



VIRTUAL INFORMATION SESSIONS GUIDELINES FOR EMPLOYERS

HANDSHAKE EVENTS

- We are a [Handshake](#) school.
 - Be sure to post your Virtual Info. Session as an **EVENT** to Handshake and invite the University of Portland.
 - We want your event to be well attended! **So**, invite other colleges and universities to your virtual event alongside the University of Portland.
 - Is your event still “pending” in Handshake? Reach out to Career@up.edu, so we can expedite the approval process.

POST JOBS & INTERSHIPS TO HANDSHAKE

- We utilize Handshake as our centralized internship, part-time and full-time job board for students and recent alumni. This helps us ensure equal access to all opportunities.
 - Easily direct students to your postings.
 - Be sure to post your positions to Handshake before your virtual event.

MARKETING

- Let us help you market your event!
 - Tag us [@upcareercenter](#) in your Instagram story or post, or send us your Instagram story template.
 - Email your Instagram template to Career@up.edu.

TIMING

- 30 minutes max
 - Avoid Fridays and the weekend
 - Traditionally info. sessions have been held between 4:15 pm and 6:15 pm

FORMAT

- Keep it short and sweet!
- Use minimal PowerPoint slides.
 1. Introduce yourself
 2. Provide a brief company overview (Be sure to cover diversity, equity and inclusion initiatives, mission, company culture etc.)
 3. Internship and/or Job Opportunities
 4. Q&A from students
 5. What are students’ next steps? How can students get in touch with you?

QUESTIONS

- Please reach out to Career@up.edu.
- For more information visit our [website](#).