

VIRTUAL CAREER FAIR PREP

A **virtual career fair** is an online event that gives students and employers a chance to network in a virtual environment to discuss potential job and/or internship opportunities.

Consider attending the Career Fair if:

- You are seeking a professional experience
- You want to explore your career options
- You want improve your people and networking skills

Before the Virtual Career Fair:

- Register for the Career Fair ahead of time and **create a calendar reminder**
- Check your internet connection and video applications beforehand
- Visit Handshake (or the website where the virtual career fair is being hosted) to research the companies you are interested connecting with
- Update your resume and have it reviewed at **The Career Center**
- Prepare your introduction and **elevator pitch**
- Prepare your business professional attire
- Prepare questions

During the Virtual Career Fair:

- Attend the fair in a distraction free, quiet, environment
- Be prepared to confidently engage with the employer(s)
- Demonstrate strong and professional body language
- Speak clearly and showcase your professionalism
- Have a digital copy of your resume and questions prepared
- Ask for next steps and contact information
- Take notes and re-group after an employer session
- Type/Speak clearly and showcase your professionalism
- Avoid slang and emoji's
- Pro-tip:** When typing, type your chat responses in word first and then paste into the career fair chat box

What to Expect:

- Remember that just because you're a part of a virtual career fair doesn't mean that all the jobs available will be full-time remote positions
- The format of a virtual career fair varies based on the host
- Some rooms may be private, others may be group
- A virtual job fair may receive job seekers from all over the country or the world
- How you will interact with employers depends on the fair set-up.
- Some employers may take the fair as an opportunity to screen and interview candidates
- Be ready to respond and engage with the recruiter once you have been greeted

How to Approach Employers:

- Establish eye contact, smile, shake hands, and introduce yourself
- Be confident and upbeat
- Be ready to have a conversation with the recruiter
- Relax and speak slowly
- Articulate how your interests and qualifications are well-aligned with the organization's needs.
- Take notes about the conversation
- Request a business card and/or contact information
- Smile and thank the recruiter

Following up After the Fair:

- Within **24 hours** send a "Thank You" email to all employers you spoke with
- Keep a spreadsheet of all contacts made with employers
- Within **7-10 days** of the job fair, make follow-up contact with the representatives in which you spoke about a possible interview