Handshake Virtual Career Fair
Student | Alumni Guide

There are 3 Meet the Firms (Virtual Career Fairs) – you are encouraged to attend all 3 depending on your short-term and long-term interest (all events are FREE):

- Sep 21, 4 pm to 7 pm: Big 4 & Mid-tier accounting firms
- Sep 29, 4 pm to 7 pm: Regional & Local accounting firms
- Oct 7, 4 pm to 7 pm: Private Industry & Government

The 3 Meet the Firms virtual career fair events are published on Handshake – https://csun.joinhandshake.com – and the events will take place using Handshake. Registration opens August 30 – note that employers will continue to register and set up schedules up until the event.

When you log into Handshake, click on Events (at the top), then Career Fair.

Helpful Links:
Handshake - Virtual Career Fair (overall guidance):
https://learn.joinhandshake.com/students/virtual-career-fairs-are-here-next-stop-getting-hired/

Handshake - Preparing for the Virtual Career Fair:
https://learn.joinhandshake.com/students/attending-a-virtual-career-fair-here-are-10-tips-you-need-to-know/

** IF YOU SCHEDULE A ONE-ON-ONE (1:1) MEETING WITH AN EMPLOYER REPRESENTATIVE AND YOU WILL NOT ATTEND THE SCHEDULED 1:1 SESSION, PLEASE CANCEL WELL IN ADVANCE – THE EY CENTER AND EMPLOYERS WILL RECEIVE A REPORT OF STUDENT NO-SHOWS AND YOU CAN BE RESTRICTED FROM ATTENDING FUTURE EVENTS!**

Resume and Handshake Profile Preparation:

1. Use the Resume Templates on the EY Center website and get your resume reviewed by the EY Center as early as possible to improve the content - make a 30-minute appointment on Handshake to meet with EY Center staff (https://csun.joinhandshake.com)
2. When your resume is ready, complete your Handshake profile (make sure to fill in all relevant information from your resume as well as your Job Preferences) and upload your resume to your Handshake profile for EY Center Director review and approval
   a. Make sure all information in your Handshake profile is correct including: School Year, College, Major (use correct major – see previous emails from the EY Center Director), Dates, GPA, Work Authorization
3. ** Students MUST set their Handshake Profile visibility to the “Community” setting to participate in the career fairs and so employers can view your profiles (since you’re not able to hand your resume in person)
4. ** Students can set their Resume visibility to “Public” or “Private”
   o “Public” makes your contact information visible to all employers including headhunters
   o If you select “Private”, an employer can request you to email your resume to them
   o If your profile is filled in correctly, the “Private” setting will be preferable

Register for each Meet the Firms and and Schedule 1:1 Sessions:

1. Register in advance for the 3 Meet the Firms virtual career fairs and review the list of employers as well as their 1:1 (10-minute one-on-one chats with professionals) schedules and 30-minute group sessions
2. Research employers in advance and be strategic with planning the 3 hours for each event – it is not recommended to spend a full 30 minutes with one employer in a group session (and employers are being discouraged to schedule group sessions)
3. Identify the employers and the work / practice area that most interest you
   a. Schedule 1:1s (you can schedule a 1:1 if you match the employer preferences (i.e., major, GPA, grad date) for that employer representative) once the sessions are posted (only 1:1 sessions will be visible for which you meet the employer preferences)
   b. You can also schedule 1:1s and group sessions during the career fair, but must schedule before the session start time
   c. You can only interact with an employer via a 1:1 or group session
   d. ** You can schedule more than one 1:1 session per employer (but only once with the same representative)
e. You will be able to see who the employer representatives are for the 1:1 sessions and select based on your interest in a specific practice area or department.

f. You can schedule up to 18 1:1 (10-minute) sessions during the 3 hours; you might want to take one or more breaks, and plan on scheduling with 12 to 15 employers in total.

g. **You are encouraged to schedule 1:1’s with employer representatives** (these provide the most effective interaction and use of your time and allows you to interact with many more employers)

h. **You are discouraged from scheduling group sessions** (not an effective use of your time, and you will not be able to use video and audio to interact with employers if there are 15 or more students in a group session) (some employers only offer group sessions)

i. **Handshake does not allow “double booking”**
   i. Group sessions are 30 minutes each
   ii. Whether you stay or leave during the 30-minutes, you cannot schedule any 1:1s during that 30-minute time slot, so the entire 30 minutes is locked

j. While scheduling 1:1s in advance, you can leave some flexibility to schedule and join 1:1s with other employers, as available, during the actual career fair (remember that you must schedule a session prior to its start time)

k. You cannot double book 1:1s or group sessions during the same time frame

l. You will get 2 reminders regarding their registration for 1:1s and group sessions

4. Use Handshake and LinkedIn to research employer representatives (current position and history) in advance with whom you have scheduled 1:1s

5. Prepare notes about each employer and employer representative, have your resume ready and available to discuss, make some notes about what you want to share, and prepare a few questions to ask (you only have 10 minutes) – read the Career Success Roadmap & Planning Guide and Coffee Chats Guide on the EY Center website for possible questions (based on your career goals and interests)

6. Be prepared to answer “Tell me about yourself” – a brief 30 to 60 second intro – what you most want them to know (similar to the interview question – read the Interview Prep Guide on the EY Center website; there is
also an article on the EY Center website about how best to answer this question)

7. You can “follow” an employer that has registered but not yet set up their schedules; you will receive a notification when schedules are set up
“Attend” the Virtual Meet the Firms:

1. ** Log into Handshake to access the Career Fair and all sessions (do so in advance of the 4 pm start time) 
2. You will have a calendar that displays the sessions you have already scheduled and times that are still unscheduled 
3. It is recommended that you have and use a **camera and microphone (or headset)** 
4. **Dress business professional** 
5. Check the lighting, background and ambient noise (a headset or earbuds block outside noise) – use Self View so you know what you look like in the screen | keep family members and pets from walking in the room during the career fair | check the settings and functionality of mic/headset, speakers and camera in advance 
   a. Make sure camera is at eye level and you are looking straight ahead 
   b. Sit close enough and make sure your head and shoulders are visible 
   c. Check for bright light above or behind you (you should be clearly and evenly lit) and change camera angle so you are lit evenly without shadows or too much light 
   d. Maintain eye contact when speaking with an employer (you can have some notes / questions, but don’t look at your notes for more than a brief moment) 
   e. Do not have a fan overhead or behind you – it is distracting 
   f. Have a clean and relatively neutral background whenever possible; you can use a virtual background if your device is capable, but do not use a distracting virtual background 
   g. If someone interrupts you during a 1:1 session, stay calm, handle it without commotion, and return to your conversation – professionals have to deal with family members and pets, too 
6. You can turn on and off the video and audio 
7. Remember to do your research and prepare your questions 
8. Don’t read detailed notes, and don’t take detailed notes – it is important to maintain eye contact and connection with the employer representative 
9. You do not need to ask about application deadline and interview dates (many employer reps may not know the details) – instead, check the schedule on the EY Center website 
10. ** While the professional is responsible for the “clock”, it is in your best interest to pay attention to the time so that you finish your 1:1 conversation at or before the 10 minutes has elapsed so you can join your
next scheduled 1:1 session on time – you will receive a pop-up notification 1 minute prior to the end of the session

11. Very nicely, let the employer representative know that you have to end the conversation as you have another 1:1 session scheduled; you can ask for a longer “coffee chat” at another time

12. Don’t wait until the end of the session to get their email address as it will disappear from the Chat when you leave the session

13. Join the next 1:1 session on time

14. Always get their contact info and send an thank-you email within 24 hours; carefully check content, grammar, and spelling – keep it brief, use an appropriate subject line, and only attach a resume if they requested it

15. In case you lose power or internet connection, you can use your mobile device (either a browser or the Handshake app) as a back-up, but a computer is preferable given the size of the screen and the stability of the device – if you use a mobile device, set it up so it is positioned properly and doesn’t move (with camera at eye level, not angled)

16. Note: students cannot share their screen with an employer

17. ** DO NOT register for a session and then NOT show up! (that takes away a slot from another student and wastes the time of the employer representative)
   - You should cancel the session well in advance so another student can register
   - ** Employers and the Career Center will obtain a report of students who do not show up to their registered sessions
   - You can be restricted from attending future events!
   - ** You may burn a bridge with that employer!