Tips for Attending a Virtual Fair

Students must register on Handshake for the fair of interest prior to registering for the group or 1:1 sessions. Login to your Handshake account and make sure your information is updated and upload your resume. All students have a Handshake account created for them with their @student.bridgew.edu email as their username and the corresponding password. Some additional resources to help you with the fairs are below:

Virtual Fair Information for Students

Pre-Event Information:
- How to videos and guides to help update your Handshake profile and upload your resume
- Test out your software before the fairs using Twilio: https://networktest.twilio.com/
- Resume Guide and YouTube Video to learn how to update your resume
- How to Work a Job Fair guide and YouTube Video goes over tips to prepare for the event
- Professional attire is still required! For tips, view the videos at the bottom of the page
- Handshake's Top 10 Tips for Virtual Fair Success
- Business Etiquette Tips
- Suggest an Employer

Event Registration:
- First, you must register for the event. Review the article on registering and signing-up for sessions as well as the video on registering.
- You will then be prompted to View Employer Sessions. This is where you pick which employers to meet with and when. Be sure to hit "Confirm" on each timeslot you sign-up for.
- Career Fair Details tab allows you to see the list of employers, positions they are recruiting for and majors sought.
  - Available Sessions tab is where you go to sign-up for times with employers.
  - Your Schedule tab keeps track of everything you signed-up for so you can see your event plan!
- Group and one-on-one sessions have capacity limits, so register in advance and early!
- Organizations can be added up until the day of the event, so be sure to check back regularly.
- You can register for sessions the day of if there is still space available and if the start time has not passed.
- Upload your resume onto Handshake and complete your profile so that employers can access it before, during and after your one-on-one meetings with them. Otherwise, be sure to get their contact information to forward afterwards.

Test the System Before the Event and Troubleshooting:
- Run Twilio's system test at: https://networktest.twilio.com/.
- Use browsers such as Chrome or Firefox; it will not work on Internet Explorer and is problematic on Safari.
- Requirements: Strong Internet Connection, Speakers and Microphone, Webcam/HD Webcam, Desktop Web Browser (Chrome or Firefox). iOS app, Android app and Mobile web is supported but is not recommended for full use.
- Accessibility Information: https://support.joinhandshake.com/hc/en-us/articles/360049932314.
- Check Handshake's article on system Requirements and Troubleshooting
- Day of the event problems can be reported by clicking on the "Settings" button in the video chat and click on "Report a Problem". Handshake staff is monitoring this during all career fairs.

Virtual Fair FAQ's:

- How do I operate the virtual career fair?
  - *Read Handshake's Guide to Attending a Virtual Fair for details on the full process.*
  - *The Participating in a Virtual Fair article has screenshots of what the entire process looks like.*
- How do I access the sessions?
  - *All sessions you scheduled yourself for will be stored in "Your Schedule" tab on the event page.*
  - *There will be a "Launch Video" button next to each registered session. You can join 5 minutes prior if the employer has started the session. The button will be grey and go purple when live.*
  - *Refer to this article for step by step information on accessing sessions: https://support.joinhandshake.com/hc/en-us/articles/360051402854*
- Can I sign-up for a session the day of the event?
  - *Yes, you can up to the last minute before it starts. Once the 1:1 session starts you will not be able to register and must take the next available session. Group sessions can be joined even when they have started.*
- How can I share my resume?
  - *There is not currently an upload in video call feature, but if your resume is uploaded to your Handshake profile, employers can access it before, during and after your one-on-one session with them. If you do not do so, be sure to ask for their contact information.*
- What if I have a problem connecting or using the system?
  - *Check Handshake's article on system Requirements and Troubleshooting*
  - *Day of the event problems can be reported by clicking on the "Settings" button in the video chat and click on "Report a Problem". Handshake staff is monitoring this during all career fairs.*
  - *There is text based chat in the video rooms in case you experience any issues with audio/visual*
- What do I do after the event?
  - *Refer to our "How to Work a Job Fair" guide above.*
  - *But you should have obtained contact information and asked about next steps and how to get hired.*
  - *Send a thank you email to all the employers you met with expressing your interest in their roles.*