VIRTUAL CAREER FAIR
PREP GUIDE

NEW FEATURES OF THE HANDSHAKE VIRTUAL FAIR

In order to have a successful time at the virtual career fair, it's good for you to get familiar with the new features. During the fair, you will be able to join group sessions with employers or sign-up for a 1:1 (10 minute) session with them.

1. Register in advance for sessions

In Handshake, review the participating Employer list and register in advance for 1:1 and group sessions. (Day-of sign-ups are possible, but some employer schedules may be full.)

2. What you need to know about 1:1 and Group sessions

• Currently, students can attend only ONE 1:1 session per employer in a virtual career fair. (There is no limit to group session attendance.)

• Students can sign up for a 1:1 or group session up to 1 minute before the session start time.

• Handshake Group sessions with more than 15 participants automatically disables student audio and video to preserve session quality (providing a live presenter/s webinar with live chat experience).

• Employers can mute or remove participants from a session, and once removed they can't rejoin.

CONNECTING TO THE VIRTUAL CAREER FAIR

We are excited that you will be taking part in a virtual UC Riverside Career Fair! We want you to be successful and prepared. Our fairs will all be held virtually via Handshake this academic year. Students can learn about employers and share their profile in intimate group sessions or get 1:1 face time with recruiters — all from their browser or Handshake's mobile app.

THESE ARE THE THINGS YOU'LL WANT TO DO AHEAD OF TIME TO SET YOURSELF UP FOR SUCCESS.

1. Register ahead of time
You're going to want to register beforehand via Handshake. Not only will this prevent any last-minute hiccups before the career fair, but it will allow you to get a glimpse at the employers participating in the fair.
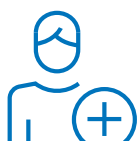
2. Update your profile
Employers can set certain qualifications for 1:1 sessions. If your profile is not complete, you may not see all sessions available to you. To maximize opportunities, ensure your GPA is visible (uncheck "hide from employers" in your profile) and work authorization status are updated (in settings and privacy). Make sure your most updated resume is attached to your profile. You can share your resume with employers ahead of time too!

3. Change your profile setting
Set your Handshake profile privacy to "Community" which allows you to schedule 1:1 and group sessions. This setting will allow you to attend both 1:1 and group sessions.

4. Make your resume visible
Resumes play a vital role in providing an opportunity for employers to access a student's professional experience. For this reason, update your most recent resume and make it visible on Handshake. You can do this by going to "Documents" and clicking "Visible" next your resume.

HELPFUL VIRTUAL CAREER FAIR TIPS

• **Before logging in,** double-check your system: Perform a network test to check internet, visual, and audio. Also, check the video and browser requirements to ensure you are using a compatible browser (Chrome works best).

• **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. Think about your background too – you want employers to focus on you (and not your music, roommate, pet, etc.)!

• **Dress appropriately.** First impressions are important. We recommend business-casual or smart-casual. See Interview Attire for inspiration.

• **Arrive on time.** While you don't need to log in 15 minutes early for a session (like you would when arriving for an in-person interview), enter the 1:1 or group session promptly at the set start time. If you have time zone issues, download the Handshake app on your phone as it is a quick fix if you need to connect with an employer right away.

• **Introduce yourself and be prepared to give your "career pitch."** Smile and say "hello," and state your name. Thank the representative for attending the UCR virtual career fair. Be ready to talk about your career interests as well as academic and extracurricular experiences to show your skills and strengths.

• **Prepare questions in advance** to demonstrate your strong interest in the company, industry, or role. You can do this by researching the companies that will be attending.

• **Take notes when you inquire about next steps** and the possibility of talking with additional managers. The representative at the fair may not be able to answer all your questions or know specifics about your job interests. Take note of the names, telephone numbers, etc. of other staff in the organization whom you can contact later. 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.

• **Ask the representative for their contact information,** and then promptly send a thank-you note. Having the contact information of the representative you have just spoken with serves two purposes. First, you have a direct contact with the organization, including the proper spelling of the representative's name, direct email, etc. Second, you can help them remember you by sending them a brief thank you email for the help they gave you and the time they took to connect with our campus.

• **Join our live Zoom room during the event** by visiting the UCR Career Center booth in Handshake if you are having technical issues, or would like to speak with a Career Center representative.

HELPFUL RESOURCES

Profile Privacy Settings in Handshake

Review Handshake's Student Guide to Attending a Virtual Fair

Handshake's Video Requirements & Troubleshooting for Students

Test your setup in advance

For a complete list of career fair resources, visit careers.ucr.edu/events/career-fairs

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