

Guide for Companies & Organizations interested in participating in the Fall 2020 Virtual Job and Internship Fair in *Handshake*

(Only Business Students & Alumni from UPRRP will be able to Participate)

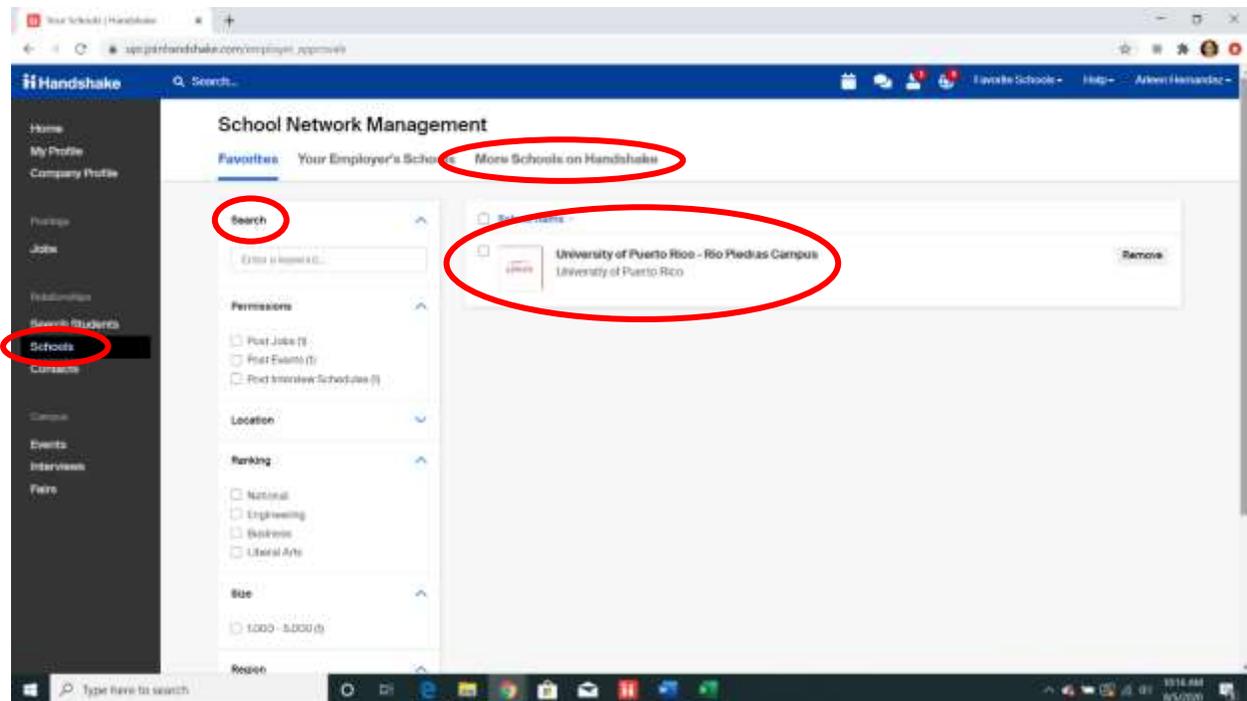
Before the Event:

The Enlace Program will hold the Virtual Fall 2020 Job and Internship Fair on Wednesday, September 23, 2020 from 10:00 am to 4:00 pm using the *Handshake* platform.

It is important that your company and recruiters are registered in *Handshake* and familiar with the platform **before the event**. Use the following link to **register on the platform**, always using your official or institutional email (avoid using personal emails):

<https://app.joinhandshake.com/register>

Once you are registered in *Handshake* you need to have to **request to be part of the Enlace Program of the UPRRP**. For these purposes look for the button *Schools* on the left (center) of your screen.



Hit the *More Schools on Handshake* button. Use the field space for *Search* that appears in the second column and type **University of Puerto Rico - Rio Piedras Campus**. Please select *University of Puerto Rico-Rio Piedras Campus* that appears in the box to the right. Once you have



made your selection, press the **Request** button that appears on the right. As an alternative method, please seek approval from the UPRRP using the following link:

https://app.joinhandshake.com/login?school_approval_token=mFeDo4qp3mzaF5mAuHQi0I4-PH6mFk2rKQR9VJZDfJ9SwQJOd2kMg

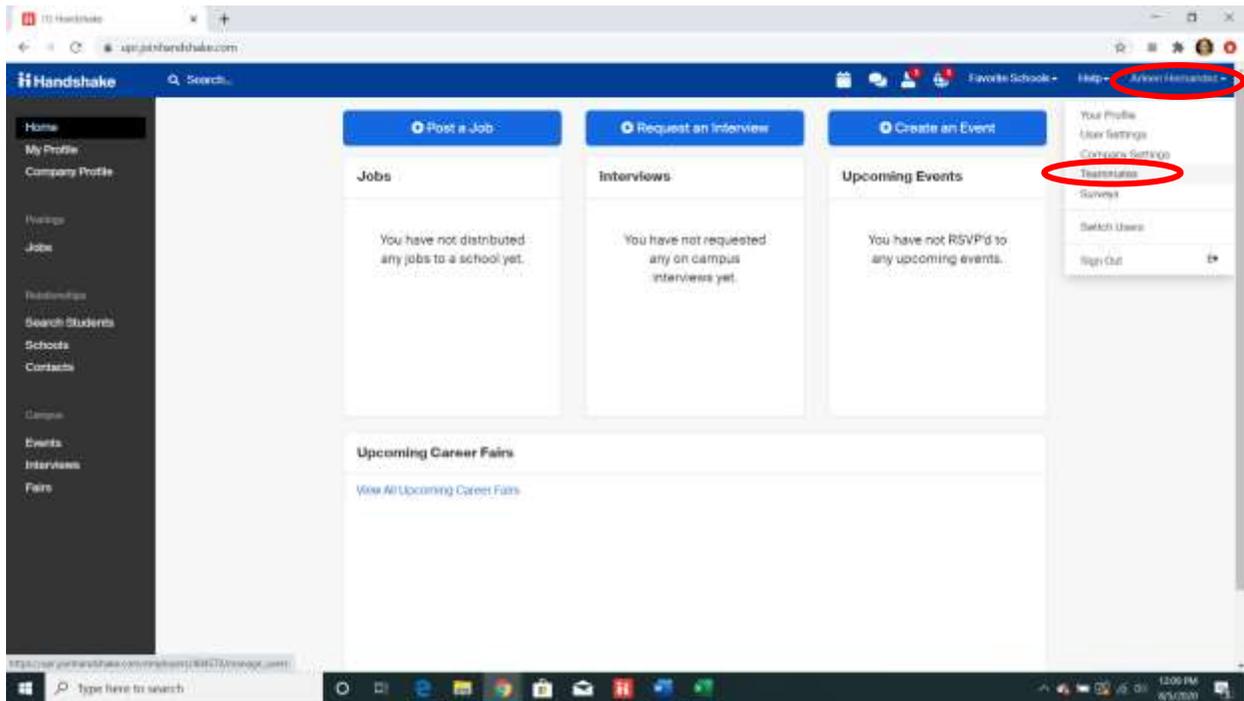
Selecting several institutions will help to develop a **Trust Score** that will allow your company to have direct communication with the students and have access to their profile, including the resumes that are available. For more details and information on how to increase the **Trust Score** of your company on the Handshake platform you can use the following link:

https://support.joinhandshake.com/hc/en-us/articles/115013360228-How-Can-I-Increase-My-Trust-Score?_ga=2.81306194.412653156.1596459550-69299085.1582128857

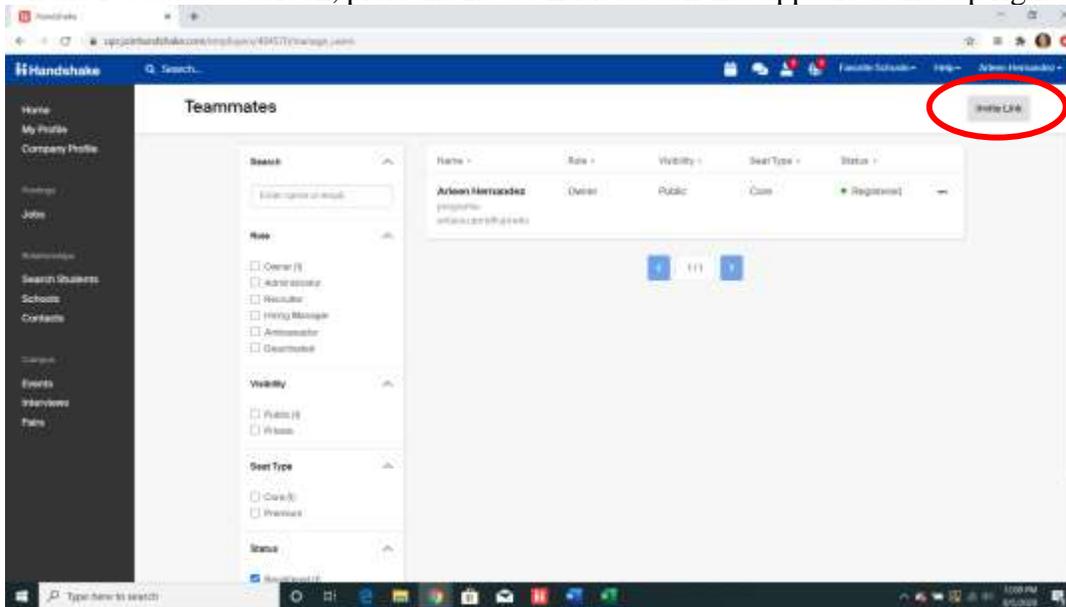
To learn to **access the resumes of business students or alumni from UPRRP** through Handshake, you can use the following link:

<https://support.joinhandshake.com/hc/en-us/articles/115012192767>

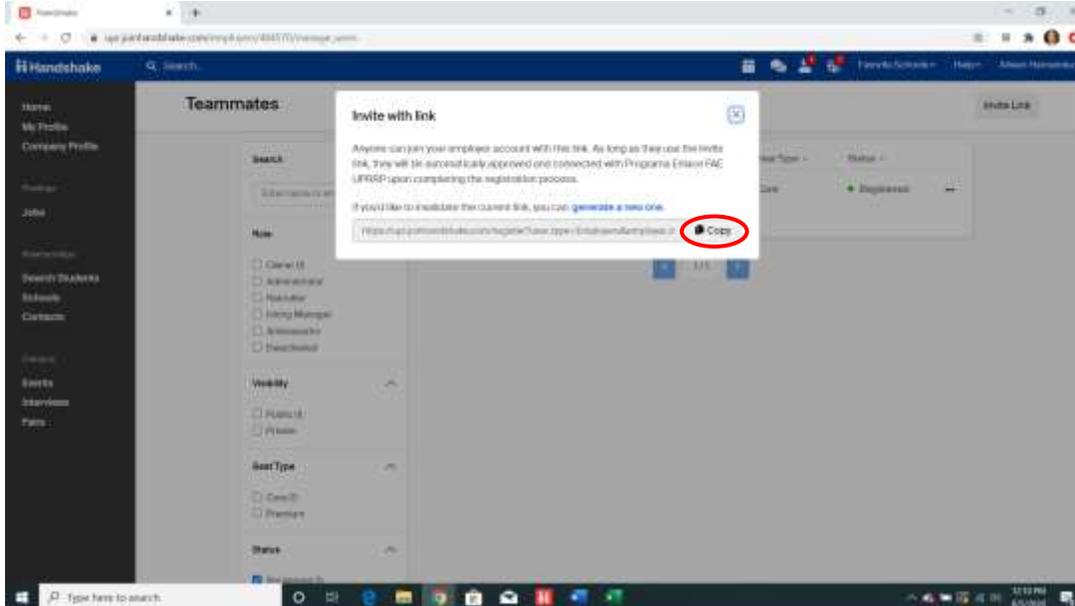
To **register all recruiters** who will be participating in this or other events within Handshake, you must assign a person from your company as administrator to add contacts and assign roles. This can be done on the main screen, select the account name in the upper right hand corner of the screen to see the submenu. Please select **Teammates** in the submenu.



On the *Teammates* screen, press the **Invite Link** button that appears at the top right of your screen.



Once the *Invite Link* button has been pressed, **a link will be generated**. Copy the link and send it to your company's recruiters by email. When the invited people use the invitation link sent to the email, they must complete the registration process to be authorized to connect to the account of the Programa Enlace-FAE UPRRP.



The following are screenshots that your company employees will see when starting the registration process at Handshake.



upr.joinhandshake.com/employer_registration/new/employer_invite_token=K2zG5udZRWG9DFhgRumqZVAMfynCt8user_type=Employer

Handshake Already have an account? [Log In](#)

Sign up as an Employer

Email Address (use your work email)

Password Confirm Password

[Sign Up](#)

One Trusted, Integrated Network

Recruit top students from over 200 University partners

ASU George Mason University Middle Tennessee State University Tufts Berkeley

upr.joinhandshake.com/employer_registration/new/employer_invite_token=K2zG5udZRWG9DFhgRumqZVAMfynCt8user_type=Employer

Handshake Already have an account? [Log In](#)

Welcome to Handshake

Before continuing, we need a bit more info

First Name Last Name

Phone Number

Job Title

Tell us the types of candidates you would like to find
Don't worry if you can't find all the categories you need. You'll be able to add more later.

- Agriculture, Food & Horticulture
- Arts & Design
- Business, Entrepreneurship & Human Resources
- Civic & Government
- Communications
- Computer Science, Information Systems & Technology

Add your Alma Mater

School Name Graduation Year

My school is not listed, let me type my own

[Add another Alma Mater](#)

[Next: Employer Guidelines](#)

Rich, Validated Data

Find the right fit across 8.5 million verified student profiles

- 550k business students
- 300k finance students
- 245k computer science students
- 435k consulting students



upr.joinhandshake.com/employer_registrations/new/employer_invite_token=kt2of5dud2WkG83BhgRumq2z1WAMfyhCH8user_type=Employers

Handshake Employer Guidelines

Millions of students place their trust in Handshake and the companies on our platform. To maintain that trust, all employers on Handshake must agree to the following general guidelines, in addition to our [Terms of Service](#).

 Be Accurate and Trustworthy: Tell the truth about your company, your team and the jobs available.	 Keep Your Commitments: When you make a commitment to a school or student, keep it. If you can't, work to provide a fair and equitable path for affected students.
 Be Fair: Do not discriminate based on ethnicity, national origin, religion*, age, gender, sexual orientation, disability or military / veteran status or lack thereof.	 Keep Student Info Confidential: Guard student information as if it were your own. Do not disclose any personal information without the prior consent of a student.

In addition, most career service centers require employers to abide by the full [NACE Principles for Employment Professionals](#).

Are you a 3rd party recruiter working on behalf of another company?

By continuing, you agree to the [Terms of Service](#), acknowledge you have read the [Privacy Policy](#), and agree to Handshake's Employer Guidelines. You will also receive communication from Handshake related to your jobs and on campus activities.

*As with EEOC's Title VII, this does not apply to institutions whose purpose and character are primarily religious (i.e. a monastery).

upr.joinhandshake.com/employer_onboarding/mat_confirmed

Handshake

Help Words >



Great! You've successfully signed up for Handshake.

We've sent you a link to confirm your email address. Please check your inbox. It could take up to 10 minutes to show up in your inbox.

Didn't receive the email?

1. Is your email address in your correct email without typos? If not, you can restart the sign up process.
2. Check your spam folder.
3. Add handshake@joinhandshake.com to your contacts.
4. Click here to resend the email.

Still having trouble?
[Contact us](#)

Select the **Recruiters** role for each person who will be offering support at the Fair. Although there is only one owner of the account, you can also assign the role of Administrator to other people who can help you with the management of the Handshake platform throughout the year.

For more details and information of **How to Manage your Company Profile** on the Handshake platform you can use the following link:

<https://support.joinhandshake.com/hc/en-gb/articles/115015204688-Employer-Roles-Admin-Tools>



The more recruiters they have that day, the companies will be able to have more virtual interaction with students and graduates of the College of Business Administration. For these purposes, each company must register **recruiters (up to 30)** prior to the Fair and assign each recruiter the role they will have within the *Handshake* platform throughout the year and/or during the Fair.

At the end of this document you can find some key screenshots of the Virtual Fairs logistics presentation. To be even more familiar with the logistics, we recommend you use the following links:

Handshake Virtual Career Fair Training for Employers Webinar:

<https://go.joinhandshake.com/employer-career-fair-training-webinar-on-demand.html>

Virtual Career Fairs: 7 Ways Employers Can Stand Out:

<https://learn.joinhandshake.com/employers/virtual-career-fairs-7-ways-employers-can-stand-out/>

Creating a Schedule for Virtual Fairs:

https://support.joinhandshake.com/hc/en-us/articles/360050523014?mkt_tok=eyJpIjoiTURJNE5UZGIZMkV3WXpGbCl5LnQiOiJwbGIFV1dhNzVTU2RTNFhncWhJT3VhWTZSaVNxOVVYK3ZPdXU0ZUVTRmpwazJ5ekVzNzdGTlJpVGduRm5lWW4zaFwvNWQrZml5Sk9WUGJyRlRlSTVYNjl3ZXFKY05qRG9MR1I6aHd1eEhtUWFaU0R0MVk5ZXZTcVAxVE5rTGIKYzcfQ%3D%3D

In the email where you received this document, we also attached another document with the screenshots of the training on Virtual Fairs in Handshake so that you can use it as a quick reference. The document contains at the end all the questions and answers that were given during the webinar.

Closer to the date of the event, we will coordinate remote support sessions to guide the participating companies.

Once you receive the formal invitation to the Virtual Fair from the Enlace Program, you must complete all the **documentation for registration and payment purposes** and send it to:

programa-enlace.uprrp@upr.edu

Only companies registered and with payment issued before Thursday, September 10, 2020 will be authorized to access the Virtual Fair on Wednesday, September 23, 2020.

During the Event:



The **Fall 2020 Virtual Job and Internship Fair** will take place on Wednesday, September 23, 2020 from 10:00 am to 4:00 pm (ET) using the *Handshake* platform. The companies that have registered and issued their payment may enter prior to the event using the following link:

https://app.joinhandshake.com/career_fairs/17327

During the virtual event, each company will have the opportunity to offer up to five 30-minute virtual information sessions with room for up to 50 business students or alumni. The companies will also have the capacity to do unlimited individual video interviews lasting ten minutes. Recruiters can pre-screen business students or alumni before the event. However, they will also be able to interview business students or alumni who arrive on the day of the event (*Walk-ins*). There will be ongoing support from *Handshake* and the Enlace Program.

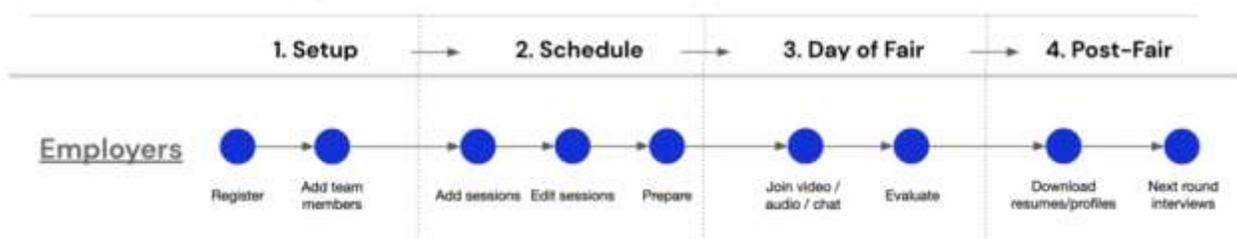
Each company can have up to 30 recruiters. The more recruiters, the companies will be able to have more virtual interaction with business students and graduates of the College of Business Administration. For these purposes, each company must register recruiters prior to the Virtual Fair (up to 30) and assign roles within *Handshake*. Remember to use the Teammates process described above for these purposes.

If you have any questions or concerns about the content and recommendations of this guide, you can write to us via email: programa-enlace.uprrp@upr.edu

We greatly appreciate the interest in participating in this event.

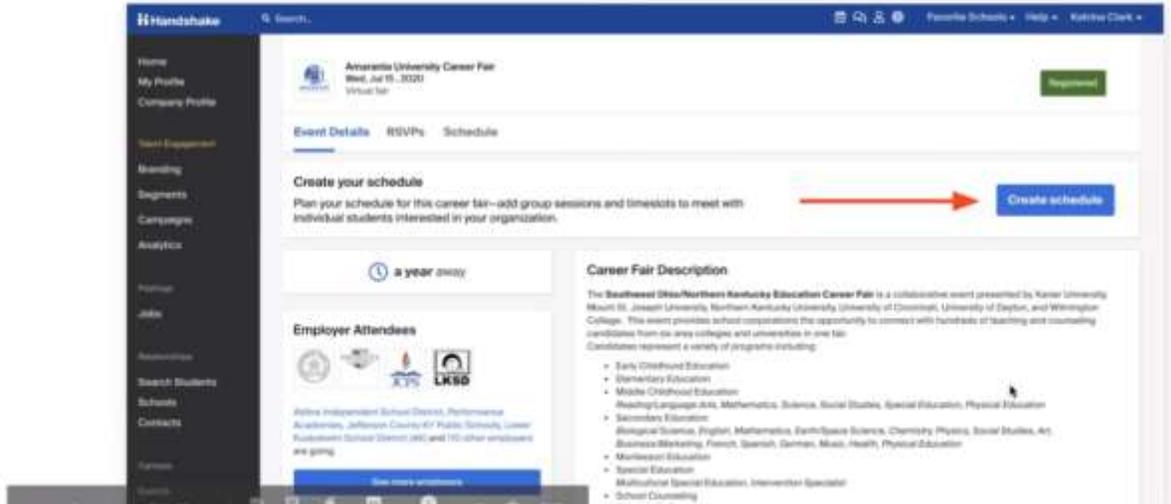
KEY SCREENSHOTS

Virtual Fair Key Actions



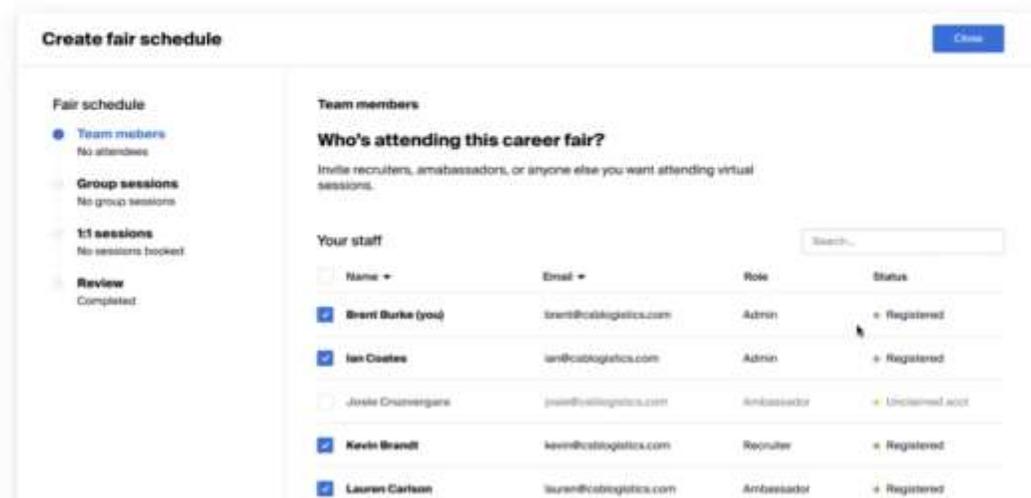
Employers

Create **schedules** once their registration is approved



Employers

Add **team members** to manage their schedules



Employers

Use group sessions to educate students on company values and open opportunities

The screenshot shows the 'Create fair schedule' interface. On the left, a 'Fair schedule' sidebar lists: 'Team members' (1 attendees), 'Group sessions' (No group sessions), '1:1 sessions' (No sessions booked), and 'Review' (Completed). The main area is titled 'Group sessions' and asks 'Will you be hosting a group session?'. It includes a description: 'Meet with students for 30 minute time slots. Employers use group sessions for information sessions, more intimate discussions/ "ask-me-anythings", and more. Learn more'. There are radio buttons for 'Yes' (selected) and 'No'. Below, 'Platform details' includes radio buttons for 'Handshake video' (selected), '30 minute limit for sessions', and 'External video platform'. A 'Meeting URL' text input field is present. At the bottom, a 'Session title' label is visible.

Employers

Configure 1:1 sessions per team member to meet with many types of students

The screenshot shows the 'Create fair schedule' interface for 1:1 sessions. The 'Fair schedule' sidebar is updated to show: 'Team members' (1 attendees), 'Group sessions' (2 group sessions), '1:1 sessions' (No sessions booked), and 'Review' (Completed). The main area is titled '1:1 sessions' and asks 'Set up your 1:1 sessions with students'. It includes a description: '1:1 sessions allow your team to meet with individual, qualified students for 10 minute video chats. They will be invited to claim their 1:1 schedule, and can adjust their availability before students sign up. Learn more'. Below is a table of team members:

Name	Role	Actions
Brent Burke (you)	Admin	Add 1:1 schedule
Ian Coates	Admin	Edit Remove
Josee Cruzvergara	Ambassador	Add 1:1 schedule
Kevin Brandt	Recruiter	Add 1:1 schedule

Employers

Set optional preferences based on school year, major, GPA and work authorization

Create fair schedule Close

Fair schedule

- Team members
1 attendees
- Group sessions
2 group sessions
- T1 sessions**
No sessions booked
- Review
Completed

T1 sessions

Add preferences for your sessions

Students will only see your sessions if they meet your preferences. This makes sure you get the right candidates for your sessions.

Graduation date range (optional)

Earliest grad date **Latest grad date**

Month Year Month Year

School years (optional)

- Freshman
- Sophomore
- Junior
- Senior
- Masters
- Doctorate