

## VIRTUAL JOB & INTERNSHIP FAIRS

Powered by Handshake

### PART-TIME JOB FAIR

**Thursday, September 2**  
11:00 am - 2:00 pm

Meet with SJSU students seeking your current or anticipated part-time job opportunities for all majors.

### STEM UNDERGRADUATE STUDENTS

**Wednesday, September 22**  
12:00 pm - 5:00 pm

Connect with SJSU undergraduate candidates in STEM (science, technology, engineering & mathematics) majors seeking career and internship opportunities.

### STEM GRADUATE STUDENTS

**Thursday, September 23**  
12:00 pm - 5:00 pm

Meet with SJSU graduate students in STEM (science, technology, engineering & mathematics) majors interested in your current or anticipated career and internship opportunities. Approximately 95% of the participants are seeking OPT/CPT for internship opportunities or sponsorship for full-time career work authorization.

### BUSINESS, FINANCIAL SERVICES & LOGISTICS

**Tuesday, September 28**  
12:00 pm - 5:00 pm

Connect with SJSU students seeking current or anticipated entry-level career and internship opportunities in business and government.

### DIVERSITY CAREER FAIR

**Thursday, October 7**  
12:00 pm - 4:00 pm

Connect with SJSU students from a range of under-represented communities seeking career and internship opportunities for all majors.

### Employers interested in our job/internship fairs contact:

**Claudia Rico**  
**(408) 924-6028**  
claudia.rico@sjsu.edu

### VIRTUAL EMPLOYER EVENTS

#### Select dates Sept - Nov

Promote your organization and career opportunities to students, and build your brand presence on campus by hosting an employer event. Planned events can be an integral part of your campus recruiting strategy. Click the event links below to learn more about the following employer events.

- [Ask a Recruiter](#)
- [Coffee Chat](#)
- [Company Challenge](#)
- [Employer Day](#)
- [Employer Insights Series](#)
- [Employer Pop-In](#)
- [Student Organization Networking Event](#)
- [Employer Information Session/Tech Talk](#)

Employers particularly interested in engineering and science majors contact:

**Patrick Harris (408) 924-6042**  
patrick.harris@sjsu.edu

All other majors contact:

**Edlin Hernandez (408) 924-6032**  
edlin.hernandez@sjsu.edu

### ON-CAMPUS INTERVIEW PROGRAM

#### Select dates Sept - Nov

Reserve virtual rooms to conduct first round interviews.

**Edlin Hernandez (408) 924-6032**  
edlin.hernandez@sjsu.edu

### CAREER PREPARATION & JOB SEARCH PROGRAMS

An opportunity for you to share your knowledge and expertise and participate in the growth of aspiring professionals by offering resume advice, conducting mock interviews, co-facilitating job search workshops, and participating in employer panels.

**Lisa Trikofski (408) 924-6016**  
lisa.trikofski@sjsu.edu

### SJSU<sup>2</sup> MENTOR PROGRAM

Support first generation, diverse students in developing social capital to prepare for career success by becoming a mentor. Give back and make a difference and mentor a Spartan! Individual one time mentoring as well as semester-long opportunities are available. Sponsoring a project or challenge is also supported by our mentor program.

**Lisa Trikofski (408) 924-6016**  
lisa.trikofski@sjsu.edu

### EMPLOYER PARTNERSHIP PROGRAM

The Employer Partnership Program is an exclusive partnership opportunity designed to maximize your organization's recruiting efforts at San Jose State University. Employer support of our programs and events is essential to our success and to the success of our students.

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### SJSU HANDSHAKE

Advertise your part-time, full-time, internship or seasonal opportunities year-round on SJSU Handshake, a 24/7 online job board. Use this free resource to reach over 20,000 students! Get started today by visiting [sjsu.joinhandshake.com](https://sjsu.joinhandshake.com).

**Edlin Hernandez (408) 924-6032**  
edlin.hernandez@sjsu.edu

## WHY USE SJSU HANDSHAKE?

SJSU Handshake is the primary career services platform for employers, students, and alumni of San Jose State University. Over 20,000 students actively use SJSU Handshake to find opportunities and apply directly to them.

Employers register for events, post opportunities, view responses and connect with students through **SJSU Handshake**. Not only is getting started quick and easy, but posting to SJSU Handshake is completely free!

## GETTING STARTED

Instructions for creating a Handshake account:

- Visit [sjsu.joinhandshake.com](https://sjsu.joinhandshake.com)
- Click **sign up here** on upper right hand side of the screen.
- Complete the form.
- You will receive an email within two to three business days of your approved account.
- Log into Handshake and begin posting your opportunities.

## TIPS FOR POSTING JOBS & INTERNSHIPS

- **Be detailed!** Does your posting include the expected duration of the role? What about the expected hours per week? Does it list the overall tasks of the role, or what makes a qualified applicant?
- **Customize your preferences!** Be sure to set which major groups and school years you may prefer for your role. Students will be able to search based on whether they match employers' preferences!
- **Set your notifications!** You can determine how often you receive email notifications for applications via Handshake, as well as which employer representative(s) will be receiving them.
- **Link your postings to a website!** Do you have an applicant tracking system or website that you prefer? Great! You can set your posting to direct students to any online page relevant to your posting!
- **Connect with SHRM!** Information and guidance on developing a recruiting plan, building an effective campus strategy and exploring resources related to college recruiting please visit [shrm.org](https://shrm.org).
- **Small business owners are encouraged to connect with SBA.** The small business association provides resources to help small business owners build their teams. Visit SBA at [sba.gov](https://sba.gov).
- **Learn best practices from NACE!** The National Association of Colleges and Employers provides numerous resources on best practices for recruiting college students, building an internship program, building a university talent program and more: visit [naceweb.org](https://naceweb.org).