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All Collections Talentspace for talents  Event preparation

A step by step guide for participating in a Talentspace event

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Talent checklist



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Updated over a week ago

Overview

The following 6 steps will show you everything you need in order to prepare for your next event on Talentspace.



Video tutorial

Step 1

As soon as the Talentspace event is finished, you will receive the next step by step guide of Google Classroom.

Access the Talentspace platform using the most up-to-date version of Google Chrome (preferred), Mozilla Firefox, or Microsoft Edge (v. 79) browser.



Step 2

Complete our technical setup checklist [here](#).

- Run the AV test as well as the network connectivity tests upon logging in for the first time
- *Please run these tests in the same location that you will be accessing the platform from on the actual event day*

Talentspace Technical Setup Checklist

Run through this checklist before an event to ensure your device is set up and ready to go.

Step 3

Make sure your talent profile is complete [here](#).



Daniel Miller

Walmart
Business Service Manager

[Edit](#)

Experienced Business Service professional looking for new opportunities. [Edit](#)

☒ Open for opportunities

- Once the event dashboard is published -

Step 4

Stay up-to-date with the on-goings of the event in the **“Announcements”** tab.

Live Feed Activity Feed **Announcements**

23 Feb 2021

It's open season for all!

We just launched the event dashboard today so be quick and register for the program points and begin requesting 1-1 chats with employees!

23 Feb 2021

Get your foot in the door

One of the crowd favourites for all our events, 1-1 chats are your chance to speak with employees to find out more about the work, culture and company.

Step 5

Explore companies taking part in the event in the **“Companies”** tab. You can browse through their company profiles, FAQs, and job openings.

Read more about how to view participating companies [here](#).

The screenshot shows the event dashboard with the 'Companies' tab highlighted in the top navigation bar. Below the navigation bar, there are filters for 'Companies', 'Industry', 'Startup', and 'Size', each with a dropdown arrow. To the right of these filters is a button labeled 'I'm Interested'. The main content area displays the profile for 'Talentspace', which includes a logo, a description ('Talentspace is an all-in-one virtual career platform, where you can join, engage in or build your own recruiting events.'), location ('Berlin'), founding year ('Founded in 2017'), employee count ('11-50 Employees'), and a summary box showing '3 Sessions' and '2 Jobs'. A green 'I'm Interested' button is at the bottom of the profile card.

Step 6

Create your schedule by registering for Speeches and Sessions, as well as requesting 1-1 Chats with recruiters.

Read more about how to register for program points and create your schedule [here](#).

The screenshot shows the event dashboard with the 'My Schedule' tab highlighted in the top navigation bar. Below the navigation bar, the 'My Schedule' section is displayed. It includes a header with the text 'My Schedule' and a note 'Times displayed are in your current local time'. Below this, there are tabs for 'Thu 31 Mar' and 'Fri 01 Apr'. The main content area shows a schedule for '10:00 AM' with a card for 'Opening Speech: Launch your career in CS' by 'Talentspace'. The card includes a 'Join' button and a 'Calendar' icon.

You're all set! 🎉