



# ATLANTA UNIVERSITY CENTER 2020 VIRTUAL CAREER FAIR

FRIDAY, SEPTEMBER 18, 2020

## EMPLOYER FREQUENTLY ASKED QUESTIONS

The Atlanta University Center Virtual Career Fair will be held virtually on **September 18 from 12 noon-5 p.m.** using the **Handshake** platform. Talented students are waiting to connect with you. To make your connection seamless, here are a few FAQs which will quickly help you address some common issues that might arise.

**Q:** What is the **preferred browser** to use for the Career Fair?

**A:** **Chrome** (Version 83 and higher for Windows), **Safari** (screen sharing feature is limited) and **Firefox**.

**Q:** What **video or audio equipment** do I need for the Career Fair?

**A:** • An **internet** connection – broadband wired or wireless (3G or 4G/LTE)  
• **Speakers** and a **microphone** – built-in or USB plug-in or wireless Bluetooth  
• **Webcam** or HD webcam (built-in or USB plug-in)

**Q:** How can I ensure that my **video equipment works**?

**A:** We recommend using the **Testing Guide Document for Video Tests** to test your video and audio in the browser that you plan to use on the day of the career fair, with the video and audio equipment you plan to use that day as well. Find the guide [here](#) or at [aucenter.edu/careerfair](http://aucenter.edu/careerfair).

**Q:** Where should I **start on the day of the fair**?

**A:** Log into Handshake, go to **"Fairs"**, search for **"AUCC"** and click on the fair. You will live in your **"Schedule"** page for the day of the fair.

**Q:** How do **create a schedule** in Handshake?

**A:** Learn more about creating a schedule [here](#) or at [aucenter.edu/careerfair](http://aucenter.edu/careerfair).

**Q:** What happens if an employer representative has to **cancel** their attendance?

**A:** • The employer will need to cancel any **specific sessions** for that representatives and **add a different person** to the fair for **one-on-one** sessions.  
• You also have the ability to **"Transfer Schedules"** to reassign the schedule to a different representative.

**Q:** What can I do to **prepare** for the day of the fair?

**A:** You can follow the steps in the **Troubleshooting Guide** [here](#) or at [aucenter.edu/careerfair](http://aucenter.edu/careerfair).

**Q:** How do I **submit a problem** during the fair?

**A:** On the day of the fair, you can report issues directly within Handshake. Once reported, it'll immediately be directed to the Handshake team for review and follow up. Handshake will also use these reports to make continuous improvements to the product. Learn more [here](#) or at [aucenter.edu/careerfair](http://aucenter.edu/careerfair).



Learn more at [aucenter.edu/careerfair](http://aucenter.edu/careerfair)