# Prepare for Virtual Fairs Checklist

**Career Fair registration is now open in Handshake!**

## Pre-Registration

- **Get your Resume Critiqued** by the Career Center (we have daily Career Labs for this!)
- 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
- **Attend/Watch Prepare for the Fair trainings** (led by the Career Center on 9/17) and available on our YouTube channel
- **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!
- **Stop by our Career Lab** to go over your game plan
- **Attend Chat Office Hours** to ask questions specific to virtual fairs
- **Add the date** 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 for their time, ask about next steps, and **apply for opportunities.** If you’ve applied for an opening let them know... keep the momentum going!

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**PLEASE NOTE: THESE ARE RECOMMENDATIONS NOT REQUIREMENTS**

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**Fall Virtual Career Fair**

Friday, September 24
1 - 4 pm ET on Handshake