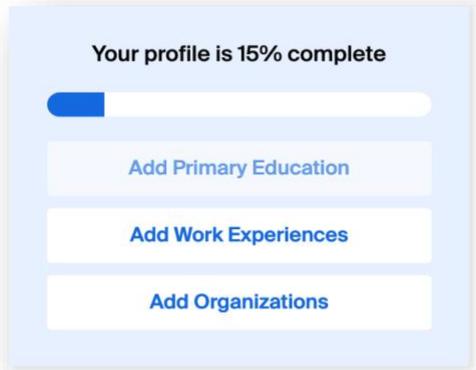


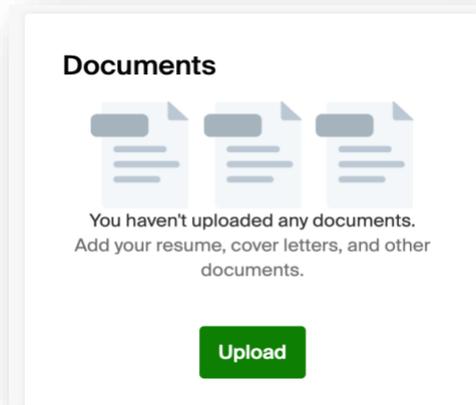
# Business and Communications Virtual Career Fair Step-by-Step Guide

## What do to ASAP:

1. Complete your Handshake profile to the best of your ability. Aim for a 100% completed profile.



2. Polish your résumé.
3. Upload your now updated résumé.



4. Go to privacy settings and set it to "Community." **Setting your privacy to "community" is the only way to allow you to participate in sessions and access your résumé for the virtual career fair.** (Reference the screenshot on the next page.)

## Privacy

**Community** Recommended

Your profile will be visible to employers, students, and alumni across all Handshake colleges and universities. You'll be able to message students and alumni who have similar interests or experiences.

**Employers**

Your profile will be visible to employers. You may receive messages about potential job opportunities.

**Private**

You'll be able to apply for jobs but won't get contacted by any employers.

### 5. Fill out the work authorization section.

#### Work Authorization ?

Are you legally authorized to work in the United States?

Yes  No

Will you now or in the future require visa sponsorship?

Yes  No

**Prefer not to answer these questions** ?

### 6. Go to your "Documents" and set your resume to "Visible" for employers to access your document. **This step is very important!** Setting your document to "Visible" is the only way to allow employers to access your résumé for the virtual career fair.

Add more resumes, cover letters, or transcripts [Add new Document](#)

Resumes		
Name	On Profile	Date Added
<a href="#">Sophia Lee.pdf</a>	<input checked="" type="checkbox"/> Visible	September 22nd 2020

### 7. Set up your notifications so you don't miss important messages about the career fair.

#### Notification Preferences

Account Information

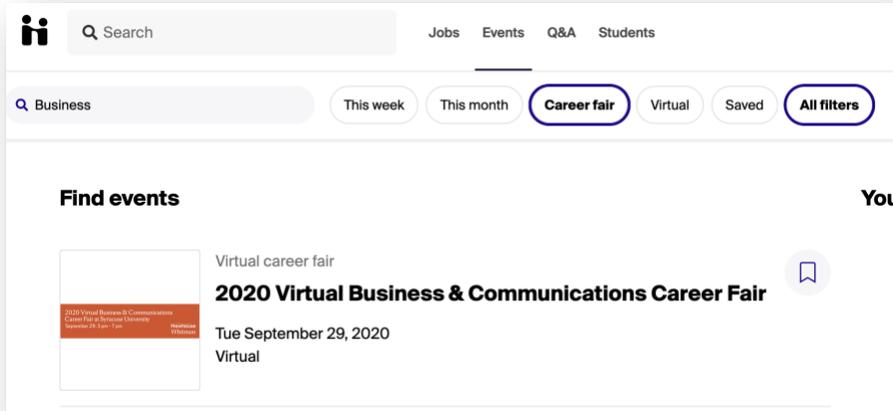
**Notification Preferences**

#### Instructions

Handshake allows you to receive notifications when various activities occur that you are interested in knowing about. Choose what and how you want to be notified for the various activities below.

Now that your profile is all set, it is time to REGISTER for the career fair. **You will not be able to participate in the event without completing the following steps!**

7. Under “Events,” select “Career fair” and type “Business” in the search bar. The 2020 Virtual Business & Communications Career Fair will pop up.



8. Select this event and click “register.”



**Whew! Now that your profile is complete and you have registered, you are able to participate in the fair.**

**Employers may select how they want to participate in the event: group sessions and/or holding 10-minute 1:1 sessions. It is completely up to the company how it wants to engage with students.**

**Group Sessions:** These sessions are an opportunity to learn more about the company and roles at the organization. **We highly recommend signing up for group sessions with employers of interest.** If you have signed up for a 1:1 with the employer, attending a group session will help you prepare.

- *Duration: 30 minutes*
  - *You can join the group session at any time during the 30 minutes.*
  - *You must register for the session in order to attend, but you can register up until the start time of the session.*

**1:1 Sessions:** These are 10-minute sessions with a recruiter from a company. The recruiter will be able to access your résumé through your profile (because you changed your privacy settings in step 4!).

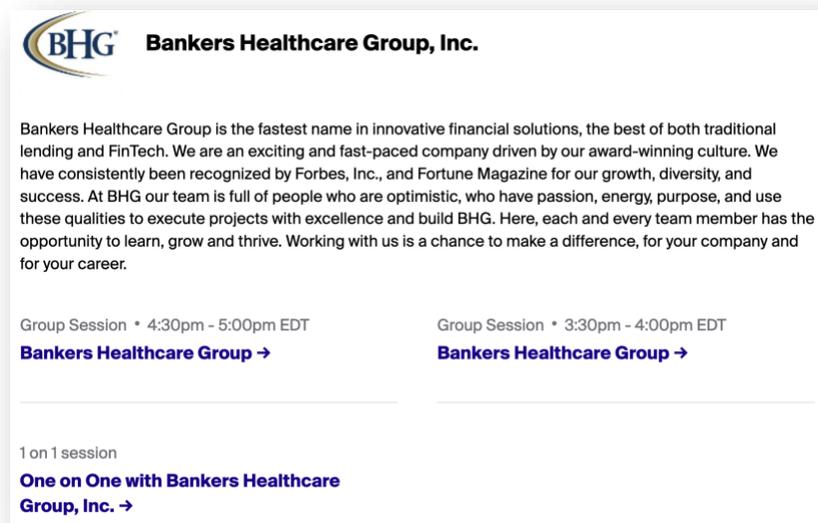
- *Duration: 10 minutes*

- Employers can set preferences for 1:1 slots. If you are unable to register for a 1:1 session it is because you didn't meet the employer's set preferences. In this situation, we suggest attending a group session (see above) to have the opportunity to meet the recruiter.

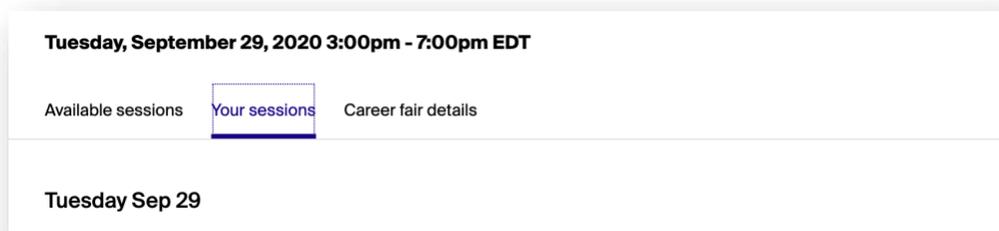
9. Sign up for the group and/or 1:1 sessions that interest you. On the event listing, click on “available sessions.” (Reference the screen shot on the next page.)



10. Search for employers of interest to sign up for a group and/or 1:1 sessions that fit your schedule. Here's an example of what a session might look like:



Once you have set your schedule, you can go to the “Your sessions” tab for a complete listing. **This is where you will need to go the day of the event to get access to your sessions.**



11. On the day of the career fair, go to the “Your sessions” tab and click “join video” to participate in the session.

1:1 Session • 3:40pm - 3:50pm EDT

## One on One

Syracuse University

Join video