

Students will not be able to sign up for 1:1 or Group Sessions until all steps have been completed.

INVITE YOUR TEAM TO HANDSHAKE

All representatives attending the fair must have an account in Handshake. [Invite team members](#) to create an account.



SET YOUR SCHEDULE

The fair registrant is the Schedule Owner and is responsible for [creating the schedules](#) for each team member.

ADD TEAM MEMBERS

Your registration allows for up to 100 team members to be delegated to 1:1 and/or Group Sessions.



ADD GROUP SESSIONS

Determine how many 30-minute Group Sessions your team will hold and select which representatives will attend. Group Sessions are open to all students attending the fair.

ADD 1:1 SESSIONS

Schedule 10-minute 1:1 sessions for each representative, including any breaks/busy times.



You will have the option to add student qualifications to the 1:1 sessions. We recommend avoiding setting strict qualifications as you may miss out on meeting with qualified candidates.

TEAM MEMBERS CLAIM THEIR SCHEDULES

Each representative must [Claim their Schedule.](#)



STUDENTS CAN START SIGNING UP!

Monitor student sign-ups leading up to the fair to be sure you don't run out of slots.

