



**Employer Guide:  
Career Fair Registration**

# How do I register for a career fair?

Are you new to Handshake and need to register for a career fair? If so, follow these steps:

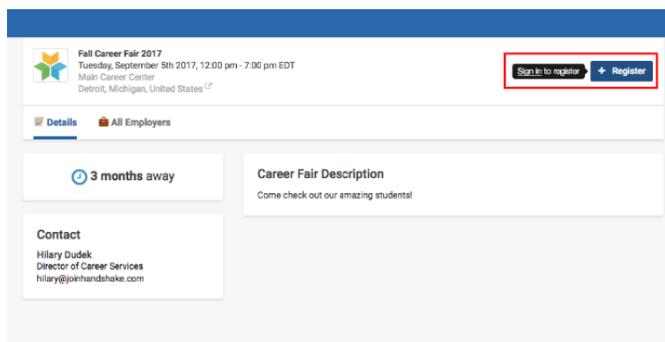
[Click here if you already have a Handshake account](#)

[Click here if you need to register for a Handshake account](#)

Active Handshake Account

1. Click on the link that you received to register for the career fair

2. A page will appear that looks like this:

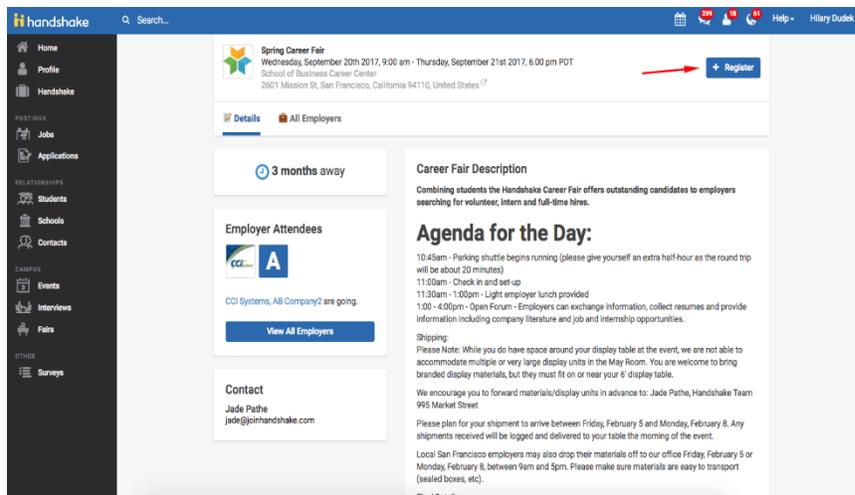


3. Click **Register** which will pop up a small link to **Sign In**

4. You will be taken to the login page where you can login to your account (If you are having trouble remembering your password, select **Forgot Password**)

5. Once you login you will be taken to the career fair registration page

6. Click **Register**



7. Select a booth option

**Booth Options**  
Please select your booth options below

Technical Career Fair Day 1 - Wednesday, Sep 20 9:00 am - 6:00 pm PDT

**Booth Type**

Standard Booth - Includes one table and two representatives. (\$500.00)

Non-profit (\$250.00)

I will not be attending this day

**Extra Items**

Available Items	Description	Price	Quantity Available	Quantity Requested
Electrical Outlet	Includes one electrical outlet.	\$10.00	2	<input type="text" value="0"/>

8. Choose any **Extra Items** or **General Items**

**General Items**  
These items apply to your entire registration

Extra Items				
Available Items	Description	Price	Quantity Available	Quantity Requested
Sponsorship	Will include a one page advertisement in the Career Fair agenda.	\$400.00	1	<input type="text" value="0"/>

9. Add your basic information:

- Company Description
- A representatives count
- Names of the representatives attending the fair
  - If the representatives do not have accounts in Handshake and have not been added to your contact list, add them from this page by selecting **Create it here**

10. Select a division (Learn more about divisions here: [Divisions](#))

**Basic Information**

Company/Organization Description  
Handshake is redefining the way universities empower students to launch their dream career, learn more at [joinhandshake.com](#)  
The career fair organizer has set a limit. 627 characters remaining

Registration Division  
If you want to register a specific division of your company, rather than the entire company, choose your division here. If you want to register the entire company, just leave this blank. If you're not seeing the division you want, you can add a division here.

Names of Representatives Attending the Fair

\* Representatives Count  
  
Number attending

Not seeing the contact you're looking for? [Create it here](#)

11. List any jobs you currently have posted to that school. If you're not looking to fill a specific position, you can select *I'm not hiring for a specific job right now*

12. Note where the positions are located, and if you're willing to sponsor candidates

13. Note the employment and job types you have available

14. Select the criteria you are looking for in potential candidates

15. Select your payment method and agree to the office refund policy

**Payment**

\* Payment Method

Manual

\* Cancellations received IN WRITING more than two weeks before the fair will receive a full refund. \* Cancellations received less than two weeks prior to the event are nonrefundable, at the discretion of the Career Center this registration may be applied to future career fairs. \* Registrations canceled with less than 48 hours notice (or if organization is a "no-show" for an event), the registration fees will not be refunded or credited toward any future Career Center fair.

I have read and agree to the refund policy.

16. Answer any additional questions from the career center and click **Create Registration** when your registration is complete

**Miller University Specific Questions**  
Please answer these extra questions that are being asked by the career fair host. They may have specified special instructions regarding these questions, which are at the top of this page.

**On Campus Activity Information**  
The on campus recruiting process at Miller University II

Will you need a parking space the date of the career fair?  
 Yes  
 No

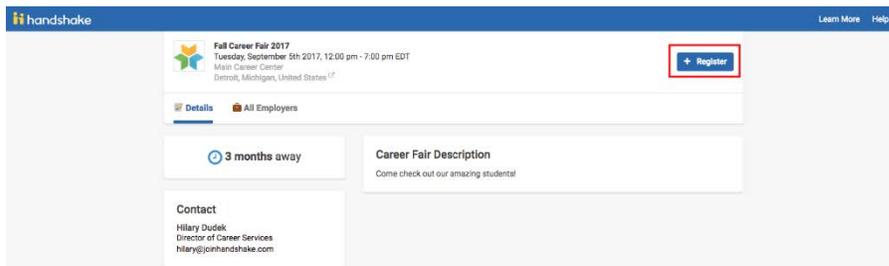
May we contact you about future events occurring here at Miller University II?  
 Yes  
 No

The career services office will need to approve your registration but you can view your registration at any time and leave comments for the career services office with questions about status.



## Need a Handshake Account?

1. Click on the link that you received to register for the career fair
2. You will see a page like this:



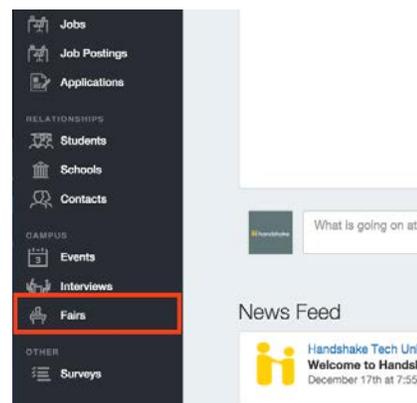
3. Click **Employer**



## How to Search for a Career Fair

Follow these instructions to search for career fairs in Handshake.

1. Click **Fairs** on the left navigation bar
2. Use the filters and search bar on the left side of the screen to narrow down your search.
  - Tip: Type the school name into the search bar to see all Career Fairs coming up at that school
  - Note: Career fairs that your company has already registered for will be indicated on the right side of the career fair name
3. Click on the name of the career fair to **view your registration** or view the details and **register**



# How do I pay for a career fair registration?

In order to pay for a career fair you will need to view your registration and check on the status of your registration.

1. Review the steps in [How to search for a career fair](#) to find the career fair registration you are looking for
2. If you would like to pay by credit card you will need to wait until your registration is **approved**, if you are paying via the manual method you will need to follow the instructions from the university career center
3. You will receive an invoice that looks similar to this:
4. Click **Pay Here** which will take you to your career fair registration
5. Click **Pay Now** to pay by credit card, if you are paying manually you will need to follow the instructions on the invoice and review your payment status that will be updated by the career services office

The screenshot shows the Handshake website interface. The top navigation bar includes the Handshake logo, a search bar, and user account options. The left sidebar contains various navigation links such as Home, Profile, Dunder Mifflin, Jobs, Job Postings, Applications, Students, Schools, Contacts, Events, Interviews, Fairs, and Surveys. The main content area displays the registration details for a Spring Career Fair registration for Dunder Mifflin. The registration is for a Staff Administrator, registered on December 03, 2015, with a status of 'approved'. The 'Payments' section shows the payment status as 'unpaid' and a green 'Pay Now' button. The 'Booth Package' section lists a 'Testing' item with a cost of \$500.00.

Item	Cost
Testing	\$500.00
	\$500.00