A Guide to SIU’s Virtual Job Fair  
What Every Student Should Know and Prepare

Our Job and Internship Fair gives students the opportunity to learn about companies and make connections with recruiters. The virtual platform allows you to share your profile in group sessions or get 1:1 facetime with recruiters. Each employer will schedule 30-minute group meetings and 10-minute 1:1 appointments with students. Employers will be able to see student profiles and public resumes, as well as messaging students via Handshake during the fair.

Students should explore company booths and sign-up for sessions ahead of time; then join and attend on Tues., Sept. 22.

THREE EASY STEPS TO PREPARE FOR VIRTUAL JOB FAIR

1. REVIEW EMPLOYERS

☐ Review employers and determine which ones you are interested in learning more about.
☐ Follow employers you want to check back with to keep updated.
☐ Don’t discount employers you are not familiar with or you might miss a great opportunity.
☐ Review their profiles to learn more about them. You may be surprised!

2. SIGN-UP FOR GROUP SESSIONS AND 1:1 APPOINTMENTS

GROUP SESSIONS

☐ Set your profile visibility to community (this option will give you access to peer messaging).
☐ Choosing community will make you visible to other students and alumni across all Handshake schools, as well to employers approved by your school.

1:1 APPOINTMENTS

☐ Set your profile visibility to employers (this option will make you visible to employers approved by your school).
☐ Students can attend group sessions and schedule 1:1 appointments with employers.
☐ Students can access sessions 10 minutes early. It is recommended to arrive early to test your audio and video connections. Students should not be late to a session.
☐ Students can use the text-based chat on the right side of the video experience.
☐ Students will have the option to share their screen.
☐ Make sure to add sessions to your calendar and ensure they do not overlap. If you cannot attend a session, make sure to opt out right away; thereby opening a slot for another student. Sessions are limited to 50 participants.
☐ No Shows – We have the ability to track student no shows and will follow-up accordingly. SIU students are expected to attend events they have joined.
3. **ATTEND AND JOIN A SESSION DAY OF FAIR – IMPORTANT**

- All sessions will have the option for Handshake video, audio and text-based chat.
- There is no customization for types of interaction; it is up to the employer and student joining the session to determine how they would like to connect.
- Students can sign up for and join sessions before or during the virtual fair based on Availability.
- Students can leave sessions up until the time that it is scheduled. Students should not leave sessions once they begin.

**HANDSHAKE VIDEO REQUIREMENTS & TROUBLESHOOTING**

- Make sure and review all the essential requirements ahead of time and ensure your equipment and connections are working properly.

**ADDITIONAL RESOURCES**

- [10 Tips You Need To Know – Your Guide to Preparing for Virtual Career Fairs](#)

**FAQs**

**Will students be able to submit their resumes to employers? Without joining sessions?**

Yes! Students will be able to sign up to meet with employers in 1:1 and group sessions during a virtual fair, and employers will have access to these students’ resumes before and after the fair.

**Will students be able to sign up for sessions on the day of?**

Yes, but there are limited spaces that are first come first serve.

**Will students' profiles need to be public to participate?**

Depending on the type of session the student is signing up for they will need to update their profile to either the Employer or Community setting.

**Will students be able to leave sessions they have signed up for?**

Yes, students can leave sessions up until the time that it is scheduled. They will be shown a warning whenever they cancel a session, to promote professional behavior.

**Will students who live internationally be able to participate?**

There are no restrictions by location, so as long as the student has logged into Handshake they will be able to participate.

**Can a student see previously attended sessions?**

Yes! Students will be able to see their previous sessions within the sessions tab.