

MAKING THE MOST OF A VIRTUAL CAREER FAIR



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LWBJ[®]

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Director of Audit Services



CAREER FAIR OVERVIEW AND HANDSHAKE ACCESS



Going Virtual!

A virtual format will enhance the experience, allowing you to:

- **Meet with employers.** Interact through video, audio, or chat.
- **Discover new career opportunities.** Get personalized recommendations based on your Handshake profile for which employers to connect with.
- **Never wait in line, ever!** Pre-schedule 1:1 or group sessions with employers ahead of the fair or on the day of.
- **Make an impression.** Bring your unique perspective to the table, ask great questions, and follow up with recruiters after the fair.



Career Fair Overview

Employers are able to host two types of sessions to interact with students:

Group Sessions:

- 30 minutes each
- multiple students can attend

1:1 Sessions:

- 10 minutes each
- one student and one employer representative can attend



Need to Register In Advance

- In order to sign up for sessions with employers, you must be registered for the fair.
- Update your profile
- Review which employers are attending the fair
- You will be able to sign up for any open sessions up to one (1) minute before the start time; once the session has started, you will be unable to sign up for the session.
- *Sign up in advance to ensure you have a spot!*





ii Handshake Log In

myDrake

Campus Resources ▾

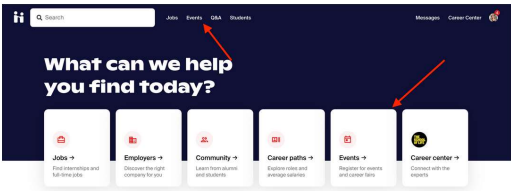
- Campus Map
- Change Password
- Handshake**

- Use the Single Sign-On Feature
- Already have an account created
- Answer questions about your interests
- Update your profile


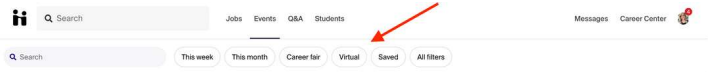


Registration Overview

Click on Events to find the virtual career fair



Use Filter to find Virtual Events



[-- Back to all events](#)

Career Fair

2020 Accounting and Finance Virtual Career Fair

Friday, September 11, 2020 10:00am - 12:00pm CDT

[Register](#)

Click Register next to fair title

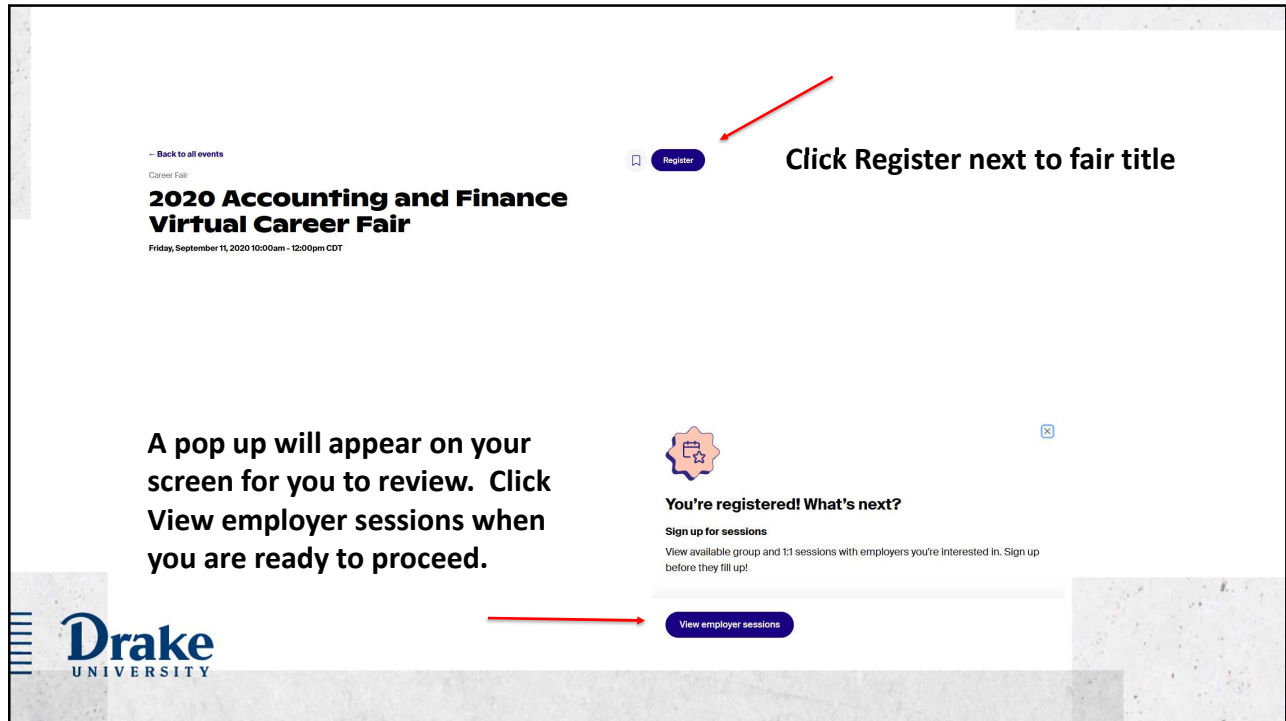
A pop up will appear on your screen for you to review. Click **View employer sessions** when you are ready to proceed.

You're registered! What's next?

Sign up for sessions

View available group and 1:1 sessions with employers you're interested in. Sign up before they fill up!

[View employer sessions](#)



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Sign Up for Sessions

Click the **Available Sessions** tab in the upper-left of the page, below the fair title and date/time.

[-- Back to all events](#)

Career Fair

2020 Accounting and Finance Virtual Career Fair

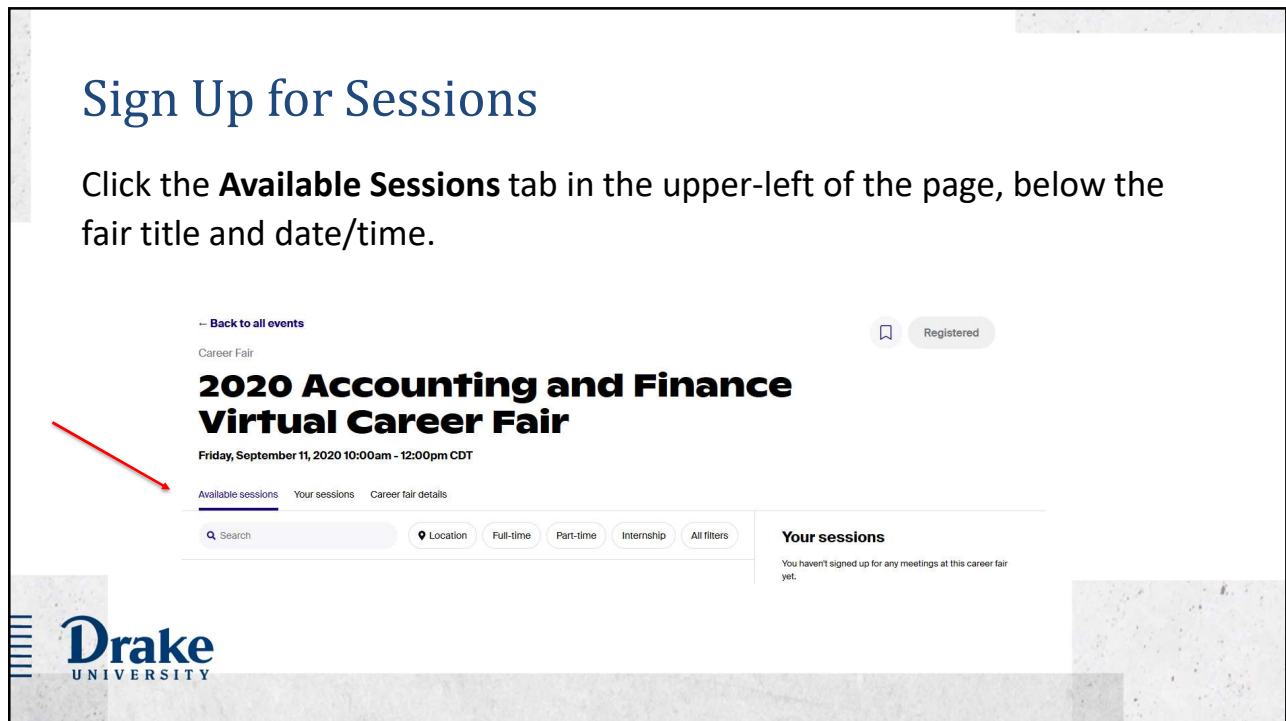
Friday, September 11, 2020 10:00am - 12:00pm CDT

[Available sessions](#) [Your sessions](#) [Career fair details](#)

[Search](#) [Location](#) [Full-time](#) [Part-time](#) [Internship](#) [All filters](#)

Your sessions

You haven't signed up for any meetings at this career fair yet.



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- When you locate an employer that you would like to sign up for a session with, look for the session information to appear below the employer name and description.
- Group sessions will have a custom title and indicate a length of 30 minutes.
- 1:1 sessions are indicated by "*One on One with EMPLOYER NAME*"

Deloitte. **Deloitte**
New York City, NY

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Group Session • 11:30am - 12:00pm CDT [Exploring Deloitte →](#)

Group Session • 10:00am - 10:30am CDT [Exploring Deloitte →](#)

1 on 1 session [One on One with Deloitte →](#)



Group Session Sign Up

- Review the information, and if you would like to proceed, click **Confirm** to sign up.
- If a Group Session is at capacity, it will not appear in the list any longer.

Group Session • 11:30am - 12:00pm CDT ✕

Exploring Deloitte

An overview of our businesses, culture, people and opportunities. We will share information about our Audit and Tax Internships, full-time positions and our recruiting process! We hope you join us!

Deloitte
New York City, NY www2.deloitte.com

Want to know more about Deloitte? Experience what life is really like at one of the world's largest professional services firm by checking us out on campus events, our YouTube channel, as well as by following @lfeatdeloitteus on social media.

Job types Internship, Job	Employment types Full-Time	US work authorization Not required
Job titles Audit & Assurance Intern Summer 2021	School years Masters, Senior, Junior, Sophomore	Attending sessions 2020 Accounting and Finance Virtual Career Fair - Friday, Sep 11, 10:00 am - 12:00 pm CDT

[Confirm](#)



1:1 Session Sign Up

- Each session is 10 minutes in length.
- You can choose which representative to attend a 1:1 session with, if multiple are listed.
- The red dot to the right of a session start time indicates that you are currently signed up for a session during that time.
- In order to sign up for this session, you would need to cancel the existing session sign up.



1 on 1 session

1 on 1 with Drake University

Dianna Gray
Director, Graduate Admission & Engagement

10:00am CDT 10:10am CDT 10:20am CDT

10:30am CDT 10:40am CDT 10:50am CDT

Show all available times

Drake University
Des Moines, IA www.drake.edu

Drake University is recognized as one of the finest institutions of higher learning in the Midwest. A mid-sized, private university in Des Moines, Iowa, we offer the benefits and resources of a larger institution along with the advantages of intimate class sizes and close personal relationships. Law School www.drake.edu/law law-admit@drake.edu Drake Law School was founded in Des Moines in 1865, which makes it one of the 25 oldest law schools in the country. The Law School was established by Iowa Supreme Court justices George Wright and Chester Cole, who aimed to teach law in proximity to the courts so students could witness the law in action. From the very beginning, Drake Law School focused on real and practical experience. Today we continue to build on

Confirm

Click on the time you want then Confirm

Session RSVPs

- As you sign up for sessions, a list of sessions will populate to the right of your screen in Handshake.

Your sessions

Drake University
 One on One
 10:50am - 11:00am CDT



Click on the name of a session to see more information about the session or cancel your reservation.

Registered ✕

1 on 1 session

1 on 1 with Drake University

DG Dianna Gray
 Director, Graduate Admission & Engagement

Registered for 10:50am - 11:00am CDT
 A video conference link will be available at your session time.

[Cancel reservation](#)

 Drake University
 Des Moines, IA

www.drake.edu



You can also click on the tab for Your Sessions in the upper-left of the fair's page to see a list of sessions. Click on the title of the session to see more information about the session or cancel your reservation.

2020 Accounting and Finance Virtual Career Fair
Friday, September 11, 2020 10:00am - 12:00pm CDT

Available sessions **Your sessions** Career fair details

Friday Sep 11

10:00am - 10:50am CDT [Show open sessions](#)
No sessions

11:00am - 11:00am CDT [Show open sessions](#)
One on One [Join video](#)
Drake University

11:00am - 12:00pm CDT [Show open sessions](#)
No sessions

How to stand out at a virtual career fair

Show up on time
Make a great first impression with employers by entering the video session promptly at the set start time.

Plan your location
Find a quiet spot with a plain background for your sessions. Limit potential distractions for you and for the employers.

Make eye contact with the camera
Maintain eye contact and practice active listening while speakers are talking. Smile and nod at appropriate times—just like you would during an in-person meeting.

[View article for more tips ->](#)

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Click Cancel reservation

Registered ✕

1 on 1 session
1 on 1 with Drake University

DG Dianna Gray
Director, Graduate Admission & Engagement

Registered for 10:50am - 11:00am CDT
A video conference link will be available at your session time.

[Cancel reservation](#)

Drake UNIVERSITY

Confirm cancellation and send a note

Are you sure you want to cancel this session?

Last minute cancellations make it difficult for employers to budget time with students. If you still need to cancel, you can send the employer a note.

1:1 Session • 10:50am - 11:00am CDT

One on One

DG Dianna Gray
Director, Graduate Admission & Engagement

Let Dianna Gray know why you're canceling

I apologize I need to cancel my session with you. I will reach out if I have questions about CBPA graduate programs.

Cancel session Keep session

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Good to Know

- Students can cancel sessions up until the time that it is scheduled. Handshake will show a warning whenever a session is canceled, so please be aware of what impression you are leaving on the employer.
- You will be able to sign up for additional sessions on the day of the fair if there are open spots.
- Students will be able to sign up for group sessions with availability up till one minute before the start of the session. Once the session has started, students will not be able to sign up.

PREPARATION BEFORE THE CAREER FAIR



Completing your Profile

- Fill out your Education Section – Major(s), minors.
- Upload your Resume/ CV.
- Add a professional profile picture.

Optional

- Adding your work experience, activities, etc.
- The progress bar hits 100% only when every section is complete.



Profile and Privacy information

- You have the option to feature your resume/CV on your profile for public viewing by employers or to keep it private.
- Group sessions will need the **Community privacy option**.
- 1:1 sessions will need at least the **Employers privacy option**. (One employer representative and one student.)



Uploading Documents

Note: document uploads have a max of 20 MB.

1. Click on your account icon in the upper-right corner of Handshake, then click on Documents.



2. Click on Add New Document, in the upper-right corner of the page.

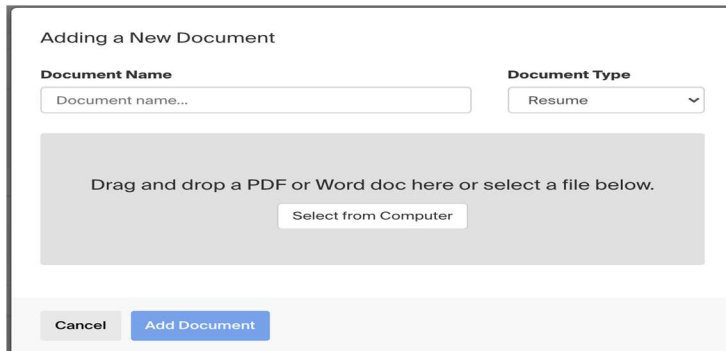


Add more resumes, cover letters, or transcripts

[Add New Document](#)

Uploading Documents

3. Drag or choose a document from your computer.
Select the document type, and then click **Add Document**.



The screenshot shows a web form titled "Adding a New Document". It features two input fields at the top: "Document Name" with a placeholder "Document name..." and "Document Type" with a dropdown menu currently set to "Resume". Below these is a large grey area with the text "Drag and drop a PDF or Word doc here or select a file below." and a "Select from Computer" button. At the bottom of the form are "Cancel" and "Add Document" buttons.



Reminders

- Make sure the document type accurately represents the document.
- Uploaded documents can be resumes, cover letters, transcripts, or work samples.
- Files should be in .PDF, .DOC, or .DOCX format.

You'll now be able to see your document in your Documents and you will have the ability to build your profile from this document!



Virtual Resume Reviews with PCDS Staff

Wednesday, September 2nd
12 – 3pm CST, Zoom link will be shared

Thursday, September 3rd
12 – 3pm CST, Zoom link will be shared



PARTICIPATING IN A VIRTUAL FAIR

How to make the best impression possible!



Before the fair







- Allow microphone and video access in your app or browser in order to participate in audio and video.
- Chrome and Firefox work best.
- We strongly recommend using the desktop web and native mobile apps for the best experience.



Navigate to the fair in Handshake

This week
 This month
 Career fair
 Virtual
 Saved
 All filters

Find events

	Virtual career fair 2020 Accounting and Finance Virtual Career Fair Fri September 11, 2020 Virtual	
	Virtual career fair Fall 2020 Actuarial Science Virtual Recruiting Events Thu September 17, 2020 Virtual	
	Virtual career fair Drake Pharmacy Virtual Career Fair and Interview Days Wed October 21, 2020 Virtual	



Joining Sessions

- Click on the “Your Sessions” tab.

Handshake Virtual Career Fair (Test 2)
Friday, July 24, 2020 11:00am - 3:00pm EDT

Available sessions **Your sessions** Career fair details

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Click the blue Launch Video button in order to join the session.

Handshake Virtual Career Fair (Test 2)
Friday, July 24, 2020 11:00am - 3:00pm EDT

Available sessions **Your sessions** Career fair details

Friday Jul 24

11:00am - 11:30am EDT
No sessions [Show open sessions](#)

Group Session • 11:30am - 12:00pm EDT
Edu - Internal Virtual Fairs Office Hours [Launch Video](#)

How to stand out at a virtual career fair

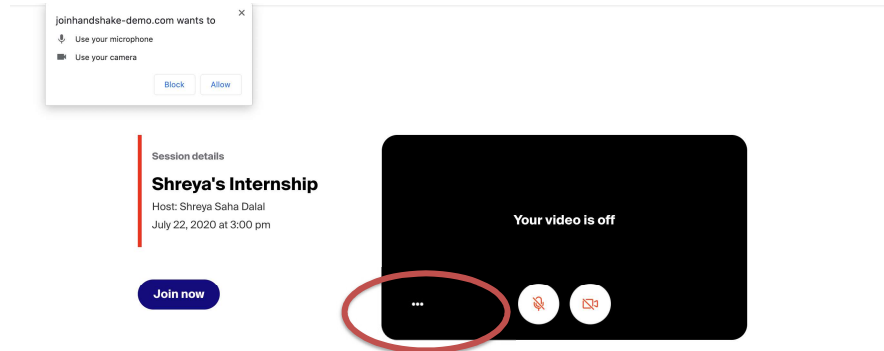
Show up on time
Make a great first impression with employers by entering the video session promptly at the set start time.

Plan your location
Find a quiet spot with a plain background for your sessions. Limit potential distractions for you and for the employers.

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You can join up to ten minutes early to test your audio and video connection.

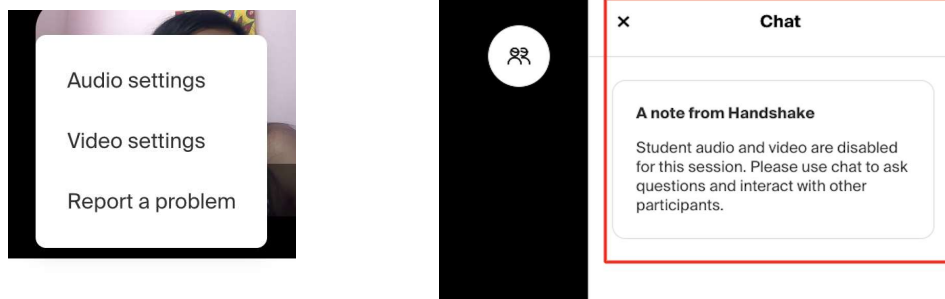
Troubleshooting the day of



Use the three dots menu icon to access meeting settings.



Troubleshooting continued



Settings

Note: In group sessions with more than 15 participants, student audio and video are disabled to preserve session quality.



Example of Session

The screenshot displays a Zoom webinar interface. On the left, a large video window shows a woman, Anna Bocolan, smiling and waving. A smaller video window in the bottom right corner shows a man, Justin Nilda, also smiling. The chat window on the right contains the following messages:

- Welcome to the webinar everyone! Feel free to ask questions. Just getting set up.
- Alice H., Johnson Vaughn University: How many positions are open for the fall?
- You can apply on our company website. Please include your resume and cover letter and we'll review it as soon as we can.
- We have 6 positions open!
- Alice H., Johnson Vaughn University: When are applications due?
- Anna B., Johnson Vaughn University: What do you look for when hiring for your internship positions?

The Zoom control bar at the bottom includes a 'Settings' button, icons for video, audio, and screen share, a red 'Leave session' button, and a text input field with a 'Send' button.

Making the best impression

- Dress professionally & be on time
- Attend from a distraction free space
- Prepare – be ready to put yourself out there
 - Talk with at least one employer outside of your comfort zone
- Use clear, professional communication
 - Type out a few questions before the fair so you can copy and paste into chats (helps prevent spelling errors)
- Demonstrate strong body language
- Ask for next steps and contact information
- Send a Thank You note

FAQs

- **Will the sessions be video, audio or chat based?**
 - All sessions will have the option for Handshake video, audio and text based chat.
 - It is up to the employer and student joining the session to determine how they wish to connect.
- **Can I launch my video after the session as started?**
 - As long as you're signed up for the session successfully, you'll be able to launch video at any point after the session has started.
- **What if I have technical issues or questions for the PCDS staff during the event?**
 - We will have a Zoom help room set up during the event. **URL will be unique for each event**
- **Will I be able to submit resumes to employers? Without joining sessions?**
 - You will be able to sign up to meet with employers in 1:1 and group sessions during a virtual fair.
 - If you sign up for a session, employers will have access to your resume before and after the fair.
- **Will I be able to participate if I live internationally?**
 - There are no restrictions by location.

