Handshake Job Fair Instructions

Welcome!

Thank you for representing your company at the University of Dallas Virtual Internship & Career Fair hosted by Handshake. This document will help you navigate every part of the fair -- before, during, and after. Make sure to touch base with your Fair Lead (the person from your company who signed up) for any additional instructions for your team. Let's go!

To register or access your registration information, click here.

Additional Handshake resources:
How to Register for the Career Fair
Support and Logistics for Employers
Video: Virtual Career Fair Training for Employers

Before the Fair

H Handshake

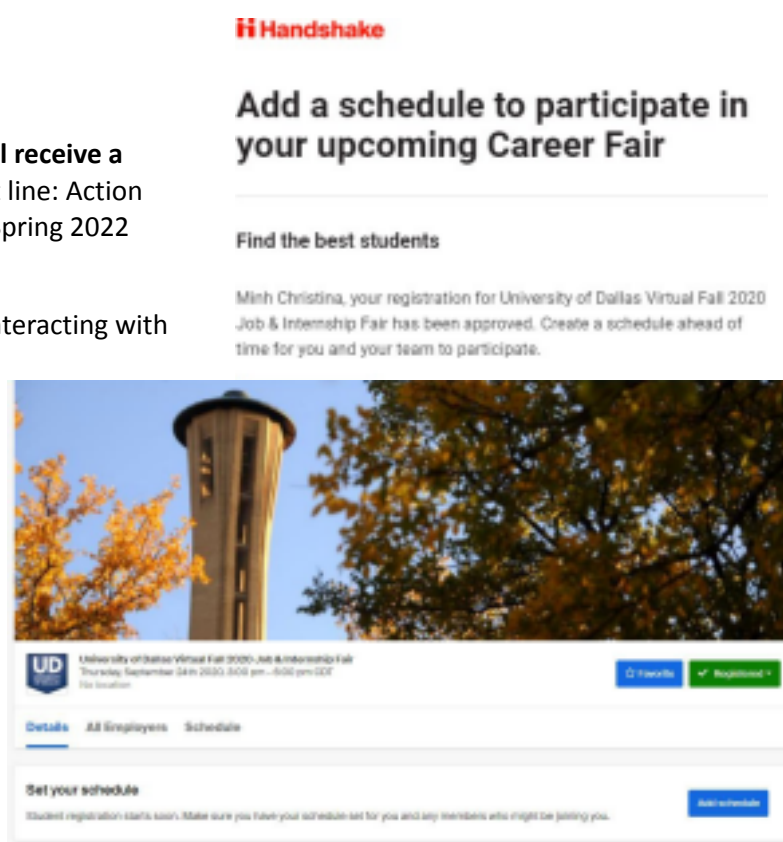## Add a schedule to participate in your upcoming Career Fair

Approval Email / Add a Schedule

Once you are approved by UD to participate, you will receive a confirmation email from Handshake with the subject line: Action required - add a schedule to the University of Dallas Spring 2022 Virtual Internship & Career Fair.

Click on **Add schedule** and create your schedule for interacting with students.

Find the best students

Minh Christina, your registration for University of Dallas Virtual Fall 2020 Job & Internship Fair has been approved. Create a schedule ahead of time for you and your team to participate.

To access your schedule or registration information, click here.*

*Because our job fair is by invitation only, please use this link to access the information about the job fair and your registration.

Creating Your Schedule

1. Click on **Add schedule** from the email or the registration page and then click on **Add sessions**.

2. Once here, you will be able to add team members to attend the fair, as well as group and 1:1 sessions. Each representative will have to log into Handshake to create their own schedule.

3. Add your scheduled sessions (group and 1:1). Once you schedule your group sessions (if any), the rest of your time slots will default 1:1 sessions. You can also assign these to your team.
4. Click **Confirm schedule** and you are ready to meet with students!
5. You can manage your schedule in the home page for our job fair (see below).

Scheduling Tips

1. You can block times on your schedule to keep students from signing up for those times by clicking the 3 dots button on the right side of any time slot and selecting **Mark as busy.** You can also reset to **Mark as not busy.**

2. Make sure to touch base with your Fair Lead to plan your day in case there is a specific schedule they want you to follow for breaks.

Students

1. Review student profiles and resumes by clicking on their names in yourschedule. Talk with your Fair Lead to find out what process your team is using to sort and scale the students.
   > **TIP:** Your company can use labels to make it easier to find students later.
2. You can message students by clicking the three dots menu to the right of their time slot. These messages do not count towards your total recruiting season message limit.

Technology

1. Plan your virtual setting. There are no blurred or virtual backgrounds in this platform. Make sure you have good lighting, a good camera angle, and a professional background behind you.
   > **TIP**: If you have something with your company logo on it, like a branded tablecloth or sign, you can place that behind you for instant branding!
2. Make sure you have all browser updates for Google Chrome and Firefox. We suggest having **BOTH browsers** ready on your computer as a back-up. Refer to Handshake video requirements & troubleshooting for more details on a smooth audio/video presence.
3. Test your network connections with the Handshake audio & video. If you have any issues, reach out to your IT team to resolve before the fair.

During the Fair

1. Join our Helpdesk for employers (link to follow at a later date). UD staff will welcome you, share any last minute tips, and remain in the room for the entire fair to help you any way we can.
2. Log into Handshake using Google Chrome or Firefox. See more tips on video requirements here.
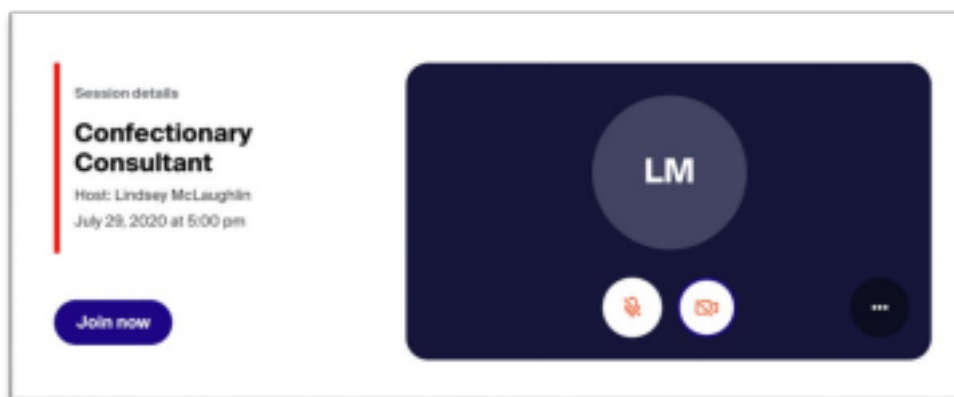3. Navigate to the fair and click on the **Schedule** tab.

4. You'll be able to click **Launch video** for the upcoming session up to 60 minutes early to test your audio and video connection. Students can join 5 minutes early.
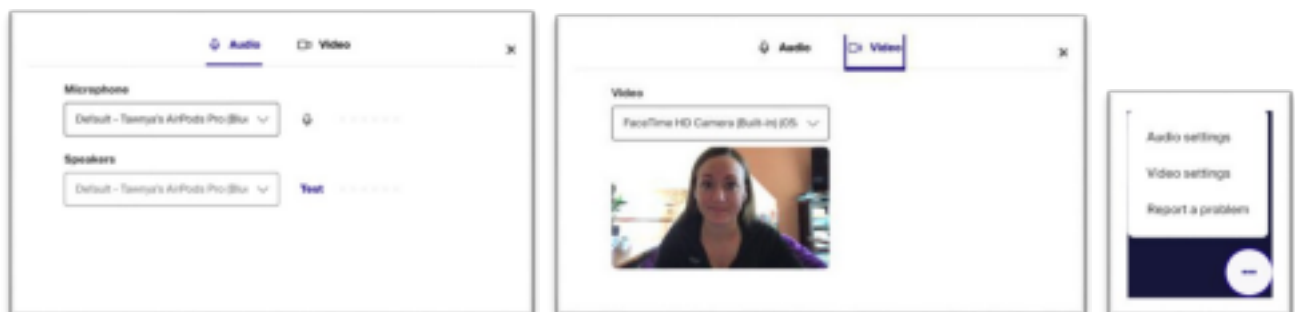

NOTE: If your organization is using an external video for Group sessions, the **Launch Video** button will take you to the external link. Please check with your Fair Lead for further instructions.
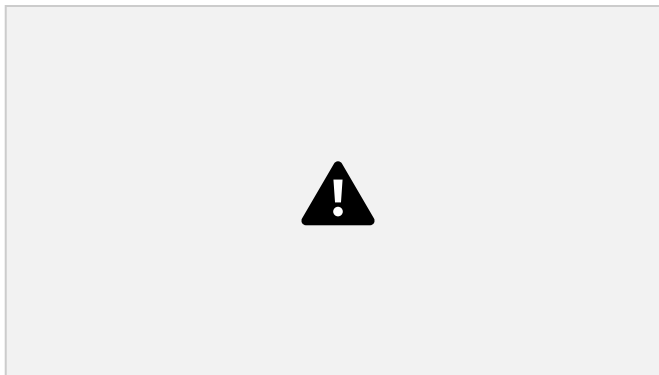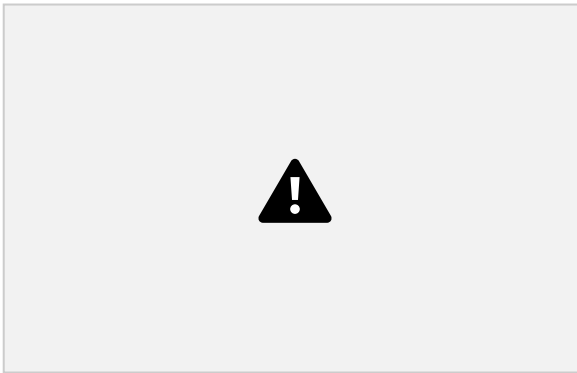
Navigating Group and 1:1 Sessions

5. You'll be taken to the launch screen to see the session details and enable/disable your microphone andvideo. Make sure to click **Allow** in the pop-up from your browser asking to Allow or Deny access to your video and audio.

6. Click the three dots menu to view and test your audio and video settings. You can access these settings inside the session as well.
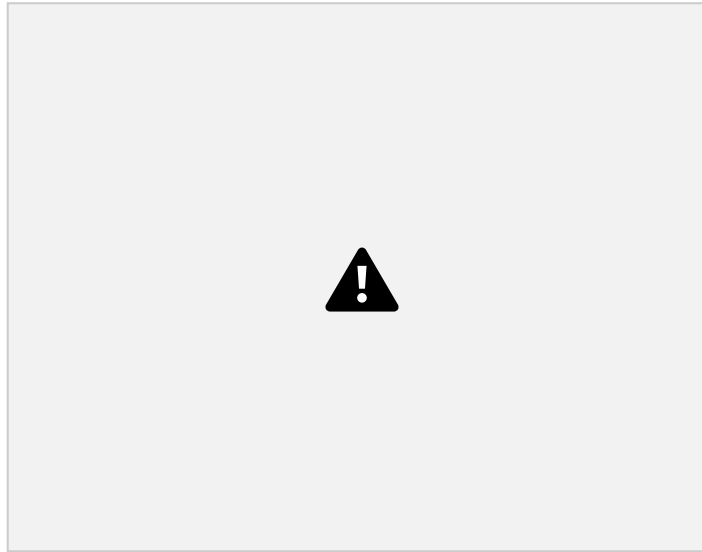

7. Click **Join Now** to enter the session. If your video is not enabled, a circle with your initials will appear instead.
   NOTE: For group sessions, we will automatically disable audio/video for participants when 15 or more people have joined - this is to preserve your audio, video, and screen-sharing quality! As host, you can unmute and enable video as needed.
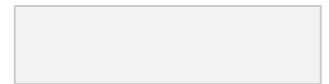
8. Now you are ready to interact with students. Here are the features you can use:

    a. **Chat:** You can click the chat icon to open the chat on the right side of the screen.
       TIP#1: Ask your Fair Lead if there are any pre-written responses you can use to paste into chat.
       TIP#2: Links in the chat will be made live so students can easily follow them.

    b. **Participants**: You can click the participant icon to open the list on the right side of the screen. You can mute/unmute or turn off/on the participant videos as needed.
       TIP: The video platform will automatically show the video of the active speaker in a group session.

    c. **Share screen:** Click the computer monitor icon, to the left of the microphone icon in the bottom middle of the screen. You can select from your entire screen, an application window only, or a specific browser tab.
       TIP#1: For best audio when playing a video, select the browser tab feature when sharing. TIP#2: Audio will play from your computer's selected microphone, so if the video has audio, make sure that your mic volume is increased to pick up the audio!

d. **Remove Users:** As session host, you will have complete control to remove participants from the session by clicking on their name or three dots menu and choosing from the drop-down. **NOTE:** Removed users will not be able to rejoin the session.
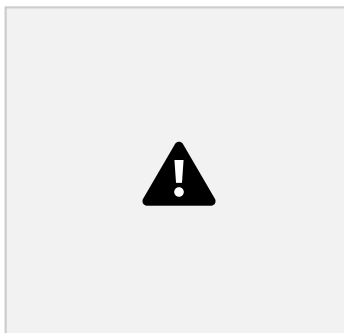
e. **Report User:** If you choose to report a user, a pop-up will appear asking for more details. You'll need to choose one reason, and you can provide additional details in the text box to be investigated by Handshake.

8. Click **End Session** in the lower-right corner of the video window when are done. A confirmation will appear with a prompt to **End session for all** or **Cancel**.
   TIP: Sessions will automatically close 20 minutes after the scheduled end time to allow for ongoing conversation. You may have more sessions.

9. After a brief survey page, you are now ready for your next session! You will be returned back to your schedule to launch your next video.

After the Fair

1. Under the fair search page, click the checkbox on the left to **include past fairs** and then use the search bar to find the fair.
2. You can navigate back to the students list to review any resumes you need to view.

3. Debrief with your Fair Lead on the students you met with. Make sure to tell your lead about your experience with the virtual fair. They will let us know your thoughts and suggestions so we can continue to make our fairs the best around!