General Virtual Job Fair Tips

- Register for the Virtual Job Fair ahead of time at the Student Registration Page and add a calendar reminder beforehand (20-30 minutes prior) to prepare.
- Participating organization logos will be added to the landing page of the event and in Handshake under the "Events" tab as they are approved so be sure to:
    o Research the companies you are interested in engaging with beforehand by looking at their website and possible position openings; learn all you can through contact, written materials, and the Internet.
    o Have your research and company notes on hand. You should also have a hard copy of your resume as reference. Remember, the most effective resume is one that is specially tailored.
    o Have a specific strategy for maximizing your time by prioritizing your employer conversations, becoming familiar with the Virtual Job Fair layout, and taking advantage of the webinars, documents, and videos the employers have chosen to upload.
- During the virtual job fair, jot down notes about your conversation and names and/or positions of the employers so that if they reach out to you afterwards you are able to remember them and respond appropriately.
- For more information about the Virtual Career Fair, watch this video.

Virtual Communication Etiquette

- Grammar and spelling matters, you will want to demonstrate articulate written communication.
- Text lingo, emoji's and any slang will not be appropriate.
- Type in full sentences as you chat and don't overuse emphasis (**bold**, *italics*, etc.).
- Use exclamation points and all caps sparingly.
- It is best to generally avoid humor and sarcasm for initial virtual meetings.
- Don't be impatient or repeat a question if the recruiter does not respond right away.
    o As you wait for a response, you can leave one employer's chat room and visit another. You will be notified when a new response has been added to the initial chat room.
- Don't address the recruiter/representative by their first name and use the appropriate salutations when applicable, such as Mr., Ms., Dr., etc.
- Don't forget to thank the recruiter/representative you are chatting with for their time and be sure to leave a message at their booth after the event is over!

Virtual Job Fair Interview Etiquette

- **Use a Desktop Computer:** For the Virtual Job Fair, a desktop is best as all audio and visual capabilities are only accessible via desktop computer. This way if you are invited to an on-the-spot interview, you are ready!
- **Prepare your surroundings**: A cluttered background may distract your audience, not to mention send the wrong idea of your organizational skills. A blank or neutral background is best, with a well-organized desktop.
- **Turn off/Shut out all background noise**: If you are interviewing in a house with multiple people or pets, be sure to let everyone in the house know ahead of time that you will be in an interview while securing any animals away from your interview space.
- **Try on your clothes:** We recommend doing so at least a week before the interview to be sure you have appropriate attire and everything fits correctly. Clothes should not be too tight or too loose.