



STUDENTS TECHNICAL GUIDE TO HANDSHAKE'S VIRTUAL CAREER FAIRS

Before the Fair:

Register

- Register for fairs on Handshake through a browser or the Handshake app. This is no different than registering for an in-person fair.

The screenshot shows the Handshake interface for a career fair. At the top, there is a navigation bar with a search bar and links for Jobs, Events, Q&A, and Students. On the right, there are links for Messages and Career Center. The main content area features a 'Career Fair' section with the title '2020 Autumn Virtual Fair' and the date 'Monday, September 14, 2020 11:00am - 2:00pm EDT'. Below the title is the logo for 'THE SCHOOL OF LIFE' and the text 'School of Life Ariel Business Center'. A 'Register' button is visible, with a red arrow pointing to it. Below the main title, there is a table with three columns: Date, Register by, and Contact.

Date	Register by	Contact
Monday, September 14, 2020 11:00am - 2:00pm EDT	Monday, September 14, 2020 2:00pm EDT	Adam Vargas, Recruiter adam_vargas@hpe.com

Employers attending

Select your Sessions

- The first major difference is the need to sign up for unique sessions with employers. These can either be one on one with a recruiter or a group presentation/information session. *(Group presentations maybe hosted on a third-party platform. If you encounter issues with these sessions, you will need to contact the employer.)*
- You'll need to locate the employers who are attending the fair that you'd like to connect with first. On their page there will be sessions denoted as either 1-on-1s or group sessions.
- Click on the session you'd like to attend and complete the process. *(For group sessions, your profile will need to be set to Community level privacy. This can be found under your "Settings & Privacy" page. You will also be prompted to change your settings if necessary.)*
- If it's a 1-on-1 session, you may be able to choose from multiple recruiters that you can meet with.



Sprinkle Dreams

Our cupcakes are even better than our name!

Group Session • 11:00am - 11:30am EDT

General Information Session →

Group Session • 12:30pm - 1:00pm EDT

**Confectionary Consultant - Position
Details →**

Group Session • 1:30pm - 2:00pm EDT

Benefits, Salaries, and Vacation, Oh My! →

1 on 1 session

One on One with Sprinkle Dreams →

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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:

Join your Sessions

- Locate the fair in Handshake and then click on "Your Sessions"

The screenshot shows the Handshake interface with the following elements:

- Navigation tabs: Available sessions, Your sessions (highlighted with a red arrow), Fair details.
- Search bar: Search
- Filters: Location, Full-time, Part-time, Internship, All filters (highlighted with a red arrow).
- Section header: **Your sessions**
- Message: You haven't signed up for any meetings at this career fair yet.
- Weather widget: 34.51° 84.51° Cincinnati, OH

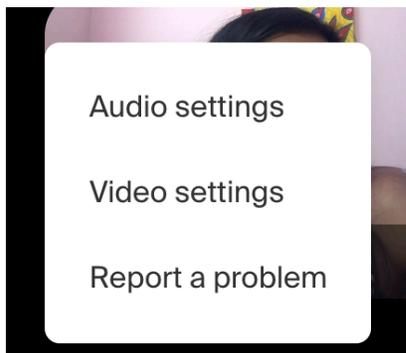


- You can click the blue Launch Video button to launch the meeting. You can join up to 5 minutes early to test your audio/video. You will not interrupt another meeting.

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Report an Issue or User

- Report Issue: In the bottom right of the video call, click on the blue Settings button, then the Report a Problem button. This will create a ticket with Handshake and the system will walk you through the remaining steps.



Settings

- Report a User (Including host): Right click on their name in the participants list on the right side and click Report. If you're reporting another user, the host will be notified, and the host will have the option to remove the user. The user won't know you reported them



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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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