

STEP ONE

Gather information on the individuals who will be assisting with your participation in the fair.

My Registration Contact is: _____
This is the person who registered your organization to attend the fair in Handshake.

The Representative(s) Attending the Fair are:
Each organization may have up to 25 representatives.

REPRESENTATIVE NAME	HANDSHAKE ACCOUNT / SESSION TYPES
1. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
2. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
3. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
4. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
5. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
6. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
7. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
8. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
9. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)
10. _____	Does this person have their own Handshake Account? [] Yes [] Group Session(s) [] One-on-One Session(s)

STEP TWO

Plan your Group Sessions.

You may have up to THREE thirty-minute group sessions per organization registration.

-- Times are set by Handshake at either the top of the hour or at the bottom of the hour (x:00 or x:30)

When creating your title, be concise but with enough interest to get students to register.

-- This is what students see on the *Available Sessions* page when setting up their personal schedule.

When creating your description, add additional details so that students who click on the session know what the session will be about and what content will be covered.

You can have up to 50 total participants in a group session – includes representatives and students.

-- There is a Handshake maximum of 25 representatives per group session.

We recommend at least two representatives per group session.

– One to deliver the presentation and one to help manage the text chat window.

Group Session 1

Start Time: _____ [] AM [] PM (lasts 30 minutes)

Title (50 character limit): _____

Description (250 character limit): _____

[] Using Handshake Video [] Using My Own Video (Zoom, GoToMeeting, Microsoft Teams, etc.)

Link, if using my own: _____

Representative 1: _____

Representative 2: _____

Representative 3: _____

Group Session 2

Start Time: _____ [] AM [] PM (lasts 30 minutes)

Title (50 character limit): _____

Description (250 character limit): _____

[] Using Handshake Video [] Using My Own Video (Zoom, GoToMeeting, Microsoft Teams, etc.)

Link, if using my own: _____

Representative 1: _____

Representative 2: _____

Representative 3: _____

Group Session 3

Start Time: _____ [] AM [] PM (lasts 30 minutes)

Title (50 character limit): _____

Description (250 character limit): _____

[] Using Handshake Video [] Using My Own Video (Zoom, GoToMeeting, Microsoft Teams, etc.)

Link, if using my own: _____

Representative 1: _____

Representative 2: _____

Representative 3: _____

STEP THREE

Plan your One-on-One Sessions

The number of One-on-One sessions is based on the number of representatives you bring to the fair.

- There is a Handshake maximum of 100 representatives per organization registration.
- There is no fee for additional representatives.

One-on-One sessions are set-up automatically by Handshake in 10-minute blocks from the start time of the fair through the end of the fair.

- If a representative is also participating in a group session(s), one-on-ones will NOT be scheduled at the same time(s) as the group session(s).
- Each individual representative will need to claim their schedule (automated email from Handshake).
- Each individual representative can block out times that they will not meet with students.

Use the checkboxes under each representative's name on Page 1 of this Quick Tool to indicate which of them will be hosting one-on-one sessions.

- Their Handshake accounts MUST be set-up prior to building the schedule or you cannot add them.

STEP FOUR

Determine Any Qualifications for One-on-One Sessions

Determine what each of your representatives will be recruiting for and if those recruiting goals have corresponding qualification limitations.

Handshake supports the following qualifications:

- Earliest & Latest Graduation Date (month / year)
- School Years (Freshman, Sophomore, Junior, Senior, Masters, Doctorate, Alumni, MBA, Post-Doc)
- Minimum GPA
- Major
- Requirement for Work Authorization

Remember, use qualifications sparingly. If you set them, students who do not meet them, for any reason, will not be able to see available one-on-one sessions with your organization.

REPRESENTATIVE NAME	RECRUITING FOR / QUALIFICATIONS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

STEP FIVE

Plan Your Representative Titles

Once you have determined what each representative will be recruiting for and if there are any qualifications that students must match in order to meet that representative, be sure each representative updates the TITLE field on their **My Profile** page in Handshake.

REPRESENTATIVE NAME	TITLE FIELD TEXT (255 character limit)
1. _____	_____ _____
2. _____	_____ _____
3. _____	_____ _____
4. _____	_____ _____
5. _____	_____ _____
6. _____	_____ _____
7. _____	_____ _____
8. _____	_____ _____
9. _____	_____ _____
10. _____	_____ _____

STEP SIX

Build Your Schedule in Handshake

Congratulations! You have now collected the information you will need to successfully build your organization's group and one-on-one schedules for the upcoming fairs!