There are buttons for 'Print event QR code', 'Favorite', and 'Registered'. Below this, a navigation bar shows 'Details', 'All Employers', 'Check-In Kiosk Setup', and 'Schedule' (which is highlighted). The main content area features a large heading: 'Set virtual career fair schedule to meet the right students', followed by the text: 'Student registration starts soon. Add a schedule so they can sign up to meet with you during the fair.' and a prominent 'Add sessions' button.

### Build your schedule

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- 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.
- The Schedule Owner is the only person that will be allowed to build the schedule for the fair. If assigned Schedule Owner needs to be changed to a different person, contact the fair host so they can make the change for you.

- After clicking on, 'Add Sessions' you will be taken to the Create Schedule page. You'll need to click the checkbox next to each team member name that will be representing your company at the fair.
- If you're not seeing the teammate listed, you can either:
  - Click on Add Teammate Manually to create a shell account for your colleague - this will allow you to set up their schedule for the fair, and your colleague will receive an email with a prompt to set their password.
  - OR click Copy Invite Link and share the signup link with your colleague. This allows them to create their own account and request approval at the company.
- **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. Employers are not able to set qualifications for group sessions.
  - If you choose to use Handshake Video, please note that there is a limit of 50 attendees max at a time (including employer team members). Any limitations for external providers are determined by the provider you choose to use.
  - Choose an interesting title that explains what you will be discussing to entice students into signing up.
- **1:1 Sessions:**
  - 1:1 sessions let your team members meet with individual, qualified students for 10 minute video conversations. All 1:1 sessions are 10 minutes long and cannot be changed.
  - Click Add 1:1 Sessions for the desired team member.
  - If you'd like to set up qualifications to more efficiently use virtual interaction time in the 1:1 sessions, select **Yes to Add requirements to sessions**, then click the blue button **Add Requirements**.
    - Please note, that if you choose to add requirements (GPA, work authorization, major etc.) any students who do not meet your specified qualifications will not be able to see your 1:1 sessions during the fair. We recommend that you try to be as open as possible to allow more students the possibility of connecting with you.
- **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.
  - **Students cannot sign up for a teammate's sessions until the schedule has been claimed!**
  - The schedule owner can see which schedules still need to be claimed when viewing the master schedule. Do not assume your teammates have claimed it, make sure to login to monitor that all schedules have been claimed well before the fair.
  - Best Practice: Make sure you account for any needed breaks or lunches in your schedule by marking appropriate 1:1 sessions as busy.
- **Editing Your Schedule:**
  - If you need to make changes to a completed schedule, please reference the, "[Managing Schedules for Virtual Fairs](#)" article. It is very detailed and contains all instructions on editing existing schedules, cancelling a session, transferring a 1:1 session schedule to a teammate, etc.).

## Attend the fair

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- On the day of the fair, log into Handshake and navigate to the fair by doing either of the following:
  - Click on, "Company Profile" on the left side bar and find the correct fair under the, "Upcoming Career Fairs" section.
  - Or, click on, "Fairs" on the left side bar and then select, "Show Registered Only" to see the fairs you are taking part in.
- Once you are in the correct fair, click on the, "Schedules" tab from the fair overview page.
- You'll be able to launch sessions up to 60 minutes early to test your audio and video connection.
- 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.

- When you are ready to begin your Group Session or 1:1 Session click the, “Launch Video” button. If that button is not visible, make sure you are using Google Chrome as your browser.
- If you would like more information on exactly what attending the virtual fair will look like, please view the, [“Demo for Employers - Group Session & 1:1 Sessions”](#) video demo created by Handshake.

## Follow up with students after the fair

- After your sessions are over, follow up with students! 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.
- On the fair overview page, click the RSVPs tab.
- Use the filters to the left to narrow results if needed.
- Select the students by checking off the box next to their name to either download resumes or message students through Handshake directly.

The screenshot displays the 'RSVPs' section of the Handshake interface. At the top, there are three buttons: 'Download All RSVPs', 'Download All Check-Ins', and 'Invite More Students'. Below this is a 'Filters' sidebar with a search box labeled 'Keyword'. The main area shows a table of attendees with a selection bar at the top indicating '50 of 140 attendees selected' and a 'Select all' link. A dropdown menu is open over the first row, showing options: 'Remove Label', 'Download CSV', 'Download Resumes', and 'Download Resumes: Zip'. The first row of the table includes a checked checkbox, a profile icon, the name 'Molly Johnson', and the text 'Electrical and Computer Engineering MS'.