

Your Virtual Career Fair Guide

Before the Fair

1. **Register** for the Virtual Career & Internship Fair.
2. **Sign up for 1:1 sessions** with employers.
3. **Sign up for group sessions** with employers.
4. **Adjust your Handshake Profile settings.** Make your profile *Public* to participate in the Fair and set your privacy visibility to *Community*.
5. **Update your Handshake Profile.** Complete your school year, GPA, major, and work authorization status. These are required sections for scheduling 1:1 sessions.
 - a. For work authorization, you can decline to answer. This will allow you to qualify for 1:1s requiring work authorization. Group sessions do not restrict using qualifications.
6. **Make your preferred resume visible** in the Documents section so employers can see it.
7. **Check your tech beforehand.** You can join any session 5 minutes early to test your connection.
 - a. Recommended browsers are Chrome or Firefox for best performance during the fair.

Day of the Fair

1. Log into [Rutgers Handshake](#) and click the banner for the Virtual Fair.
2. You'll see "Your Schedule" along the right. Use that to navigate sessions throughout the day.
3. Use the blue button that says "Join Video". This button is grey until 5 minutes before the session starts.
4. Sign up for any additional available sessions that you are interested in.
5. Exchange your LinkedIn/contact information with the recruiter as soon as you enter your session so you can follow up with a thank you note.

Frequently Asked Questions

We (might) know what you're thinking, so here are some answers...

- **Can't sign up for a 1:1 or group session?** It could be because the employer isn't offering any, all sessions are booked, and/or you don't meet their qualifications. Check back often for new availability.
- **Want to sign up for a 1:1 AND group session with an employer?** Go for it!
- **What's the difference between a 1:1 and group session?** A 1:1 is 10 minutes with the recruiter - your chance to share about yourself (think elevator pitch + conversation). [Check out our Guide](#) for talking point tips. A group session is like a 30 minute info session with other candidates in the same virtual room.
- **Want to share your resume during your session?** Have your resume ready in a Google Doc that you can share the link to or pull up on a shared screen, in case the Employer asks.
- **Employer isn't there for your session?** Stay in the session until the end - the employer may be running late. If the employer arrives before the end of the session, they might extend the session time to connect with you.