The Employer's Guide to Virtual Recruiting

DePaul University Career Center

Thank you for your interest in recruiting at DePaul University! We cannot wait for you to get connected with our students and alumni. We offer you many ways to connect with students virtually, and the place you will want to start is on Handshake.

Handshake is DePaul's online portal for posting jobs and internships. It is an interactive recruiting tool for your company's opportunities. Check out the **guides** on DePaul's Employer Engagement page to get started.

Additionally, be sure to explore Handshake's virtual recruiting guides:
- Interviews now have the ability to include a hyperlink URL in the medium, office location, room and interviewer fields. When students click on this link it will open a new window and launch the video conferencing technology you have chosen. Check out **this article** on Hosting Virtual Interviews.
- Use Handshake effectively to promote Q&As, office tours, and employee panels. Check out **this article** on how to create virtual events in Handshake.
- Handshake has put together a number of resources to help you navigate this challenging time, from webinars to guides and best practices. Check out their **Guide to Hosting Virtual Recruiting Events**.

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Virtual Interviews on Handshake

Similarly to in-person on-campus interviews, the first step to requesting an interview day is to create an employer account on Handshake (Click registrations link **here**). Once your employer account is approved, you can request an interview schedule. You can view the details of this process, with screenshots, by checking out **How to Create a User Account** and **How to Post an Interview Schedule to a School**.

Why should I host a virtual interview?

Virtual Interviews are a great way to connect with students through a centralized DePaul system like Handshake, without ever having to travel to campus!

What are my options for hosting a virtual interview?

- **Room Only:** The process will be managed independently from Handshake, meaning that you will be responsible for contacting the candidates you'd like to interview and setting the interview schedule manually. You will not be using Handshake to sign students up for specific interview slots.
- **Preselect:** The process will be self-service through Handshake, meaning the students you select as primary candidates will be able to sign up for the virtual slot that best fits their schedule through Handshake. We recommend a Preselect schedule for all employers who want to collect applications, manage candidates, and schedule interview times through Handshake

This article from Handshake explains the various types of interviews

How to Conduct a Virtual Interview

Update existing OCI titles to indicate it's virtual now, and add "virtual" to the title of new schedules. Utilizing Handshake to virtually host your interviews offers the same benefits of building your employer brand and increasing student engagement for your open positions.

We have two different options regarding virtual meeting link:
- **Utilize your virtual link:** We encourage you to utilize your own link if your company already has a virtual meeting platform. Since the process is simpler, you can start the meeting and easily manage possible overlap between interviews.
- **Utilize our virtual Zoom link:** You will receive the registration URL and go through the registration step for getting the zoom meeting link. On the interview day, the host on our end will begin the meeting and make one of your interviewers as the host of the meeting, so you can avoid possible overlap between interview schedules.

Once your interview is updated to indicate a virtual process, there are three potential ways to add your meeting links to the schedule. **This article** from Handshake explains adding virtual links to interview schedule.

If you request a Room-Only schedule and plan to utilize your own virtual platform with one universal link:
- You can add the link to the interview schedule description.

If you use this method, we recommend that you message all interview candidates directing them to check the description for the virtual URL.
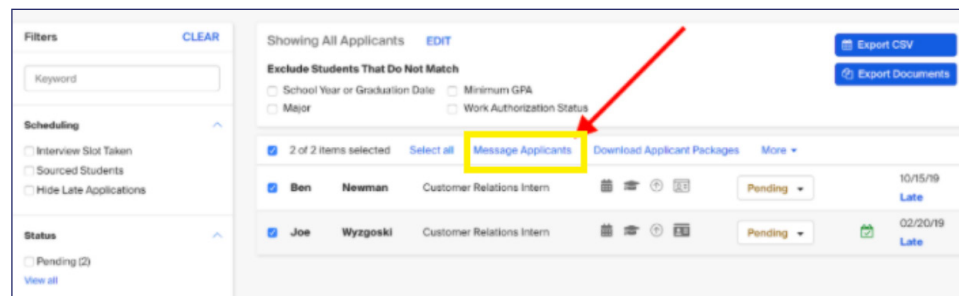
If you request a Preselect schedule and plan to utilize your own virtual platform with more than one universal link:
- You can add the link to the interviewer field (once the schedule is approved and built). For the best practice, we recommend adding one link per room and enabling the waiting room/lobby feature.

Select desired slots → Click "Bulk Edit Slots"
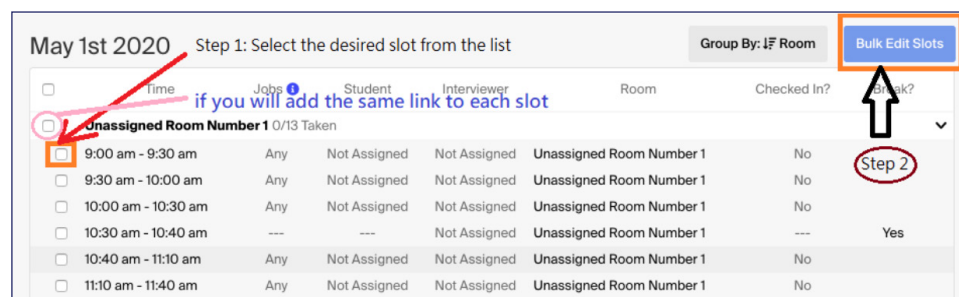
In the popup that appears, enter the link into the Interviewer field.

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Step 3: enter the link into the Interviewer field

You'll see the link appear in the Interviewer column on the slot list:

If you plan to utilize our Zoom link:

- You can add 'Use DePaul's Zoom Link' to the interview schedule description. We will send you the zoom link. On the interview day, the host on our end (on-campus interview manager) will start the meeting and make one of your interviewers as the host of the meeting. After you become the host of the meeting, you will be able to invite each candidate from the Zoom waiting room into your virtual interview one at a time. Please remember to keep your virtual session open until your last interview of the day.

Virtual Events on Handshake

What are some examples of virtual events I can host?

Here are some of the possible options for the event format for your virtual event:

- Conduct **Office Hours or Coffee Chats**, 15 - 30 minute informational meetings where students sign up to speak with you one-on-one about your organization and/or industry.
- Host a **Virtual Information Session** and present to a larger group of students (from 10-100) about your organization and available career opportunities.
- Conduct **Mock Interviews**, educational settings where you can help students prepare for interviews by providing them feedback. These are great opportunities to find potential candidates. We welcome all forms of mock interviews, including behavioral, case, and technical.
- Coordinate a **Case Competition**, an opportunity for students to work independently or in small team to solve a business problem and demonstrate critical thinking skills.

How to Request a Virtual Event

1. Click on Events from the left menu column.
2. Click on Request Event in the top right corner.
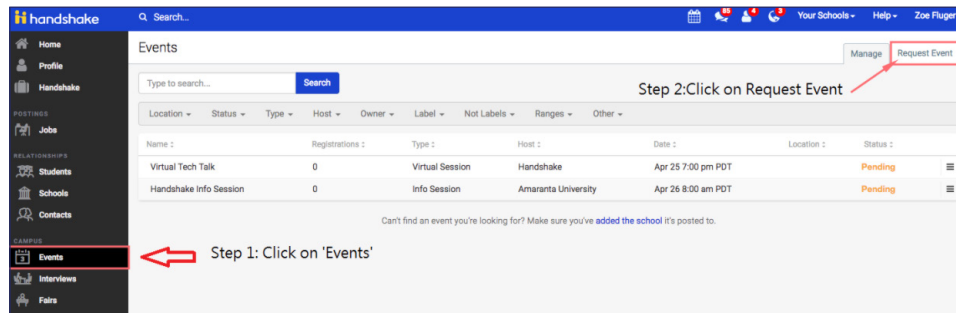
3. Make sure you select Virtual Event in the format section, and include the URL to your online event in the text box that appears.

You need to make sure you add DePaul University to your event - the event will need to be approved at the school(s) in order for students to locate and register for the event!

When creating an event remember to add important details like location, time, and a small description of what the attendees are expecting. Also, if possible add an image with the company, or special flyer of the event.

How to Register for a Virtual Career Fair

For the forseeable future, DePaul will be using Handshake's Virtual Fair feature. Each fair registration will be open three months in advance. To see available dates, please check the Fairs tab on Handshake, or contact **recruitstudents@depaul.edu** for updated information

Currently, the Fall Career Fair is open for registration on Handshake. Please follow these steps to get registered:

1. Make sure you are approved on Handshake to register, also remember to have jobs available prior to the fair.
2. We approve a certain number of companies that are part of each one of our career communities, we would love to approve every company but would like our students to have enough time to speak to everyone in attendance.
3. 3. The Fall Fair, due to its popularity will be broken into three sessions. Make sure to register for the correct session! They are set up as Medium + Large companies, Sophomore/Freshman focus, and Small companies.
4. 4. Every fair registration will be live on Handshake and dates will be on the DePaul Career Center site.

If any questions arise about fairs please contact us at **recruitstudents@depaul.edu** or Debbie Kaltman at **dkaltman@depaul.edu**.

Tips for Creating a Job Description for a Remote Position

1. Include "Remote" or "Remote Workers Allowed" within the job title to attract candidates looking for a remote work position and to clarify the nature of the position
2. Make sure to specify whether the role is remote-only, remote-friendly, flexible, etc.
3. Detail the software knowledge required for the job as well as the tools used for remote work/collaboration
4. Be as clear and specific as possible when detailing the job duties and responsibilities
5. Specify schedule requirements, e.g., if the employee can work outside of normal business hours, hours required per week, etc.

If you want to connect with our students by hosting virtual workshop events or info sessions, you can reach out to our **Career Community liaisons**.

If you have any questions related to Handshake, please contact DePaul's Employer Engagement team at **recruitstudents@depaul.edu** or 312-362-5201.