



# VIRTUAL CAREER FAIR TIPS

## Things to Know ... Before You Go

### First Things First

1. Activate/Complete your Handshake profile 100% - Special attention to the Education Section
2. Register for the career fair - Identify your target list of employers
3. Build your one-on-one and group meeting schedule with employers
4. Upload your resume and other important documents - make sure to make them "visible"

### Research Employers

1. Research your targeted employers - products, services, location, culture, mission, etc.
2. Be able to answer questions regarding what you know about the company
3. Find at least one reason why you would love to work for the company
4. Be able to explain why you would be a fit and how you would help the company
5. Make a spreadsheet of notes to use during your session

### Professional Dress and Body Language

1. Even though it is virtual, dress to impress. Complete professional attire
2. Make sure to check your body language. Easy to forget when you are looking into the camera
3. Make good eye contact with the camera and speak clearly. Smile

### Choose A Location/Test the Technology

1. Choose a quiet and appropriate setting with no distractions. Reserve a study room
2. Make sure background is appropriate. Recruiters look at everything in camera frame
3. Good and natural lighting is best. Best lighting comes from in front of you, not from behind
4. Make sure you have a comfortable room temperature
5. Test your equipment and WIFI settings. Recommend Chrome and Firefox as your browser
6. Let roommates and others know you are in a professional meeting. No open windows

### Entering Your Session

1. Arrive on time. Be video/interview ready always. Plan for at least a 10-minute conversation
2. If you use the "Chat" box, use professional grammar, no typos, text speak or emojis
3. Have your documents ready in PDF format
4. Be prepared to answer common interview questions. Have a good Me Speech
5. Take and utilize your notes. Have prepared questions for your recruiter

### When It Is Over

1. Ask for contact information and next steps
2. Send a Thank You email
3. Connect with your recruiter on LinkedIn
4. Follow up