Navigating the Handshake Virtual Career Fair

Welcome!

Thank you for representing your company at a Virtual Career and Internship Fair hosted within 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 for any additional instructions for your team. Let’s go!

Accepting & Setting Your Schedule

1. Your Fair Lead will set your initial schedule and send it to you to accept. You will receive an email from Handshake to claim your schedule.

2. Make sure you are logged into your Handshake account and click Review and claim schedule in the email. It will redirect you to the fair registration page within Handshake.
3. You will see a pop-up in Handshake to claim your schedule. Click Claim Schedule.
4. You will then be able to see your schedule of Group sessions and 1:1s.

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

**TIP:** 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.

6. Now you are ready for the students!
Getting Ready for the Career and Internship Fair

1. Review Student profiles and resumes by clicking on their name in your schedule.
   a. Meet 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.
   NOTE: These messages do not count towards your total recruiting season message limit.
3. 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!
4. Make sure you have all browser updates for Google Chrome and Firefox. We suggest having BOTH browsers ready on your computer to have a back-up. Refer to Handshake Video Requirements & Troubleshooting (Employers) for more details on a smooth audio/video presence.
5. 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.

Career Fair Day!

1. Join our Employers Questions Zoom meeting. We 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. TIP: 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. Refer to these remaining instructions for any 1:1 sessions.
5. You'll be taken to the launch screen to see the session details and enable/disable your microphone and video.
NOTE: 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.

TIP: 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 the 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 to include past fairs and then use filters and/or the search 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.
   a. 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!

*From everyone at the WVU Career Services Center, Happy Recruiting!*