CU Careers Service virtual Careers Fair Booking processes

1. All our systems are now on Handshake – an innovative platform for university recruiting, connecting employers, talent, and the Careers Service in one place. If you have not already done so your first step is to please sign up to Handshake.

Useful links: Getting started with Handshake - for employers and Handshake employer training videos

As well as booking and managing fairs you can also post vacancies, find your ideal candidates and track applications; book presentations/events, while increasing awareness of your organisation more broadly.

2. Once your registration on handshake Cambridge is confirmed you should use for the Fairs icon in the Handshake side bar (if you are signed-up to more than one university) filter on Cambridge. Pick the fair that best meets your needs and use the blue Register button (right of the page).

<table>
<thead>
<tr>
<th>Campus</th>
<th>Events</th>
<th>Interviews</th>
<th>Fairs</th>
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<tbody>
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<td>Fairs are 12 noon to 6pm, at a discounted cost of £500+ vat per fair</td>
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<tr>
<td>Consultancy fair – 14 October</td>
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<td>Banking &amp; Finance fair – 15 October</td>
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<td>Law fair – 22 October</td>
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<td>Engineering, Science &amp; Technology fair – 28 October</td>
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NB. Payment must be made before the fair, credit card (e.sales) payment strongly encouraged.

3. When completing the fair registration, we suggest (as you may not know who your representatives will be) that you add yourself. You may add representatives even during the fair (up to max 15).

4. After the events team approves your registration, students will be able to view your entry, therefore we suggest you add some general text. We will be actively promoting the fair starting in September.

5. If you reserve additional advertising in the flip-book programme we will require A4 artwork by early September.

6. Students will not be able to book to attend the fair until September, so you have until then to plan your schedule of 1:1s (unlimited) and up to 3 group sessions for max 50 students.

7. You will receive an auto-acknowledge email from Handshake so you know your application to attend has been approved.

8. When you receive a handshake invoice the text includes payment links which take you to relevant e.sales payment portals. Please select the appropriate UK or non-UK template. It also provides an email address for SSCFinance should you wish to discuss payment by invoice. Please include the Handshake booking confirmation (item 7) in this request to SSC Finance, plus appropriate address, contact person or department, and a PO if required. Please DO NOT process the Handshake ‘invoice’, a Cambridge University invoice which includes vat is needed.

9. Tailor your fair presence:
   - Update your text entry – make this as appealing and useful as possible, and relevant to the fair. Students will look at this when viewing which organisations are attending. The information provided will also be used in an online flipbook programme.
   - Create your schedule for the day. You can schedule 1:1 and group sessions for the fair. The ability to edit a published schedule is coming very soon! Virtual fairs guide for employers
   - Launching video sessions scheduled during the fair. You can also share screens, mute, report, or remove any attendees. Share this article about hosting video sessions with employers

10. Statistical analysis and Feedback.

NB Handshake basics and virtual fair tool training session for employers on Tuesday 18th August 2pm-3pm or request a recording of this session, events@careers.cam.ac.uk