

# Prepare for Virtual Fairs Checklist



## Pre-Registration

- Get your **Resume Critiqued** by the Career Center
- Upload your Resume as a **Public Document** on Handshake; Have your Profile Visibility set to **Community**
- Complete/Update your Handshake Profile:** pay special attention to Job Role Type, Location Preference, and Job Type
- Watch Prepare for the Fair** trainings from both Tufts Career Center and Handshake (on our YouTube playlist!)
- Browse Employers** who are attending the Virtual Fair and check out all of our **resources** to help you succeed
- Make sure your **GPA, Major, School Year, and Work Authorization** info is accurate in Handshake

## Pre-Fair/Post-Registration

- Build your Schedule** by signing up for Group Sessions and 1-on-1s as soon as you register!
- Schedule a **Quick Questions** appointment with an Advisor to go over your game plan
- Attend **Chat Office Hours** to ask questions specific to virtual fairs
- Add the date(s)** to your calendar
- Check your Tech**



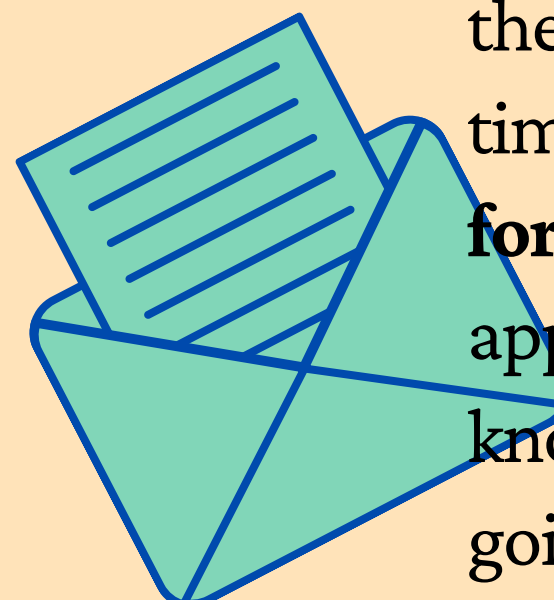
## Day-Of

- **Dress the Part**
- Check Your **Tech** (again)
- Join Sessions **on Time**
- **Add** in Sessions if your Schedule Allows
- **Get Contact Information**



## Post-Fair

**Send thank you emails!** Thank the reps you met with for their time, ask about next steps, **apply for opportunities**, if you've applied for an opening let them know... keep the momentum going!



PLEASE NOTE: THESE ARE RECOMMENDATIONS NOT REQUIREMENTS