

Building Your Resume Critique & Mock Interview Schedule in Handshake

Thank you for your support. [Shirley Haberjan](#) will be available to help you build your schedule and answer questions.

Event Name	Registration Link (<i>copy/paste into a Chrome browser</i>)
Resume Critiques: Friday, 9/10, 10am – 2pm	https://app.joinhandshake.com/career_fairs/26547/employer_preview?token=UpoQSnikRzfrLK3Aq1h6E-T624quRUoR0MqgEYUTeRRdw8iEiEoy_Q
Resume Critiques: Wednesday, 9/15, 1pm – 5pm	https://app.joinhandshake.com/career_fairs/26548/employer_preview?token=uo2aDe-dxiFMVPTIBVuCmHCrBsAVVg4tjWJVbs583_ef8x8gLXM0SQ
Mock Interviews: Friday, 9/17, 10am – 3pm	https://app.joinhandshake.com/career_fairs/26549/employer_preview?token=DPNQb8dQcfOkb18Dn78t7VHv0RTtoZYtq7bq2jbp-xSDGCBW0JRbB3A

Step 1:

Once your Handshake registration is submitted it will be reviewed. If **approved**, you are [responsible for building \(creating\) your schedule](#), otherwise Handshake will mark you available from the start of the event until the end of the event. Building your schedule is really simple and takes less than 5 minutes!

- You and your company will be registered as a *Career Fair attendee*. You will receive confirmation via Handshake and from our office when your “registration” is approved. Once approved, you can add (invite) additional staff to participate (note, they must have a Handshake account connected to your employer).

Step 2:

Log in your Handshake account to **remove OR mark yourself busy, see page 4**, for the slots that **you are not available**.

Marking yourself as “busy” will block additional student sign-up for the times that you are not participating.

1x1 Resume Meeting: 20 Minutes Per Student

- Wrap your meetings before 20 minutes to ensure you are ready for the next student. Every 10 minutes, you will see a *note pop-up that says the meeting will end in 1-minute. Disregard this message for the first 10 minutes.*
 - In the event that you do not have any back-to-back 1x1s, you are welcome to continue meeting with the student. Handshake **does not** disconnect at the 10-minute mark.
- Once the student schedules a time, use the **message** feature and ask the student to 1) email you their resume as soon as they can and 2) ask them if they are interested in any particular industry/function. This will provide you with guidance before the 1x1 session.
 - Also, when the student books an appointment with you, you have access to their Handshake profile!

1x1 Mock Interview Meeting: 30 Minutes Per Student

- Wrap your meetings before 30 minutes to ensure you are ready for the next student. Every 10 minutes, you will see a *note pop-up that says the meeting will end in 1-minute. Disregard this message for the first 20 minutes.*

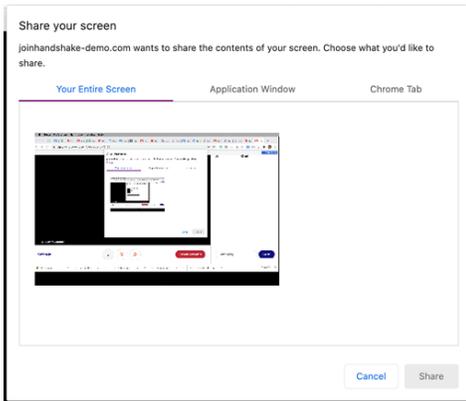
- a. Handshake **does not** disconnect at the 10-minute mark.
2. Once the student schedules a time, use the **message** feature and ask the student to 1) email you their resume as soon as they can and 2) ask them if they are interested in any particular industry/function. This will provide you with guidance before the 1x1 session.
 - a. Also, when the student books an appointment with you, you have access to their Handshake profile

ON THE DAY OF YOUR 1:1

1. Log in your Handshake account and go to the fair link (see table above).
2. Treat this as a face-to-face meeting. On the day of the event you are able to launch sessions up to **60 minutes** early to test your audio and video connection. **The video component is built-in (provided) by Handshake and it is not necessary to navigate outside of Handshake.** Check your connection **here**. It is recommended that you use a personal device or a device that does not contain strict firewall or VPN. If you are not familiar with Handshake's video feature, refer to this **support article: <https://support.joinhandshake.com/hc/en-us/articles/360051650333-Hosting-Virtual-Fair-Sessions>**.
 - a. **Students can join up to five minutes early** to test their connection, please know that if you are in a session early, students could appear early as well.
 - b. **There is a 5-minute grace period if the student is running late. Students cannot join after 5-minutes**
3. **Share your screen**, see below, (students are not able to share their screen). **If a resume was not sent in advance, share your email address in the chat box as soon as you can.** Students were instructed to email you their resume as soon as they can so that you can screen share. While you wait for the resume feel free to "break the ice". **Handshake support article: <https://support.joinhandshake.com/hc/en-us/articles/360051650333-Hosting-Virtual-Fair-Sessions>**

SCREEN SHARE

1. Click the computer monitor icon, to the left of the microphone icon in the bottom middle of the screen.
2. You can select from your entire screen, an application window only, or a specific browser tab.
3. The first time you share your screen, you may have to grant access for your computer to share the screen successfully. **Tip:** Familiarize yourself with the Handshake video requirements & troubleshooting, read **article**.



Creating a Schedule for Virtual Meetings

Once your fair registration has been created/approved, you will receive a notification of approval with a link to set your schedule, as the example shows below.



Add a schedule to participate in your upcoming Career Fair

Find the best students

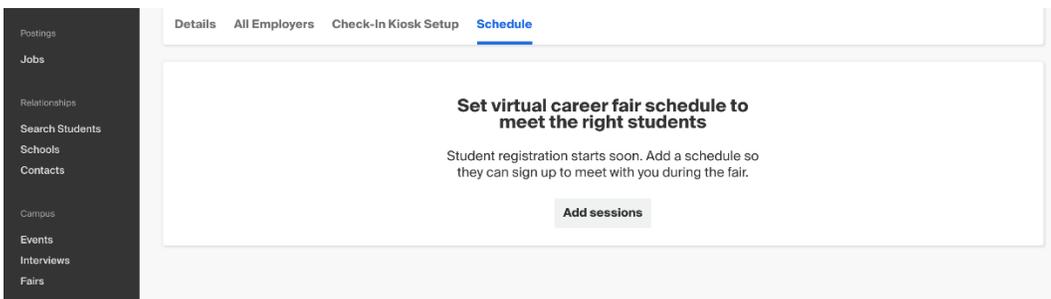
Tawnya, your registration for Virtual Career Fair - all majors has been approved. Create a schedule ahead of time for you and your team to participate.

[Add schedule](#)

If you do not create a schedule, students will be unable to sign up to speak with you during the fair.

[Learn more](#)

To build your schedule: click the link in the email sent by Handshake, and/or copy/paste in a Chrome tab the URL found in the program date you are volunteering, see page 1. You will see the gray button: **Add Sessions**.



Click on **Add Sessions**, you will be taken to the **Create Schedule page**. Check the box next to the team member names that will be participating.

Team members need to have an **active** Handshake account in order to claim their schedule and attend. Click the blue button Add Team in the lower-right corner of the page to proceed.

Create Schedule

- Add team members
- Add group sessions
- Add 1:1 sessions
- Review

Add team members

Who's attending this event?
Add recruiters, ambassadors, or anyone else attending group or 1:1 virtual sessions with students.

Your team

Name	Email	Role	Status
<input type="checkbox"/> Tawnya Reynolds (you)	tawnya@amaranta.edu	Recruiter	● Active acct
<input type="checkbox"/> Darry T	motherofdragons@amaranta.edu	Owner	● Active acct

< 1/1 >

Add team

Major preference (not recommended without notifying Career Services)

- Select **Yes** to Add preferences to sessions, then click the blue button **Add Requirements**.
 - Note: by selecting these preferences, **you are limiting student signup to only students that meet these qualifications**. Students that do not meet these qualifications will be **unable** to select 1x1 sessions (you will be limiting your ability to help students)
- 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 1x1 session. **Please notify Shirley Haberjan if you are setting preferences.**

Schedule for Virtual Career Fair - all majors Close

Create Schedule

- Add team members
- Add group sessions
- Add 1:1 sessions
- Review

Set up 1:1 sessions for Tawnya Reynolds

Do you want to add student qualification requirements?
Decide whether this team member will meet with all or a subset of candidates that match specific role requirements.
Students will only see and be able to sign up for a 1:1 session with this team member if they meet the qualifications you outline in the next step.

Add preferences to sessions

Yes
 No

Return to 1:1 sessions

Major (optional)

- Agriculture, Food & Horticulture - 0 of 9 majors selected
- Arts & Design - 0 of 17 majors selected
- Business, Entrepreneurship & Human Resources - 0 of 24 majors selected
- Child & Government - 0 of 9 majors selected
- Communications - 0 of 7 majors selected
- Computer Science, Information Systems & Technology - 0 of 10 majors selected
- Education - 0 of 10 majors selected
- Engineering - 0 of 10 majors selected
- General Studies - 0 of 9 majors selected
- Health Professions - 0 of 17 majors selected
- Humanities & Languages - 0 of 12 majors selected
- Life Science - 0 of 14 majors selected
- Math & Physical Sciences - 0 of 4 majors selected
- Natural Resources, Sustainability & Environmental Science - 0 of 11 majors selected
- Social Sciences - 0 of 9 majors selected

Do any of these positions that you are hiring for require work authorization?

Yes
 No

Back Invite Staff

When you have finished selecting qualifications, click the blue button **Invite Staff**.

- This will take you back to the 1x1 session page, where you may add additional 1x1 sessions for other team members. Repeat the steps above per desired team member.
- When you have added all 1x1 sessions, click the blue button **Assign Team** to proceed to review.

REMOVING SLOTS

Handshake will mark you available UNTIL you build the schedule. Please update your availability as soon as you can by removing slots.

- On the right hand side, click on the three dots, and mark yourself as **busy**. This removes the slot.

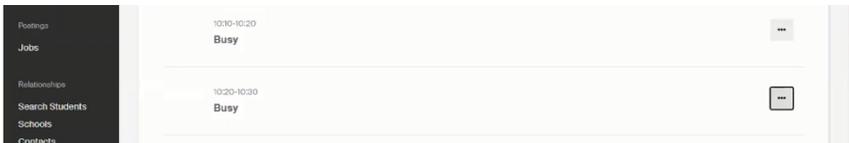
Thursday Sep 10
10:00 - 11:00AM EDT

Career Services Recruiting (you) ▾

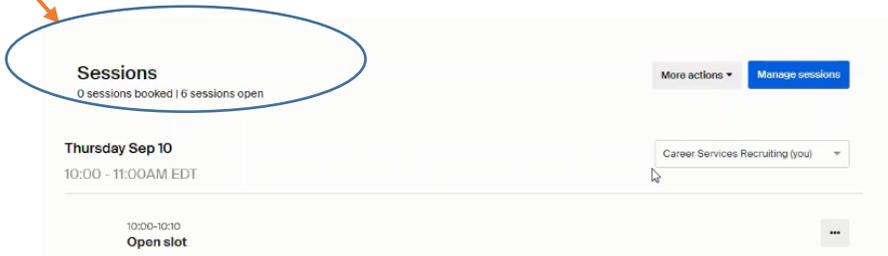
10:00-10:10 Open slot	⋮
10:10-10:20 Open slot	⋮ Mark as busy
10:20-10:30 Open slot	⋮
10:30-10:40 Open slot	⋮



B) When the slot is removed, it appears as **“busy”**, and students will not see the slot.



C) Once you have selected your open slots, **refresh** the page to see your schedule



You future experience below.



Giveaways & Sponsorship Opportunities

If you have items you wish to donate for our students as a giveaway, we are gladly accepting gift cards, t-shirts, hand sanitizers, etc.

Sponsorship opportunities available. There is no better opportunity to enhance your brand & engage with our Knights!

- Email marketing to 100K + students and alumni
- 1-full page ad in CRM digital program guide with campus-wide distribution
- Logo & branding in digital marketing
- Social media blast
- Targeted marketing to your preferred student population(s)

Contact **Shirley Haberjan** for questions and/or if you are interested in learning about Career Readiness sponsorship opportunities!