

## Spring 2021 Virtual School Professionals' Networking Day

Tuesday, March 30, 2021 | 9 a.m.–noon | Virtual via Handshake

This packet contains important information for the Spring 2021 Virtual School Professionals' Networking Day on **March 30**. Please read this packet thoroughly to ensure you are prepared for the fair. Please also take a moment to read the [Policies and Guidelines](#) for recruiting at LSU along with our [Career Event Cancellation, No Show, Inclement Weather and Technology Policy](#).

### General Information

This event will be held virtually and managed through the Handshake online platform. Scheduling 1:1 and Group Sessions is the **only** way you can connect with students during the event. **You must have your [session schedule set in Handshake](#) for students to meet with you. Please also make sure all of your recruiters have [claimed their schedule](#).** See "Immediate Next Steps" below for details.

### Immediate Next Steps (Action Items)

- **By 3/23:** [Complete your fair schedule](#) so that students may sign up on your schedule to meet with you and/or your representatives. See "[Tips for Building Your Schedules](#)" below.
- **By 3/23:** After you set the schedule for you and your recruiters, your recruiters must "[Claim My Schedule](#)." [Instructions on schedule creation can be found here](#).
- **By 3/27:** Please be sure to test your Handshake video at least 3 days before the event by following [these video testing instructions](#) and [this test video session link](#).

### Event Format

At our fair, you'll be able to engage with students in a variety of formats, including:

- Group Sessions: 30-minutes each, up to 50 students and 1 rep (video, audio, and chat options)
- 1:1 Sessions: 10-minutes each, with 1 student and 1 rep (video, audio, and chat options)
- Student access to your Handshake profile to learn about company culture and opportunities

To learn more about these features [check out this virtual fair training webinar recording](#), which was hosted by Handshake, or [this video walkthrough training](#).

### Tips for Building Your Schedules

- **The earlier you set your schedule**, the earlier you may see students begin to sign up. Students will be encouraged to begin claiming sessions on March 16, but most sign ups occur the week prior to the event.
- **A best practice includes** each recruiter updating their Handshake User Settings to edit their "title" to be the division/department that they are recruiting for and/or the majors they are looking to attract. This helps students choose the most aligned recruiters when signing up on schedules.
- **To reach the most students**, consider offering a mix of 1:1 and Group Sessions across your team's schedules. The majority of students are eager to join Group Sessions, while more intentional internship and job-seekers often claim 1:1 Session spots.
- 1:1 Sessions are 10 minutes in order to maximize the number of candidates you can meet with. **If you are interested in connecting with a smaller quantity of students for a longer period of time each**, consider only scheduling one 1:1 session every 20 minutes. If the student is available to remain on the call, you can offer this. Alternatively, consider taking the last minute of your 1:1 to exchange contact information to schedule a follow up outside of the event.

Do not hesitate to reach out with any concerns or questions. We look forward to seeing your team soon!

### Geaux Tigers!

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