Handshake's Guide to Maximizing Digital Student Engagement

ii Handshake

March 2020

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Overview

Suggestions from the Handshake team for facilitating digital engagement with students and employers:

- Hosting university events virtually
- Changing employer events from in-person to virtual
- Handling cancelled career fairs
- Moving appointments online
- Facilitating online interviews

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Hosting University Events Virtually

One option is to update the event location and description with a virtual meeting link.

Room	Room ▾
	Choosing a room will use the room's location for this event. If you'd rather enter a location directly you can do so below by leaving field blank.
Location	https://joinhandshake.zoom.us/j/319018146
Student registration start	yyyy-mm-dd h:mm am/pm 📅
Student registration end	yyyy-mm-dd h:mm am/pm 📅
Student Limit	
	The maximum number of students that are allowed to register for the event. Use 0 for no limit.

Note: links in the product aren't live, so students will need to copy and paste the url into their browser.

Networking Workshop

April 29, 2020 from 12:00 pm to 1:00 pm

https://joinhandshake.zoom.us/j/319018146

View Details

✔ Registered

29 students registered

Workshop

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Another option is to update buildings and rooms with virtual locations that will apply to existing events.

Fisher Hall 112 - virtual meeting link: https://joinhandshake.zoom.us/u/adc...

Overview | Edit

* Name
112 - virtual meeting link: https://joinhandshake.zoom.us/u/adcSA8YOJ3

* Building
Fisher Hall

* Capacity
52

Availability Start
6:00 pm

Availability End
8:00 pm

Available for Interviews
Managing your interviewing capacity can now be done on your interview preferences page.

Description

Photo
Choose File   No file chosen

Delete   Cancel

Update Room

Note: If you're updating rooms, make sure the meeting link is specific to that room.

You can still check in students during the event or afterward with the list of virtual attendees.

Alan Craig   Remove Attendee

USER
Senior
Genetics
☑ **Checked In**

Checked in a few seconds ago

PAYMENTS
No Payments

SURVEY
No Response

INVITED?
No

MEETS PREFERENCES?
Yes

Note: This requires manually checking in each student in attendance via the Attendees tab on the event in Handshake.

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Changing Employer Events from In-Person to Virtual

You can suggest that employers request a new virtual event to replace their in-person event.

Share:
this help article
with employers to assist them when creating a virtual event.

Note: If there were RSVPs on an existing event it is locked and employers must create a new event. You might want to email students who were previously RSVP'ed to recommend this new event.
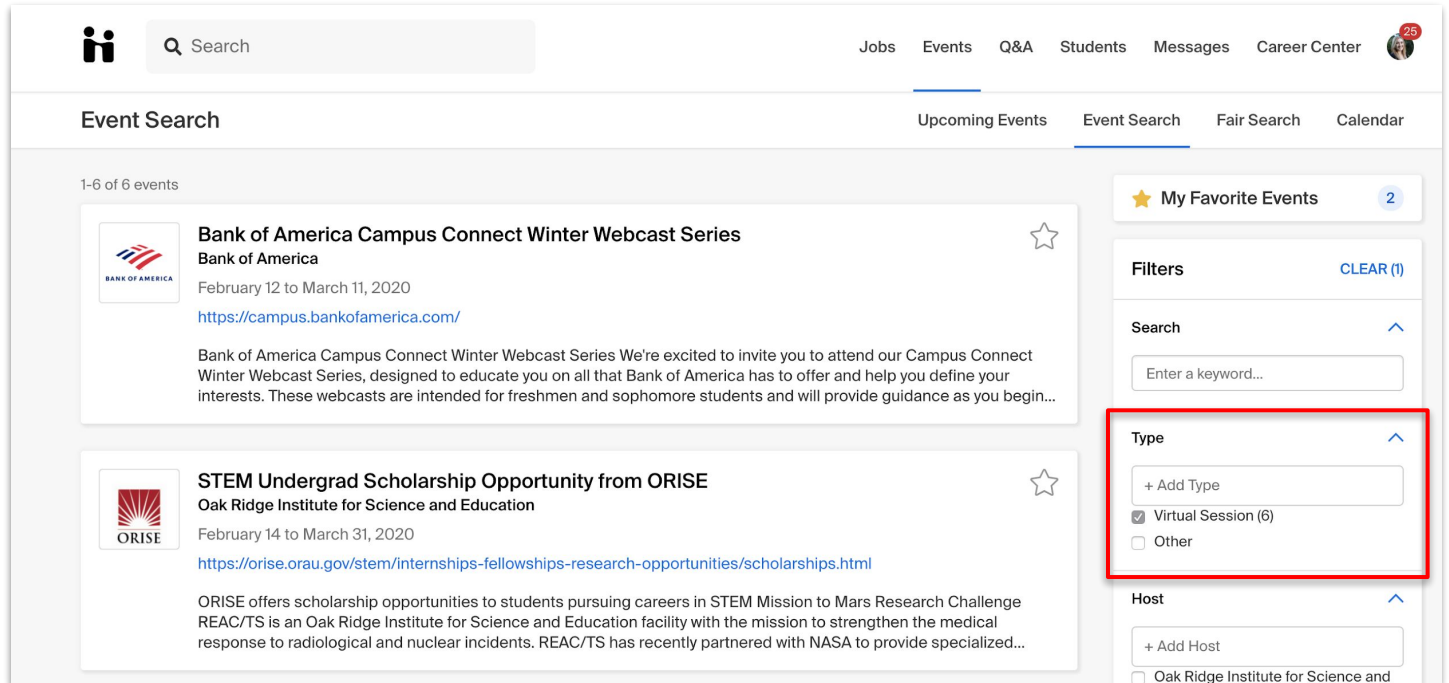
Request Event

Event Name

[   ]

Format
- ○ On-campus: My company is hosting this event at a school
- ○ Off-campus: My company is hosting this event (not at a school) and booking space ourselves
- ● Virtual: My company is hosting this event virtually

URL

[https://joinhandshake.zoom.us/j/386498702]

School

[Select school]

Then, be sure to educate students on how to search for virtual events.

Share this link with students to direct them to upcoming virtual events.

Handling Cancelled Career Fairs

We suggest replacing career fairs with a virtual event strategy.

This requires shifting from a fair to **individual employer events;** you could also encourage employers to schedule these events in the same time window as your previous fair.

Request Event

Event Name

Format

○ On-campus: My company is hosting this event at a school
○ Off-campus: My company is hosting this event (not at a school) and booking space ourselves
● Virtual: My company is hosting this event virtually

URL

https://joinhandshake.zoom.us/j/386498702

School

Select school

Contact

Handshake

You can bulk email employers to educate them about virtual event options.

Share this help article with employers to assist them when creating a virtual event.

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You can also email all student attendees to inform them of the virtual events they could attend.
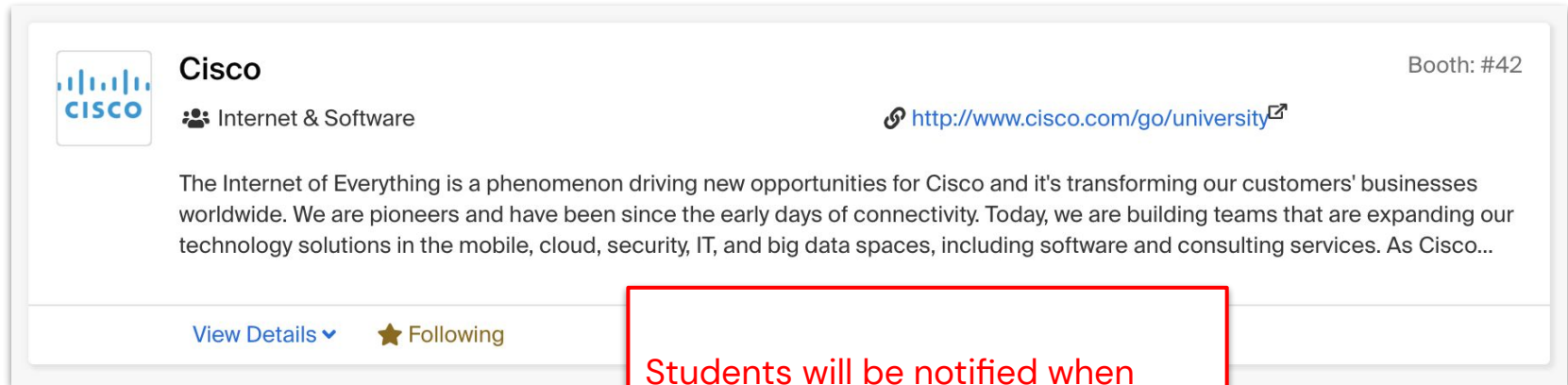
Email Student Attendees

Select the students you would like to receive this email.

Registration Status

- ● **All Invited or Registered or Checked In**
- ○ **All Invited**
- ○ **All Registered**
- ○ **All Checked In**
- ○ **Registered and Checked In**
- ○ **Invited but not Registered or Checked In**
- ○ **Registered and not Checked In**

Create Email

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You can send students the list of registered employers so they can follow those they are interested in.

Cisco   Booth: #42

👥 Internet & Software   🔗 http://www.cisco.com/go/university↗

The Internet of Everything is a phenomenon driving new opportunities for Cisco and it's transforming our customers' businesses worldwide. We are pioneers and have been since the early days of connectivity. Today, we are building teams that are expanding our technology solutions in the mobile, cloud, security, IT, and big data spaces, including software and consulting services. As Cisco...

View Details ⌄   ⭐ Following

Students will be notified when followed employers post an event or a job.

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You can also recommend students check out jobs linked on fair registrations.

Abbott

👥 Healthcare   🔗 http://www.abbott.com⧉

Abbott is a global healthcare company devoted to improving life through the development of products and technologies that span the breadth of healthcare. With a portfolio of leading, science-based offerings in diagnostics, medical devices, nutritionals and branded generic pharmaceuticals, Abbott serves people in more than 150 countries and employs approximately 73,000 people. Abbott is an Equal Opportunity Employer of Minorities/Women/Individuals with Disabilities/Protected Veterans. Follow us on LinkedIn
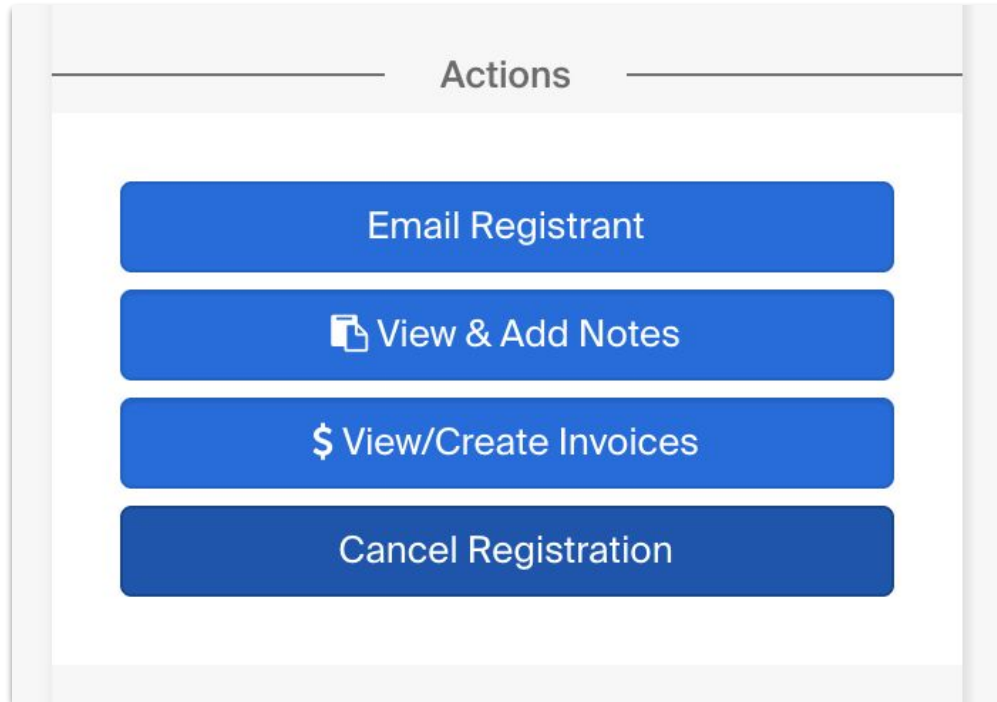
Jobs on Handshake

Internal Sales Internship – Health Care Professionals (HCP)
Full-Time, Internship
Columbus, Ohio

Financial Accounting Analyst ✅
Full-Time, Job
Getzville, New York

Retail Sales Internship
Full-Time, Cooperative Education
Columbus, Ohio

Job Titles

Internal Sales Internship – Health Care Professionals (HCP), Retail Sales Internship, Financial Accounting Analyst

Job Type
Job, Fellowship, Graduate School, Volunteer

Employment Type
Full-Time, Part-Time

Majors
Engineering - Undecided, Math, Marketing Research, (OMA Appointment), Office Staff, ChangoEstudio, Software Engineering, Food Industry Management, Japanese, Digital Media

Work Authorization
No US work authorization required

Hide Details ⌃   ☆ Follow

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We suggest waiting to cancel career fair registrations until students have had time to scan the registrant list.

Refunds should be processed in your external payment system.

Manual Payment or Refund

Amount

-230

Amount entered here will be added or subtracted from
issue a refund you can enter a negative amount above
exist on the registration to issue a refund.

Private Notes

Cancel COVID-19

Take private notes that only other staff members will b

☑ **Send Myself Receipt**

Custom Message

Include a custom message that will be shown in the receipt email.

Cancel   Submit Payment or Refund

In order to issue the refund, you will need to follow the applicable process per your payment provider/payment method (TouchNet, CASHNet or Stripe)

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Moving Appointments Online

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One option is to update office locations for each staff member hosting appointments.

Name	Description	Location	
Central Campus Career Center		West Hartford, Connecticut, United States of America	☰
North Campus Career Center		West Hartford, Connecticut, United States of America	☰
Jade's Office		https://joinhandshake.zoom.us/j/606372778	☰

Add Office Location

Search

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To do this, update office location on career services staff accounts.

Office Location (Optional)

Jade's Office

By selecting "Jade's Office," the virtual link will show up for the student once they choose their appointment.

Career Centers (Optional)

Bio (Optional)

I'm looking for an internship this summer with an organization that lets me make an impact and is trying to help underprivileged individuals. I'm passionate about my studies but give back to the community I am in every week.

Save Changes   Cancel

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Another option is to create or update appointment mediums to add video or phone call.

	Add Appointment Medium
In Person	Edit
Video Call	Edit
⊹ Phone Call	
Face to Face	
Phone	
Video call	

	Add Appointment Medium
Fisher Hall 112: https://joinhandshake.zoom.us/j/4508240826	Edit
Fisher Hall 239: https://joinhandshake.zoom.us/j/4508240234	Edit
Barnes Hall 223: https://joinhandshake.zoom.us/j/450823423	Edit
Barnes Hall 456: https://joinhandshake.zoom.us/j/45082w34234	Edit
Grove 768: https://joinhandshake.zoom.us/j/4508240826	Edit
Grove 456: https://joinhandshake.zoom.us/j/4508240234	Edit

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If you do this, make sure to update appointment blocks to only support virtual options.

New Appointment Block

Repeating? ☑

Do you want this to be a weekly re-occuring block?

* Day of week
Sunday ⇕

Unavailable? ☐

Would you like to mark this time as unavailable? Useful if you want to a create a one time unavailable block in your weekly re-occuring schedule.

Drop-in? ☐

Is this appointment block for drop-ins? Drop-ins cannot be reserved ahead of time by students.

Appointment mediums
✕ Video Call   ✕ Video call

Do you want only allow specific appointment mediums for this block? By default all mediums will be available to the students.

Appointment Types
Choose...

* Start time
h:mm am/pm

Handsnake

This is how updated appointments will look for students.

STAFF MEMBER
Adam Richardson
staff@usj3.edu
Executive Director of Career
Development

STUDENT
Student University of Saint
Joseph 3

Senior
College of Science
Education

TYPE
Resume Review

WHEN
Wednesday, March 11th 2020 at
9:00 am for about 1 hour

WHERE
Jade's Office
https://joinhandshake.zoom.us
/j/606372778

MEDIUM
Video Call

Reminder: this url is not live and should be copied and pasted into a browser.

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To conduct phone appointments, add phone number collection to the pre-appointment survey.

Pre-Appointment Survey

Overview | Edit

Page 1

How did you hear about scheduling an appointment with our office?

Checkbox

Options
- Academic Advisor
- Friend
- Faculty Member
- Class Requirement
- Parent / Family
- Previous Appointment
- Social Media
- Ad
- Other

What is your phone number?

Input

Add Question

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Facilitating Online Interviews

We suggest employers update the interview name with "virtual."

Who from your company will be attending this interview?

Choose contacts...

Add a contact from your company so they will receive email updates about the interview schedule. Not seeing the contact you're looking for? Click Here

Interview Schedule Name

Virtual - Spring Interviews

Use this field to uniquely identify an interview schedule. The interview's name will already include the job titles, dates and your company name.

Interview Schedule Description

Students will meet with two interviewers for 20 minutes each back to back

Any additional information about the schedule or your company you want to share with students and career services.

☐ **Only allow students to apply to one job attached to this interview schedule?**

You can set this field once more than one job is attached to the schedule.

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Employers should also update slots with virtual locations.

Editing Slot

Jobs

Select Jobs...

You may select jobs to associate with this interview slot. Only students who have applied to these jobs will be able to take this slot.

Interviewer

https://zoom.us/343453454534

Unavailable?

☐

Select this if this slot should be treated as unavailable (for example, a lunch break). If this is selected, students will not be able to take the slot.

Checked in?

☐

Check this box to manually set the student as Checked In.

Cancel

Save

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Employers should message all interview candidates directing them to check the slot for a virtual URL.

Questions?

Contact Handshake Support