



CAREER CENTER

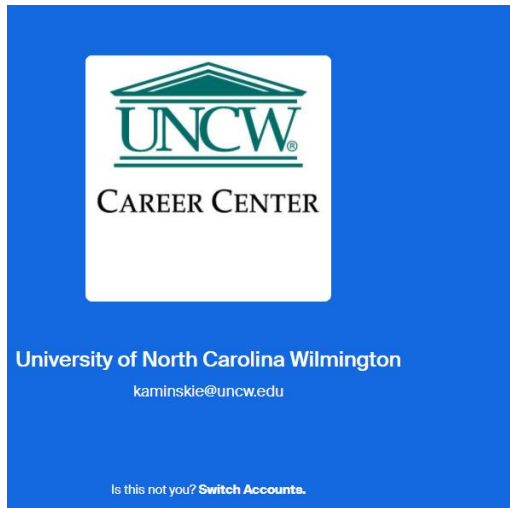
## Student – UNCW Virtual Fair Guide

Handshake Tutorial Video: [Registering for Virtual Fairs & Building Your Schedule](#)

### Log into Handshake

*\*All current students are automatically uploaded into Handshake, so you do not need to request an account.*

- Make sure you use **Google Chrome** as your browser as this works the best with Handshake!
- To login to your account, go to <https://uncw.joinhandshake.com>.
- Then click the blue University of North Carolina Wilmington Sign On button and enter your UNCW credentials.
- You can also login to Handshake through mySeaport.



### Hello!

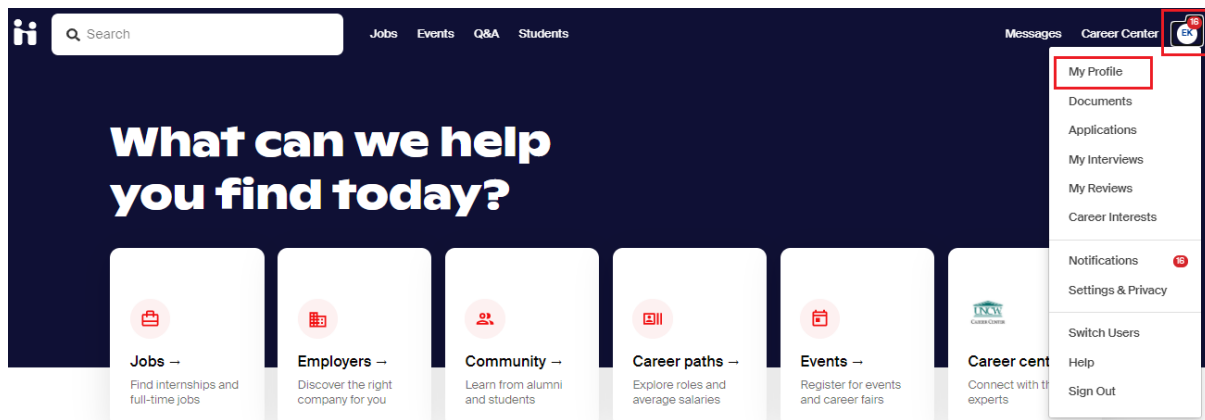
Click below to sign in to your account

University of North Carolina Wilmington -  
Current Students Login HERE

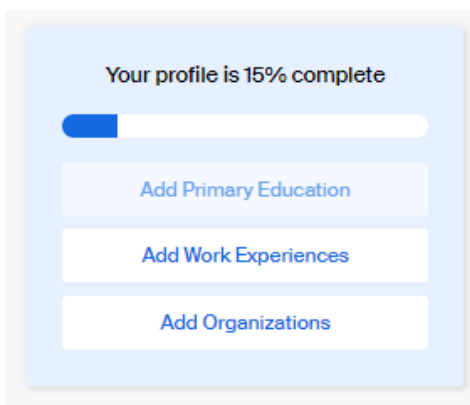
Or log in using your Handshake credentials

### Complete your Handshake profile

- Click on your name on the top right-hand corner.
- Then click on My Profile.



- Every student profile has a “Profile Level” bar or Profile Completion bar (completing your profile will make you more appealing to employers and help you apply for jobs that have specific qualification requirements).



## Upload your resume in Handshake

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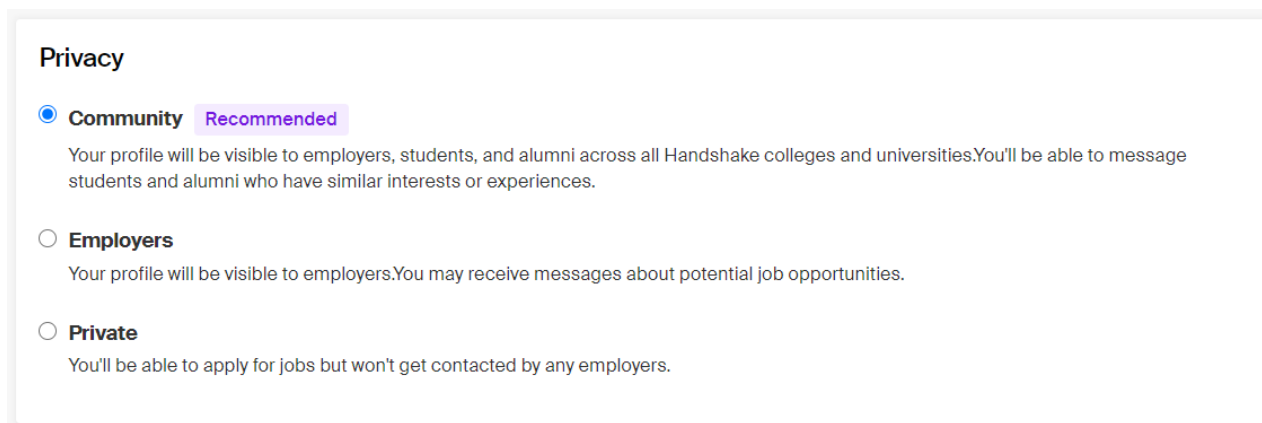
- Click on your name on the top right-hand corner.
- Then click on Documents.
- If you don't have any documents uploaded in Handshake yet you can click, “Add New Document.”
- Add a “Document Name” like Generic Resume or Mock Interview Resume.
- Make sure Resume is selected for the “Document Type.”
- Click on the “Select from Computer” to find your resume.
- Click “Add Document.”

*\*Note: PDF format is recommended, and document uploads have a max of 20 MB.*

## Make your Handshake profile visible to employers

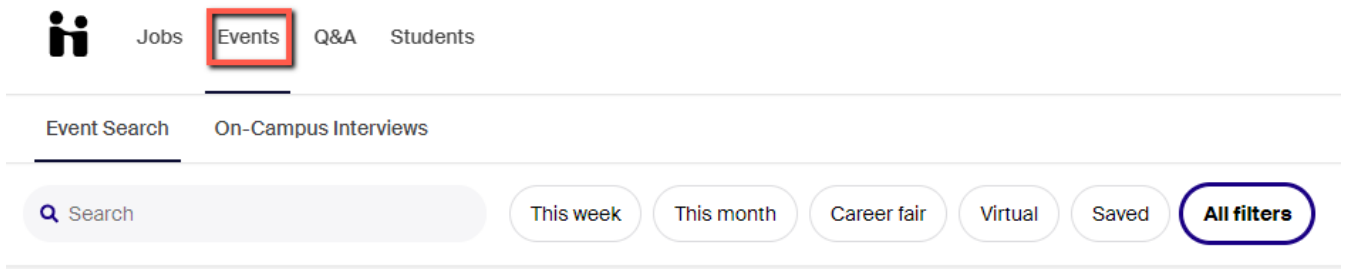
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- In order to register for and participate in a virtual fair in Handshake, students need to complete the following:
  - **Complete your student profile.** Handshake will prompt you to complete the fields listed below.
    - Education, work experience/volunteer experience, skills, organizations/extracurriculars.
  - **Make your profile visible to employers.** If your profile is still set on, ‘private’ you will not be able to register for the fair. Instructions are included below.
    - [Handshake Support - How to Change Your Student Profile Privacy Setting](#)
    -

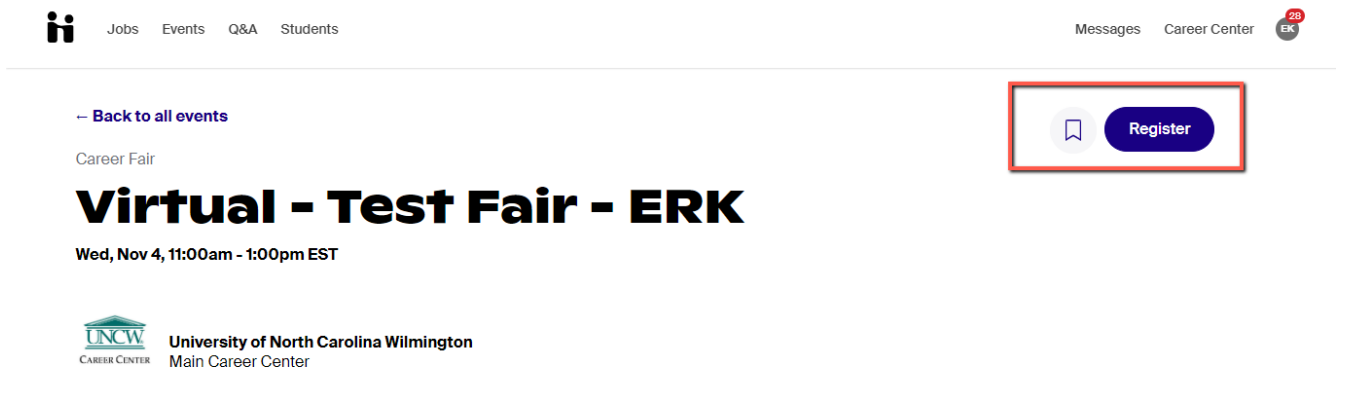


## Register for the fair

- Log into Handshake and go to the, “Events” page. This will allow you to search through upcoming fairs and events.

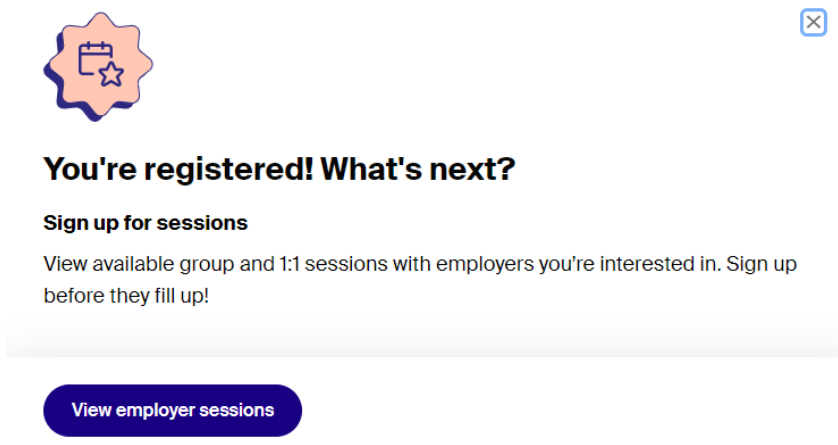


- Find the virtual fair and click the, “Register” button.



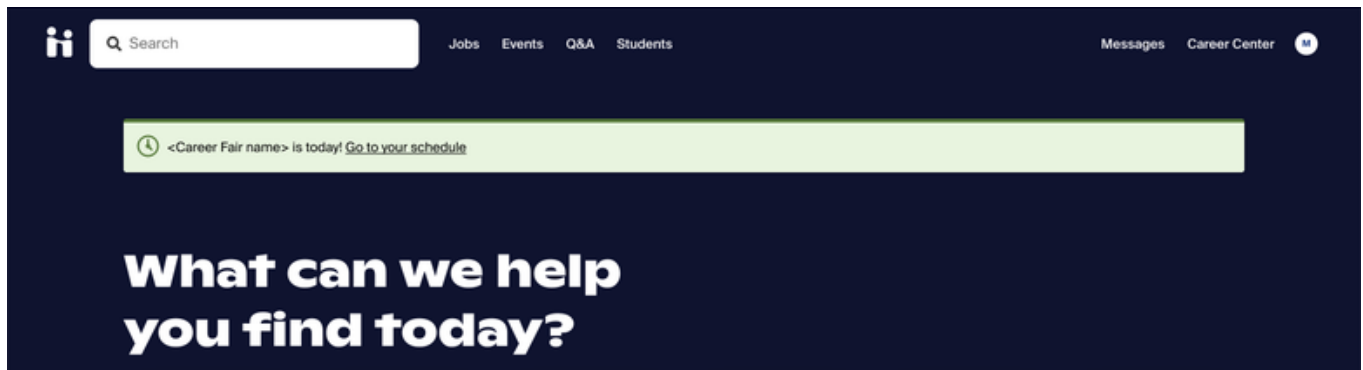
## Sign up for sessions with employers

- After registering, Handshake will prompt you to sign up for sessions offered by the employers that are attending the fair.
  - You can sign up for Group Sessions and 1:1 Sessions, which are 10-minute conversations.
- You will also receive a welcome email encouraging you to sign up for sessions and research attending employers well before the fair.
- It is important to sign up for sessions ahead of time so the employers you are interested still have availability. But Handshake does allow you to browse available sessions through the length of the event.
- **Note:** You must be signed up for the session at least one minute prior to the session start in order to join.

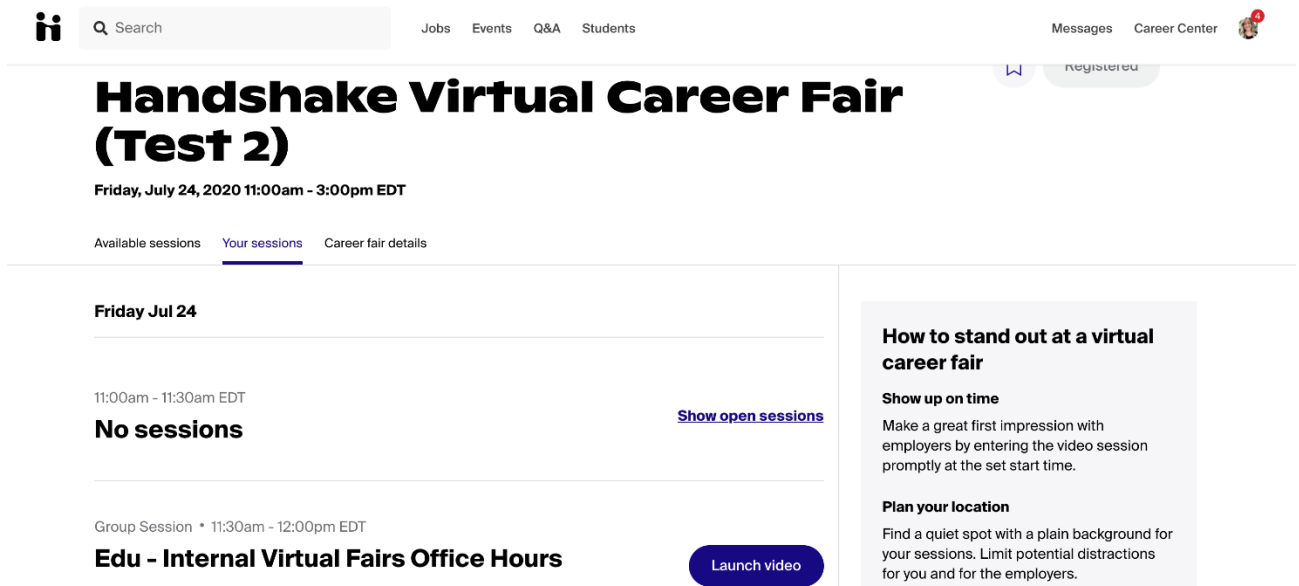


## Participating in a virtual fair

- Log into Handshake at the start of the fair.
- Make sure you use **Google Chrome** as your browser as this works the best with Handshake!
- Handshake will remind you that the fair you registered for has started, click into the prompt to join the fair.



- On the day of the virtual fair, you'll be able to join sessions via the **Your Sessions** tab in the fair. You'll see a banner on your dashboard that will take you directly there.
- Click the blue Launch Video button in order to join the session. You can join up to five minutes early to test your audio and video connection.



- You'll need to make sure you've allowed microphone and video access in your app or browser in order to participate in audio and video.
- **Network with employers and make the most of your time at the fair! Get signed up to meet with a few of your goal companies but also connect with some you might not be as familiar with. Group sessions are great for getting an overview of the company and what they are hiring for.**