

ATLANTA UNIVERSITY CENTER CONSORTIUM

VIRTUAL CAREER FAIR

Finding the Career Fair

1. Make sure you have created your Handshake profile. Log onto Handshake.
2. Click on “Events” in the middle of the main navigation on the landing page or at the top of the page.
3. Once on the events page, go to the Search bar and type in “AUCC.”
4. You will then see a link for “2020 AUCC Career Fair.”
5. Click on the title of the fair.

Registering for the Career Fair

1. Once the 2020 AUCC Career Fair page comes up, you will see a “Register” button on the right hand side of the page.
2. Click the “Register” button. You’re now registered.

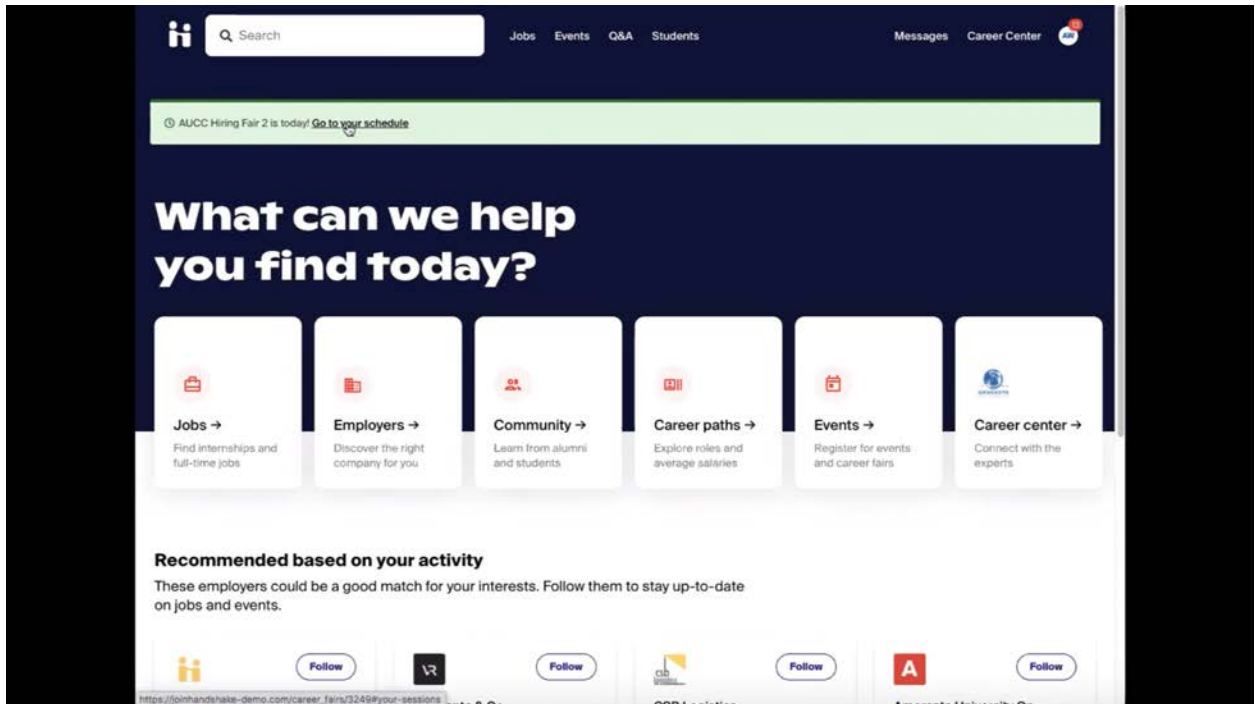
Signing Up for Sessions (Building Your Schedule)

You need to create your own personal schedule by signing up for sessions the employers are hosting in order to talk with the companies you are interested in.

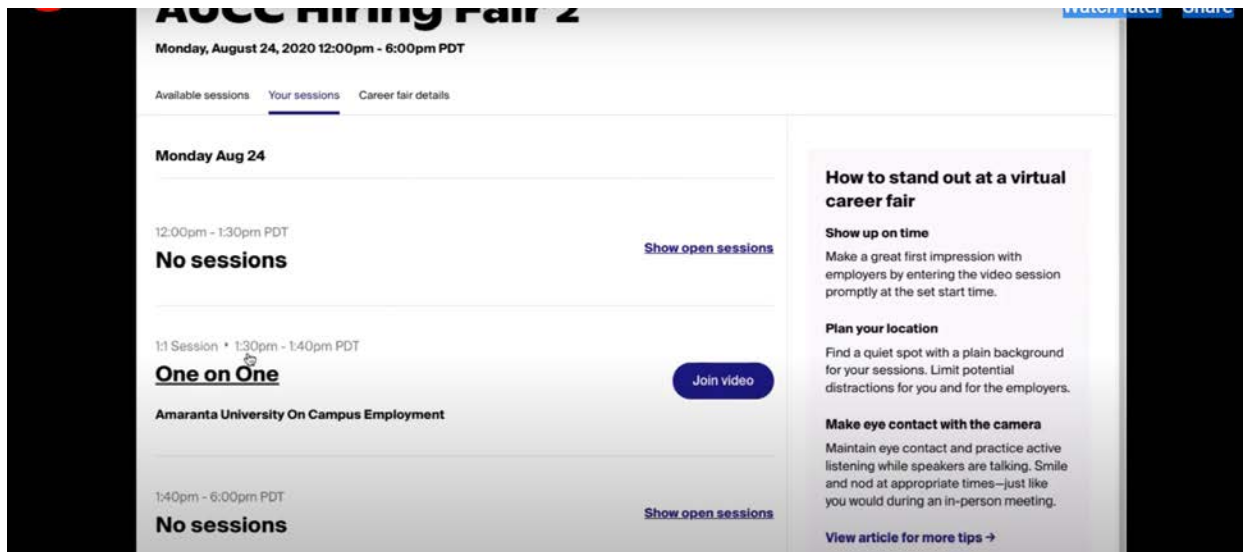
1. Once you have registered, you can sign up for group and one on one sessions with employers.
2. Click “View Employer Sessions.”
3. You will now see all of the employers under the “Available Sessions” tab.
4. Underneath the employers name and description, you will see a link for their 1 on 1 (private discussion with just you) or group sessions.
5. Click the session you want to attend to see the open times.
6. Select the time you want to attend and click “Confirm.”
7. You will see a green pop-up that lets you know that you are confirmed for the session.
8. Go back to the top and click “Your Sessions” to see all of the sessions you have registered for.

Attending Your Session on the Day of the Career Fair

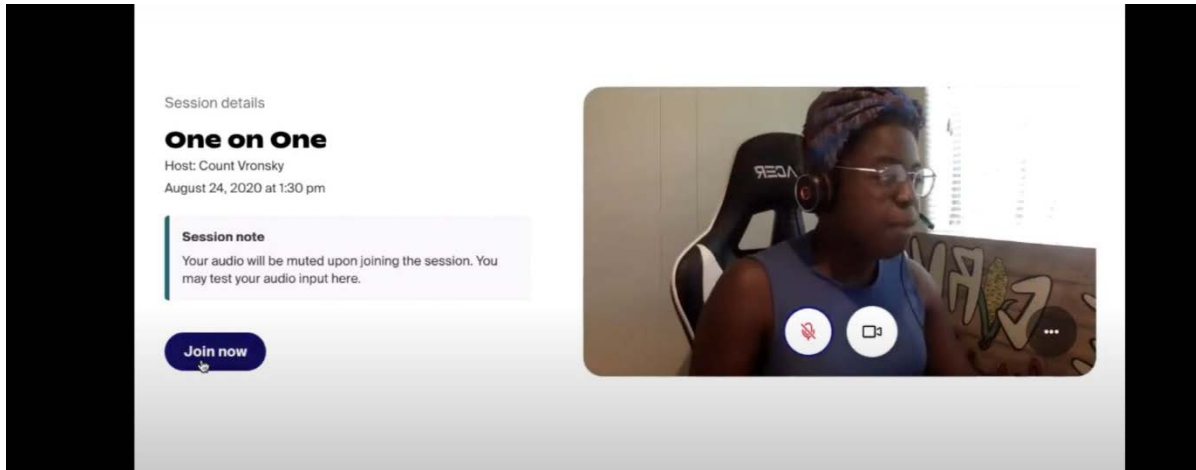
1. On the day of the fair, log into Handshake. On your homepage, you'll see a banner at the top that says, "Go to Your Schedule."



2. When you click "Go to Your Schedule," you will go to "Your Sessions" tab and you will see a "Join Video" link next to your sessions. Click on the link at that time to join your session.



3. You will be able to see session details and test your video.
4. Click “Join Now” and you will be immediately connected with the employer.



5. Make sure that your audio and video are active at the bottom of the screen.
6. If you need to chat, click on the icon at the top of the screen with the two chat bubbles.
7. At the end of the session, click “Leave Session.”