

Employers and recruiting partners,

Handshake has built an innovative solution to help employers engage with students in a virtual fair environment. We will be utilizing this module to facilitate our recruiting events for the fall semester.

Please be aware that while you ***do not need to be available for the entire duration of the fair***, you may choose to have representation for the full length (typically up to six hours).

After registering and being approved for any given fair, it's then time to **set up your schedule at the fair** ([read more for an overview of how you can do this](#)).

- You can schedule:
 - 30-minute group meetings and/or
 - 10 minute 1:1s.
- If you'd like to host a group meeting for more than 50 students during the fair, you'll be able to enter an external video meeting link and host the meeting in the system of your choice (i.e. Zoom).

It is important to create your schedule as soon as possible, for **your company will not be visible to students until these sessions are published**.

To learn more about virtual fair scheduling options and how to use them, [review this recorded training webinar](#), hosted by Handshake.

And finally, be sure to prepare for the fair by [checking out this article on video requirements](#). You may also want to explore [best practices for engaging with students before, during, and after your virtual career fairs](#).

If you have any outlying questions or concerns, please do not hesitate to contact us at careers@scranton.edu.

Best,
Center for Career Development