



## Virtual Career Fairs: Overview of Student Registration and Filling Sessions

To participate in the fair, students must register for each career fair and sign up for sessions. Sessions are how students actually meet employers either individually or in groups.

1. Log into Handshake.
2. Click on *Events* on homepage, then *Career Fair* at top of next page.
3. Select the fair for which you wish to register.
4. On the page for the specific career fair, click on blue *Register* button.
5. You will get an email confirming registration for the specific career fair. From the email, you can sign up for 1-on-1 Sessions or Group Sessions with employers.
6. If you don't sign up through the email, you can go to the overview page for the specific career fair and you will see three links beneath the career fair title: *Available Sessions*, *Your Sessions*, and *Career Fair Details*.
7. Click on *Available Sessions* to see which employers have 1-on-1 and Groups Sessions – linked in blue under the employer description.
8. Click on the desired link to see availability of sessions and confirm.
  - If your Profile is set to private, a window will appear instructing you to change profile visibility to participate in the virtual career fair. The *Community* setting will allow you to participate in both 1-on-1 and Group sessions.
9. As stated in #6 above, you can click on *Your Sessions* to see your confirmed sessions and times.

### Tips for Success

- Make sure your profile is complete and up-to-date and privacy setting is on *Community*.
- Have your resume reviewed by UCC and uploaded into your Handshake account.
- Ensure your webcam and microphone work.
- Research employers for which you have scheduled sessions and have two or three appropriate questions.
- Dress professionally for your webcam session.