FAQs GUIDE FOR EMPLOYERS

Answers to frequently asked questions for employers below. You can also check out these other resources for additional help.

- Handshake’s Virtual Career Fair FAQs
- Events & Career Fair Handshake Help Center
- Handshake Virtual Career Fair Training for Employers
- Handshake Hosted: Virtual Career Fair Office Hours
- Handshake Blog for Employers

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REGISTRATION:

I’m interested in participating in the fair. Where do I register?
You can find out more about the fair, such as event schedule, fees, registration process, and more on our career center website here. Additionally, registration can also be found on Handshake under “Fairs” and searching “2020 Kansas State All-University Career Fair” or clicking the links below:

- **Day 1:** Agriculture, Health, Science/Math, Vet Medicine
- **Day 2:** Business, Communications, Hospitality and Visual Arts
- **Day 3:** Education, Government, Humanities, Social Services
- **Day 4:** Architecture, Aviation, Computer Science, Engineering

Do I have to register for each individual day separately?
Yes, you must register for each individual day you are interested separately. You will be invoiced for each day you register.

How can I edit my registration?
You can find step-by-step instructions on how to edit your registration here.

How much does the career fair cost?
Early bird rates are $375 per day for for-profit organizations, and for non-profits it’s $175. After August 10th, regular rates go up to $475 for for-profit organizations and $275 for non-profits. There is no additional cost per representative.

PRIOR TO FAIR:

What is Handshake Premium? What additional features does it have?
Handshake’s Employer Premium offering includes three primary services that augment employers’ recruiting strategy: 1) enhanced branding, 2) advanced analytics, and 3) additional sourcing capabilities. More information about Handshake Premium can be found here.

What online platforms and technology does the K-State Career Center use?
The K-State Career Center uses a wide range of technology tools and platforms to help facilitate our services to both students and employers. Here are a few of the important ones: Handshake, Zoom, Microsoft Teams, Jobscan, Big Interview, and Hirevue.

Will I be able to host my online information session with my own technology or will I need to use K-State’s?
Employers should use their own technology for information sessions. Your information sessions should be listed in Handshake events to maximize their visibility among students.

Will K-State help me coordinate an information session or is that my own responsibility?
Employers are encouraged to coordinate their own information sessions but can also ask for assistance from the career center. When you have an event, whether virtual or in-person we ask that you post those on Handshake. Here is a step by step guide on how to post events on Handshake. Any questions about coordinating information sessions can be directed to Employer Relations Associate Val Rubio at vrubio@ksu.edu.
How do I connect with campus networks/student organizations?
You can see a full list of all our student clubs and organizations here. The career center is also offering an opportunity to facilitate connections between employers and student clubs and organizations called Career Center Connections. To learn more about this program or get connected with a specific department or program, please reach out to Employer Relations Associate Val Rubio at vrubio@ksu.edu.

How can we encourage students to sign up for our time slots?
Students will have to voluntarily sign up for your time slots, so you will have to find ways to attract them and engage with them prior to the fair to get them to sign up for your time slots. You can find ideas and opportunities to engage prior to the fair here. You can also search for students and send them direct messages on Handshake inviting them to attend your sessions. This Handshake article is another great resource - Virtual Career Fairs: 7 Ways Employers Can Stand Out.

FAIR LOGISTICS:
How will an online virtual career fair work? What will it look like? What should I expect?
During the online virtual career fair you will be able to engage with students in 30 minute group sessions with up to 50 students (or more if using an external system such as Zoom), and/or doing 10 minute 1 on 1 sessions individually with a student. These sessions can all be done through chat, audio, video, or all of the above. To learn more about the online career fair please watch the Handshake Virtual Career Fair Employer Training, which can be found here.

How do I know how many representatives we should have?
Handshake allows up to 15 representatives per registered day but starting September they will allow up to 30. We suggest having around the same amount as you would have for an in-person fair. Along with recruiters or HR staff, we also suggest having K-State alum, a person designated to talk to freshmen/sophomores, and some hiring managers if possible.

How many group sessions can we schedule?
Starting September, employers can increase their group sessions from 3 to 5.

Do the representatives attending have to have a Handshake account?
Yes, team members/representatives will have to have an active Handshake account in order to claim their schedule and attend. You can share this resource to help them set up an account: Create an Employer User Account, Join a Company, and Connect with Schools.

Can I create the schedule or make edits to the schedule even if I did not create the registration?
Only the person who created the registration can create and edit the schedule. A person who has been added to a schedule can only “claim” their schedule and mark themselves busy during specific 1:1 sessions.

How do I access or “claim” my schedule?
Once you are added to a schedule you should have received an email from Handshake inviting you to claim your schedule. If you did not receive it or cannot find it, you can also claim your
schedule by logging into Handshake, go to the specific fair you would like to claim the schedule for, and once you are there click on “Schedule” on the top and there will be a blue button that says “Claim Schedule”. More information about it can be found [here](#).

**How can we keep a personal touch to these interactions if we aren't in person?**
During your 1 on 1 sessions, you'll be able to engage with students directly as if you were in-person, so this will be a great time to get to learn more about the student and vice-versa. During the 30-minute group sessions we recommend keeping the presentations engaging and encourage audience participation whether that is through the chat, or through audio or video. Make sure to go beyond the “apply to our website” and answer any questions they may have as best you can. A bad experience can lead a student to a bad perception of the company and keep them away from applying and even telling their friends about it.

**Are the 30-minute virtual info sessions in Handshake or my own platform?**
You can choose to have the info sessions through Handshake, or you can add an external meeting link if you would like. PLEASE NOTE: If you choose to use Handshake Video, please note that there is a limit of 50 attendees max at a time (including employer team members). Any limitations for external providers are determined by the provider you choose to use.

**What happens if an employer representative has to cancel their attendance?**
The employer will need to cancel any specific sessions for that rep and add a different person to the fair for 1:1s. For group sessions, they could just add the new person and remove the former representative.

**How can I contact the student if I have to cancel a session?**
In the schedule, you can click on the ellipsis (the three dots) on the right-hand side and click “Send a message”. It will then lead you to the student’s profile, where you can send the student a message by clicking on the blue “Send a message” button on the right-hand side.

**How can I edit our career fair schedule?**
Only the fair registrant (that created the schedule) will be able to edit the career fair schedule. The fair registrant can find instructions on how to edit and manage the schedules [here](#).

**How can I mark myself busy for 1:1 sessions?**
You can click on the ellipsis (the three dots) on the right-hand side of the session you want to mark yourself busy for and select that option. After you do that it should grey out that session and say “busy”.

**Where can pre-recorded video overviews be housed? Am I responsible for recording these on my own?**
Employers with a Handshake Premium account can upload pre-recorded videos and additional information on their Employer profile. You can find more information about it [here](#).

**Will you be able to track attendance for the virtual career fair?**
Yes, we will be able to track registrations numbers and number of sessions filled. We are not able to see individual students at this point though, so we recommend your team keeps track of...
all the students they engage and interact with. Employers may send the student a link through the chat for them to fill out a quick form with their contact information.

**Will I have access to the student’s resume?**
If the student has their resume uploaded on Handshake and set to “public”, then yes you will have access to their resume.

**How is Handshake ensuring trust and safety in an online environment?**
Participants or hosts can report any user (including the host) for fraudulent, spam, or other inappropriate activity. More information about trust & safety can be found [here](#).

**What happens if a student doesn’t show up to their time slot?**
You can make a note of the student, go to their profile by clicking on the Ellipsis (the three dots) next to their name on the schedule, and send them a message on Handshake encouraging them to re-schedule or to let you know if they have any questions.

**Will students be able to leave or join a session after it's started?**
Students can leave sessions up until the time that it is scheduled. The system shows them a warning whenever they cancel a session, to promote professional behavior. For the initial release, students will not be able to join a session after it has started.

**Is there a way to test my audio, video, and screen sharing before the fair?**
[Handshake Video Requirements & Troubleshooting (Employers)](#) is a great resource that contains a testing link from Twilio, Handshake’s video provider, as well as several tips for the best experience possible. You are also able to join a session up to an hour early to test connectivity and performance.

**INTERVIEWS:**

**How will Next Day Interviews be facilitated?**
We encourage employers to manage and coordinate their next day interviews on their own, but for any employer who may not have access to a virtual online interviewing platform, you have the option to offer OnDemand Next Day Interviews. If you are interested in working with the career center for NDI’s, please let our Interview Coordinator Debbie Owens know at dowens@ksu.edu.

**Am I able to do on-campus interviews this year? If so, what safety measures will be put in place?**
During Fall 2020, we are encouraging virtual interviews only. You may contact us about any other options for on-campus interviews throughout the rest of the year.

If you are planning on-campus interviews outside the career center building, please reach out to the appropriate person from that building to coordinate. Please note you are responsible for observing university guidelines to protect the health and safety of K-State students and our community. The guidance outlined for on-campus/off-campus events, meetings and activities below provides the most applicable information for your plans.
[https://www.k-state.edu/covid-19/guidance/campus-life/student-organizations.html](https://www.k-state.edu/covid-19/guidance/campus-life/student-organizations.html)
Are online interviews coordinated through the Career Center or is the employer in charge of this?
We encourage online interviews to be coordinated by employers, but if you would like some assistance from the career center, please let our Interview Coordinator Debbie Owens know at dowens@ksu.edu.

What is an on demand recorded interview?
On demand recorded interviews are pre-recorded interview questions that can be shared with the candidate your interviewing, who will then record their responses for you and your team to evaluate during your own time, allowing for flexibility in scheduling and the interview process. It is facilitated through an online platform called HireVue.

I’m interested in having access to HireVue OnDemand Interviewing. How can I get involved?
If you are interested in OnDemand interviewing, please mark Next Day Interviews in your career fair registration or let our Employer Relations Associate Val Rubio know at vrubio@ksu.edu.