

Virtual Career Fair Checklist

- [] Laptop camera at eye level and on a flat, stable, and level surface, don't look at your own image
- [] Be sure you have a clean and professional looking space around and behind you
- [] Be sure the light source is in front of you and slightly off to one side. Not so bright it casts shadows
- [] Minimize distractions such as background noise, other people, pets, posters, etc
- [] Dress professionally for your interview
- [] Have your resume, job description, and questions handy
- [] Use positive body language
- [] Smile, moderate hand gestures, and make eye contact with everyone
- [] Speak clearly and not too fast, sound excited/energized
- [] No acronyms, text slang, or emojis in the chat
- [] Ask for next steps and contact information