HOW TO NAVIGATE HANDSHAKE FOR THE CAREER FAIR

Handshake is your one-stop shop to identify which companies will be attending the career fair, to locate internship/job opportunities, and to apply for on-campus interviews!

**Overview Checklist**

- Identify what companies are attending the career fair
- Check to see if the company you are interested in is hosting on-campus interviews
- If the company you are interested in is not hosting on-campus interviews
  - Return to the career fair attendee list
  - Click on the employers name, which will take you to their Handshake profile
  - Check under the “Jobs” section to identify any open positions

**Identify Companies Attending the Career Fair**

In order to best prepare for the career fair you should know which companies will be attending. It is recommended to do your research prior to the career fair so you can cultivate interesting and meaningful conversations with the companies you are interested in! Follow these instructions to identify which companies will be attending the fair:

1. Log onto Handshake at UND.joinhandshake.com
2. Click on the tab labeled “Events”
3. From the “Events” page, select the tab “Fair Search”
4. Listed on this page are the upcoming career fairs separated by dates, click on which date corresponds with your major
5. To identify which companies will be attending your career fair date simply click on the button “View All Employers”. From here you will be provided with a list of all employers attending.

The list of employers attending the career fair is a good resource to start your career fair navigation. From here you can identify which companies interest you, conduct research, and plan questions to ask the recruiters when you attend the day of the fair.
Apply for On-Campus Interviews

Many employers who attend the career fair decide to conduct interviews during their time on-campus. These opportunities are called “On-Campus Interviews” and are run through the Career Services office at 280 McCannel Hall. Follow these directions to locate which companies are hosting on-campus interviews and how to apply:

1. Log onto Handshake at und.joinhandshake.com
2. Click on the tab labeled “Jobs”
3. Now you will see the option On-Campus Interviews, select that tab
4. This is where you will see all the companies that will be hosting on-campus interviews, simply click on the company’s information to read the job description and apply for the position. This page will give you the information for interview date, application deadline, and job details. Be sure to read all of the instructions on how to apply for the position.

It is important to note that not all companies will choose to interview during the career fair dates, however those companies may still have positions and opportunities for students to apply for. The additional opportunities that are not listed under “On-Campus Interviews” can be navigated through the “Job Search” function on Handshake.

Apply Through a Companies Handshake Profile

If the company you are interested in is not hosting on-campus interviews, we recommend visiting the employers Handshake profile to view open jobs/internships available. As previously stated, not all employers will interview at the Career Fair, some will host on-site, virtual, or by phone interviews at a later date. Therefore, to ensure you are aware of all possible opportunities follow these directions to view job/internship openings through the employers Handshake profile:
1. Return back to the Career Fair Employer list

2. From this page you can click on the company’s name to take you to their Handshake Profile

3. On the Employers Handshake Profile, there is a section labeled “Jobs”, this is where you can identify and apply for open positions with that company.