

## Virtual Career Fairs - Tips for Students

- Handshake Resources:
  - [Handshake's Student Guide to Attending a Virtual Fair](#)
  - [Handshake's Locating and Registering for Virtual Fairs Video](#)
  - [Handshake Training Video](#)

### Before the fair:

- **Complete your Handshake profile.** Employers have the ability to set certain qualifications for 1:1 sessions. If your profile is not complete, you may not see all sessions available to you. **IMPORTANT:** To maximize opportunities, ensure your GPA is visible (uncheck "hide from employers" in your profile).
- **Set your Handshake profile to Community** which allows you to schedule 1:1 and group sessions.
  - "Community" setting = you can attend **both** 1:1 and group sessions, and other students and alumni across all Handshake schools can view your profile; and this gives you access to Peer Messaging.
  - *More info:* [Profile Privacy Settings in Handshake](#)
- **Review the participating Employer list and PREPARE YOUR RESUME.** Review the online directory of employers and their job opportunities by logging into Handshake. If you spend time getting some background on an organization, then you can ask very focused and specific questions. This impresses representatives because it shows a genuine interest in them. You can create a document with talking points, questions and a space for notes.
- **Register for the fair in ADVANCE on Handshake.** Students must be registered for virtual career fairs in Handshake in order to attend. **Registration opens two weeks prior to the event start date and time.** Day-of sign ups are possible, but some employer schedules may be full. (Notes about sessions are located at the end of this document)
- **Prioritize the employers you're most interested in.** If your schedule allows, you may find it easier to start with the employers in which you're less interested. This

will allow you to hone your approach and to be most confident when you approach the employers you're especially excited about. Be sure to balance this tip with the reality that you may have little time and that many other students may be interested in the same employers.

- **Review technical requirements in advance** to ensure successful attendance.
  - [Handshake's Video Requirements & Troubleshooting for Students](#)
  - Test your setup in advance: <https://networktest.twilio.com>

### Day-of the fair:

- **Before logging in, double-check your system:** Perform a network test to check internet, visual, and audio at <https://networktest.twilio.com>
- **Choose a quiet, distraction-free location** to be in when you're in the fair so your focus can be wholly on connecting with employers.
  - If using zoom you can use an [UCSC themed backgrounds](#).
- **Dress appropriately.** First impressions are important. We recommend business-casual or smart-casual.
- **Get your bearings and show up ON TIME.** Log in early, take a few minutes to review your personal virtual career fair dashboard in Handshake and review your fair schedule. If you have schedule openings, peruse the list of employers for available 1:1 and/or group sessions and sign up for additional spots. Enter the 1:1 or group session promptly at the set start time.
- **[Visit the Career Center's Ask A Peer](#)** for a quick drop-in session with a career counselor, to ask questions, or to seek help with a technical issue you're not able to resolve.
- **Report any trust or safety issues** in the virtual career fair by using the 'Report User' feature from your desktop or mobile device, if you feel there is any fraudulent or inappropriate activity occurring.
- **Be flexible.** If the employer representative at the fair does not know specifically about jobs/internships of interest to you, ask for the name of someone who can help you.
- **Introduce yourself and be prepared to give your "career pitch."** Smile, say "hello," and state your name. Thank the representative for attending the virtual career fair. Be ready to talk about your career interests as well as academic and extracurricular experiences to show your skills and strengths.
- **Take notes** when you inquire about next steps and the possibility of connecting further. You will need to write down names, phone numbers, and emails. Note specific employer information sessions, interviewing timelines, and projected

hiring dates that will affect you. You will not be able to take advantage of this information if you don't record it.

- **Be courteous!** In addition to representing yourself, you also represent your University! All of the organizations at the fair are there because of their interest in hiring banana slugs. Enjoy the virtual fair and your interaction with the employers.
  - Demonstrate sensitivity to other students in Group Sessions by keeping your questions brief, sharing space, and offering to continue your conversation at a later time.

### **After the fair:**

- **Send a thank you note** to the representatives you connected with.
- **Fill out the post event survey**, so Career Success can improve future events.
- **Fill out the employer interest list** if you weren't able to attend or find a scheduled time to meet with an employer or institution. This form is located on the Career Fair Handshake page and will also be emailed out after the event to all students that registered for the fair.

### **Notes about sessions:**

- Students can attend *one 1:1 session per employer representative* in a virtual career fair (there is no limit to group session attendance, and students can attend additional 1:1 sessions with the same employer as long as those sessions are with different representatives)
- Students can sign up for a 1:1 or group session up to +1 minute before the session start time
- Students who have already signed up for 1:1 and group sessions can join those sessions 10 minutes in advance of the start time
- Handshake Group sessions with more than 15 participants currently automatically disable student audio and video to preserve session quality (providing a live presenter/s webinar with live chat experience)
- Once the scheduled start time of a session has passed, the session cannot be re-started
- Employers and students can turn video on/off at any time
- Employers can end sessions at any time
- Students can leave sessions at any time
- Employers can mute or remove participants from a session, and once removed they can't rejoin
- Group and 1:1 sessions will be encrypted via DTLS/SRTP protocol