

CHECKLIST: PREPARE FOR A VIRTUAL CAREER FAIR

Attending a Virtual Career Fair is a great way to meet employers, find out about opportunities, learn about industries and organizations, and network. Here are some tips to help you understand what to expect and how to prepare for a Virtual Career Fair in Handshake. Check out this short [demo video](#) to see how a virtual fair in Handshake works.

- ☐ **Update Your Resume:** Remember that your resume should be clear, concise and up to date. Have it uploaded and approved on [Handshake](#) before the fair. Make sure you set your resume to “Visible on Profile”. This is the only way employers you meet with will be able to see it during the fair.
- ☐ **Research Companies:** Prior to the day of the fair (ideally a week or two before the fair), register for the fair and look at the list of employers and decide who you are interested in speaking with. Research these companies and job openings online before your sessions are scheduled. This will help guide your inquiries and allow you to highlight your related skills.
- ☐ **Create Your Schedule for the Day:** Upon registration, you will be able to sign up for 1:1 sessions and Group Sessions. Make sure you do this before the day of the fair. Add each scheduled meeting to your calendar so you do not miss any scheduled time with employers.
- ☐ **Prepare Your Elevator Pitch:** Include your name, class level and major, a short or long term career goal, and any experiences you have to support that goal. Try to align these goals to the employer you will be speaking with. This can be tweaked depending on who you are speaking with.
- ☐ **[Dress Appropriately](#):** Even though you will not be traveling to meet employers, dress appropriately, and look well-groomed for your video meetings. Turn your camera on!
- ☐ **Check Your Space:** Make sure the space you are using is distraction free and quiet. Turn your camera on!
- ☐ **Test Your Internet and Video Connections:** Ensure that your Internet connection is functioning and that your audio/video is working properly before the fair start time. Handshake Video works best with Google Chrome.
- ☐ **Stay Organized:** Create a spreadsheet or chart where you can easily input information about the connections you make during the day or the companies to which you submitted your resume.
- ☐ **Look for common ground with the person with whom you are speaking.** Share something unique about yourself or your background that will be memorable. Also, engage in two-way conversation with each representative. Ask questions, look for ways to relate or expand on the conversation.
- ☐ **Send Thank You Emails:** Send thank you notes or emails to all individuals that you made contact with and thank them for their time. This can be the difference between getting the interview and not. Reiterate why you are interested in working for them.