

PREPARE FOR THE VIRTUAL CO-OP + CAREER FAIR

Register Before the Event

Register for the event on WITworks to see the list of employers participating. Registering (RSVP) will make sure that your resume is available for employers to view. The sooner you register, the sooner you will show up in the list of students that employers will have access to.

Update & Upload Your Resume

Make sure your resume is well-written and up to date. Upload your best version to WITworks and make it your **default** resume as this is the one employers will see. Save it as a PDF and make sure it is named using letters and numbers only (no symbols or punctuation)! Have a PDF copy of your best resume ready to submit online to recruiters and hiring managers during and after the fair. For some majors, you will want to have a link to your portfolio ready to include while chatting with employers. It is possible to send links while chatting but not attachments.

Update Your WITworks Profile

After you RSVP, employers will be able to view and search a list that includes your name, resume, major, class year, and graduation year. Check your WITworks profile to make sure all of this information is listed correctly. If not, update it under "My Account", "Academic".

Research & Prioritize Companies

Prior to the Virtual Fair, look at the list of employers and pick five that interest you most and another five of secondary interest. If you indicate your interest by selecting the star next to their name, they will be able to see your interest in them. Research employers using company websites, social media, and resources such as Glassdoor.com and LinkedIn company pages. This will help when you are preparing your introduction and chatting with employers as it will allow you to highlight your related skills and interests.

Create a Calendar Reminder & Wait to Log On

A virtual event can slip your mind. Set calendar reminders for two hours and 30 minutes ahead of the Fair. Wait to log on until the event starts so that all employers have the chance to log on and open their chats first. If the employer you want to speak with does not have a representative online when you log on, log off, wait a minute, and log back in.

Prepare Your Introduction & Make Contact

Type up a brief introduction about your education, skills and future goals. While you wait in an employer queue, tailor your introduction to each specific company that you are interested in speaking with, highlighting your relevant skills and why you are interested in working for them. **IMPORTANT:** Employers will **not** make initial contact, YOU need to join a queue to initiate a chat.

Be sure to read through the [Navigating Virtual CO-OP + CAREER Fairs](#) document for detailed instructions on how to initiate and accept employer video chats.

We recommend joining no more than 3-5 employer queues at one time to ensure you are available to accept each employer's video request within the time constraints of the event. Make sure to turn your sound on and stay within the WITworks event page to accept employer notifications.

Video Meeting Etiquette

Remember that you are meeting with company representatives (people in control of your future!) and not your best friend. Here are some useful tips to make a good impression:

- Be respectful, enthusiastic, and knowledgeable about their company.
- Don't use abbreviations or slang.
- Don't take up all of their time. Ask 3-5 questions and then let them move on to another student.
- Be patient. The Upcoming Chats section will show your expected wait time based on the employer's existing queue.
- Be aware of your video background. Pre-load an appropriate virtual background if the virtual meeting platform allows.
- Ask clarifying questions if you think you may have misunderstood.

Ask about Next Steps & Organize Information

When ending your meeting with employers at the fair, ask about the next steps in the process—whether that means getting in touch with human resources, filling out a job application or setting up a formal interview. Gather this information on a spreadsheet or chart so you know what to do and when. When you are done chatting, you have the option to take these notes in WITworks for you to access later. The contact information for the person you were chatting with will be included in the Chat Summary along with your notes. Add this information to your spreadsheet so you have everything in one place.

Send Thank You Notes

Send thank you emails to all individuals that you connected with and thank them for their time. Mention something you spoke about in the chat or answer a question they had to make your interaction memorable.

Additional Resources

<https://studentaffairs.duke.edu/blog-entry/virtual-career-fairs-%E2%80%93-938-tips-prepare>

<https://www.rasmussen.edu/student-experience/college-life/virtual-career-fair-success/>

<https://www.govloop.com/16-tips-to-get-the-most-value-from-virtual-career-fairs-expert-interview/>