BEST PRACTICES FOR
HOSTING VIRTUAL EVENTS

Even though UW recruiting is fully virtual, Handshake's virtual functionality is still evolving. Foster Career Services (FCS) has compiled solutions that will allow you to continue using Handshake as your one-stop shop for all things recruiting this fall. Following the guidelines outlined below will ensure that:

Employers can...

• benefit from FCS monitoring for conflicting industry events

• establish/maintain your employer brand

Students can...

• use career center filters to find your events

• easily find all details for your events

Foster Career Services can...

• guide students to which employers are hosting events and when

• use this data for year-over-year reference and hiring trends

OPTION 1:

If you are planning on hosting an event that is targeted to Business students, use the following method to post your events this Fall.
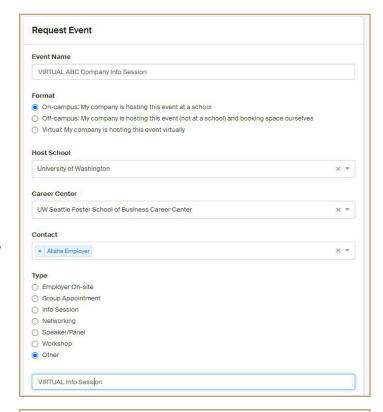
By choosing the "On-campus" format, students will be able to filter events by career center (like they used to in-person) and FCS will have access to help with adjustments or customization.

1. Select "On-campus" event format

2. Select "Univ of Washington" and "Foster Career Center"

3. Select Type: "Other" and input "VIRTUAL Info Session" (or Networking, Workshop etc) in blank field provided

4. Include your meeting URL in event description

5. FCS will approve your event and **switch it to Virtual format** on back end

OPTION 2:

If you are planning on hosting a more general event for all of UW Seattle and UW Bothell students:

1. Select "Virtual" event format and input your meeting URL

2. *Note:* Foster Career Services will not be able to assist with any adjustments

VIRTUAL EVENT TIPS:

Include the name of the video platform you'll be using so students can install it or log in in advance.

More best practices & resources: https://support. joinhandshake.com/hc/en-us/articles/360046499833

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