VIRTUAL INFORMATION SESSIONS
GUIDELINES FOR EMPLOYERS

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

POST JOBS & INTERNSHIPS 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.
  o Easily direct students to your postings.
  o Be sure to post your positions to Handshake before your virtual event.

MARKETING
• Let us help you market your event!
  o Tag us @upcareercenter in your Instagram story or post, or send us your Instagram story template.
  o Email your Instagram template to Career@up.edu.

TIMING
• 30 minutes max
  o Avoid Fridays and the weekend
  o 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.

503.943.7201 · Monday – Friday 8:30 AM – 4:30 PM · career@up.edu