



EMPLOYERS TECHNICAL GUIDE TO HANDSHAKE'S VIRTUAL CAREER FAIRS

Before the Fair:

Register

- Register for fairs on Handshake. This is no different than registering for an in-person fair.

Schedule your Sessions

- Handshake's detailed instructions on how to create and edit schedules can be found [here](#).
- Once we approve your company's registration, you'll 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.
- Each team member attending will need a Handshake account. You can now assign them as "Representatives," which essentially limits their access in Handshake to Fair sessions.
- Group Sessions: Group sessions are 30 minutes long by default, and each organization registration includes three 30 minute sessions, whether Handshake Video or an external provider is used. 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.
- 1-on-1's: Employers will have the opportunity to set preferences on their 1:1 meetings by GPA, work authorization, Handshake major group, and graduation date. Employers can set required preferences per team member if they are hoping to engage with two different groups of students. Required preferences can be changed up until the time of the 1:1 session.

Claim Schedules

- Each employee who had a schedule created for them will need to log into Handshake and "claim" that schedule before students can sign up for those time slots.
- Employee's will receive an email once their schedule has been created with a link that will allow them to claim the schedule, without navigating to it in Handshake.

[SOURCE ARTICLE](#)

Test your Technology

- Test whatever device you will be using on the day of the fair
- If using a browser, Google Chrome and Firefox work best. If at all possible, use either of these browsers. Safari may block the sound and Internet Explorer has almost no functionality. Early tests with Microsoft Edge suggest it may work fine.
- Test your connections and internet strength [here](#).



- Do a test Zoom call or other AV call to make sure your camera and microphone are working properly.
- If you're having trouble with any of these go to the troubleshooting section below.

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During the Fair:

Hosting Sessions:

- Handshake's detailed instructions on launching and running sessions can be found [here](#).
- You can launch a session up to 60 minutes early to test your A/V. Students can launch a session 5 minutes early.
- Be sure to keep track of the students you'd like to follow up with during the fair. You can use Handshake's label as an easy in-platform way to track these students.
- You can report or remove students that may be inappropriate by right-clicking on their name in the participants box on the right. If removed, students can't rejoin the session. If you report the student, they will be investigated by Handshake's Trust and Safety team.

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General Troubleshooting:

- Refresh the page, or close out of the browser and restart it
- Try a different browser (Chrome and Firefox are the best options)
- Restart your device
- Make sure your browser is set to have access to your microphone and camera
- Make sure your speakers are on, or your headset is fully plugged in
- Move closer to your router, or connect via Ethernet if you are having connection issues or laggy video/audio
- Close other windows, tabs and programs
- If using Microsoft 10 there are separate steps to enable microphone and camera sharing (follow them [here](#) under Microsoft 10 troubleshooting)

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