



Western Illinois University

SCHOOL OF AGRICULTURE

Virtual Career Fair

October 7, 2020

9 a.m.–2 p.m.

Thank you for your participation in the 25th annual WIU School of Agriculture Career Fair. Companies like yours enriches our students' experience at WIU and we appreciate the experiences you provide to our students.

This year's fair will be held virtually using the platform, Handshake. While this platform is fairly new it has been successful at hosting many virtual fairs and events. Some of you may have used Handshake before, however others may be brand new to the system. Therefore I have created a guide to help you set up your account and your sessions.

While the registration and organization process is not difficult, it is an extra step to the career fair. Please do not wait until the week of the fair to set-up your account. Students will be registering for sessions with you so the earlier you set up your meetings, the better.

General information:

1. There are two types of sessions available on Handshake.
 - a. 30 minute session for up to 50 people at one time. You may schedule up to three 30 minute sessions. These would be used for sharing general information about your company.
 - b. 10 minute 1:1 sessions. These will be used for individual video chat sessions with students.
2. You may utilize both the group sessions and individual sessions or just the individual sessions.
3. You may have up to 15 representatives from your company participate in the fair.
4. When creating your company profile and setting up your schedule, you can filter for student qualifications (ex. Year in school, GPA, interest, etc.) While we want this event to be as valuable as possible for you, we do hope that you don't limit your pool too much as we have many young students and undecided students who would benefit from learning about your company.

Technology:

- You will be able to login up to 60 minutes prior to your first appointment to test audio and video. Video will be conducted via Handshake video, so no separate application will be needed.
- Prior to the fair, you may test audio and video at <https://networktest.twilio.com/>
- Requirements:
 - An internet connection – broadband wired or wireless (3G or 4G/LTE)
 - Chrome or Firefox browsers for the best experience.
 - Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth

- A webcam or HD webcam - built-in or USB plug-in
- Supported Devices: Desktop web
- A text to chat feature is also available for your interview

Setting up an account:

1. Create an account at <https://joinhandshake.com/employers/>
2. Enter your email address and create a password.

3. Complete your profile by answering the general questions.
4. Confirm your account via the generated email. The email may take 10 minutes to arrive.
5. If your company already exists on Handshake you will be connected to it after your email confirmation.

Registering for the WIU Ag Career Fair

1. Once you have created your account, you can search for the WIU School of Agriculture Virtual Career Fair on the “Fairs” page.
2. Click on the blue “Registration” button and complete the questions.

3. Your registration will have to be approved by WIU. Once it is, you will receive an approval email from Handshake allowing you to create your schedule of meetings.

Setting up sessions:

1. Check out this video on how to set up sessions. <https://youtu.be/giPflXx0sVs>

During the session:

1. Employers will be the host of the session.
2. You will be able to share your screen with a student. A student cannot share their screen with you.

Following the session:

1. You will be able to see a RSVP table with a list of the students you spoke with. Here you can view their profile and resume.
2. You can arrange for interviews to take place via Handshake, but you can also use your own source as well (zoom, google meets, etc.)

We will encourage all students to have their profiles made no later than September 30, however there will be some late additions I am sure. If you could try to have your profiles and meeting schedule set-up by that date, that will help make sure everyone is able to meet with their desired company. We have extended the hours of the fair in order to allow for some of those 30 minute sessions as well as for students to be able to connect with more companies with varying availability.

If you have any questions while setting up your profile, please do not hesitate to contact me. I will also be available the day of the career fair to try to troubleshoot any issues that may arise.

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