

[Welcome to the Girls Who Code Fall 2023 Hiring Summit!](#)

Welcome to the Girls Who Code virtual Hiring Summit! This handbook will walk you through everything you need to know as someone registered on the Interview Track and prepare you to use our new virtual venue platform, vFairs.

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HIRING SUMMIT 101

The Girls Who Code community of college-aged students and recent graduates from across the country will join the virtual Hiring Summit for a day of exploration, learning, and connection with our partner companies. You'll meet hiring managers from companies looking to fill intern and/or entry-level technical roles through their virtual Booths and chats, as well as engage in exciting panels with industry leaders and networking opportunities with your peers.

The Girls Who Code Hiring Summit will take place on **Friday, September 8th, 2023 from 12:00-5:00 pm EST** on vFairs.

vFairs Basics:

[vFairs](#) is our virtual venue for this Hiring Summit! Before the event, you can navigate the landing page to review [what you'll do in each track](#), find the [event agenda](#) with information about each panel and interactive session, and access our [resources](#) and [workshops](#)!



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You'll have access to the **Pre-Event Mode** of vFairs beginning **Wednesday, August 16th** by logging in with the email you used for registration. Here, you'll be able to review partner booths, their resources, and any open opportunities they've shared on the platform. If you'd like to chat with a representative from the company or have more opportunities to interact with other attendees, make sure to join us on September 8th, from 12-5 pm ET! Recruiters will only be available during the live Hiring Summit event!

 Lobby  Exhibit Hall  Video Vault  Resources  Swag Bag  Auditorium  Jobs Search  Ask GWC

In the platform, you'll navigate through an immersive, interactive environment through the navigation bar above to learn more about the tech industry and our partner companies.

- In the **Lobby**, you'll have a full view of each part of the event! You can move around the platform from this location or through the navigation bar featured above this section!
- The **Exhibit Hall** features all of our partners' booths, including companies like Two Sigma, ServiceNow, Accenture, RTX, Deloitte, and Logitech! Jump into each booth to review their resources and keep questions in mind to bring to the chat with recruiters during the live event.
- In the **Auditorium**, you'll hear from GWC Alumni, industry leaders, and employees at our partner companies about AI, social capital and professional networks, how to find the right career fit for you, and more!
- For peer-to-peer networking, head to the **Matchmaking** tab! We'll have three windows of time where we will encourage job seekers to jump into this section to connect with peers for quick, 1:1 networking sessions on the platform.
- Jump into the **Chat** to join each Booth's chatroom, the Ask GWC channel, and to interact in one-on-one conversations with other attendees! Your chat will be accessible at all points in your vFairs experience, so make sure to jump back in periodically to see where the conversation continues and to respond to any outreach you get from peers or recruiters.
- The **Job Search** section collects all opportunities that attending companies have inputted into the platform for you to search through. Try keywords related to the types of positions you're looking for here to streamline your search!
- The **Resources** and **Video Vault** sections collect all the materials across vFairs and put them together! From specific booth documentation to this handbook, these sections will be helpful for you to find everything you need to learn more about the industry.
 - If there's anything you want to keep, download, or review later, add it to your **Swag Bag**! This resource will hold as many documents and videos as you'd like, and you'll be able to email them to yourself before the event ends and for a few days after the live sessions.
- The **Info Desk** will be your landing zone for any questions. Check it out to see more about GWC programs, chat with GWC staff about any interview or Hiring Summit questions, or get support from the vFairs team about navigating and accessing the platform.


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INTERVIEW STRUCTURE

This event will feature the opportunity for job seekers who registered under the Interview Track to be considered for live interviews during the event. **Beginning on Thursday, August 17th**, recruiters will start reviewing resumes, job preference questions, and everything you included in registration to identify candidates that match their openings. From there, they will request interview times with folks who are a good fit for their available positions for 30-minute interviews during the live event.

Pre-Interview To-Do List:

After completing the registration form and updating your resume, we ask that you:

- Make sure you have your most up-to-date resume available on the platform by August 18th at the latest.
- Begin exploring the booths, resources, and job openings in the Exhibit Hall!
 - Want to ensure a recruiter is reviewing your candidacy for a specific role? Apply to any positions listed on vFairs to show your interest in open opportunities!
 - While applying to the opportunities available will not guarantee an interview or prioritize you for all companies, we encourage you to submit a full application to improve your chances of advancing in an interview process.
- Manage your schedule! If you get several requests, be sure to keep in mind when your other interviews are. **It is your responsibility to communicate with the recruiters who reach out to you if their suggested time slots do not work and if you'd like to reschedule.**
- Attend pre-summit workshops and review the prep materials included on the next page!

***Please note: You will be unable to chat with any recruiters before the live event. Make sure to join on September 8th ready to engage with all attendees!*

Interview Invitation Process:

Below is a sample interview invitation email. You will receive the name of the recruiter, their company, and the time slot they have available to speak with you. From there, you will either accept or decline the interview invitation.

- If you **accept**, your interview will become a part of your vFairs Hiring Summit calendar. You will not need to do anything on the platform after you accept the invitation! During the live event, as the interview gets started, your interviewer will initiate the conversation in the Chat section of your vFairs view.

**Sample Interview
Invitation Email**

Syed Ayad Ali from AM Industry Summit has invited you to have an interview with them at September 8, 2023 - 03:00 pm.

Please either accept or decline the invitation below.

[ACCEPT](#)

[DECLINE](#)

If you would like to reject the interview invitation, be sure to write a note indicating why you are opting out of the interview. If you need guidance, review the resources available on the Hiring Summit landing pages.

If you accept, please make sure to visit [GWC Fall Hiring Summit](#) and login with your email address at September 8, 2023 at (Time).

- If you **decline** your interview offer, be sure to write a quick note about why you are doing so. You will be able to suggest another time outside of the live event if you are busy or indicate that you are searching for a different type of role for your career trajectory.

Day of the Interview:

- Log into vFairs at least 15 minutes prior to your scheduled interview time to ensure you have access to the platform.
 - Ensure you are on a device with a video camera and a microphone and are able to participate from a quiet environment.
 - Check to see that your camera and microphone are working, that you have a well-lit, clear space to sit, and that you are dressed to meet new professional contacts.
 - If you need technical assistance, head to the Info Desk and begin a chat with vFairs Support!
- Keep the chat window open and ready! Your interviewer will reach out to you in a one-on-one message to initiate the interview call.
 - If they do not start the interview right on time, wait at the chat window for ten minutes after the start time as a grace period.
 - If your interviewer does not attend for any reason, send a message to your interviewer to offer a reschedule for the interview.
 - For example: "Hi [interviewer name], thank you for the opportunity to speak with you today. I seem to have missed you for our scheduled interview and was hoping we might be able to reschedule for another time next week. Here is my availability for the coming week: [Available time windows]. Thanks again and I hope to hear from you soon."
 - Girls Who Code cannot help you reschedule your interview. Be sure to communicate with your interviewer on your own.
- Once your interviewer invites you to the call from the chat window and you accept, a Zoom meeting will begin.

Tips for Approaching Behavioral Interviews:

- When answering behavioral interview questions, it is important to provide specific and detailed responses. One helpful tool you can use to help you effectively answer behavioral interview questions is the **STAR** method. **STAR** stands for Situation, Task, Action, Result. This is an acronym to help you remember all of the important components to include in your responses. Each step in the STAR method is outlined below:
 - S: Briefly explain the **situation** so that the interviewer understands the context
 - T: Name the specific **task** that you took responsibility for in this situation.
 - A: Describe the **actions** that you personally took to complete the task. Where you can highlight skills or character traits that they are asking about in the initial question.
 - R: Explain the positive outcomes or **results** that occurred as a direct result of your actions.
- For more information about the STAR method and additional practice opportunities, check out and make a copy of our [Behavioral Interview Resource and Worksheet](#) from our free, online [Technical Interview Prep course on Forage](#).

LIVE EVENT



Tips for Entering a Booth During the Live Event:

- Review the materials available at each Booth. Partners may have videos, FAQs, links, or forms available to explore and get familiar with their company.
- Join the booth's chatroom! Select "Chat" → "Join Chatroom" → Select the Booth's name → Join the conversation!
 - Make sure to join the "Ask GWC" Chatroom as well if you have any questions throughout the event!
- Use the Chat feature to tell partner organizations who you are and ask any questions to the recruiters who are there.
 - i.e. "Hi, I'm Janelle, a senior about to graduate from the University of Maryland with a major in Computer Science. I'm really interested in the intersection of tech and finance! Can you tell me about the hiring process for [open role]?"
 - Don't enter into a booth, introduce yourself, and leave. Make sure to interact with the employees in each booth. Ask questions!
 - *Please note, recruiters will only be in the booth chat during the live event on September 8th, from 12-5 pm ET.*
- Use the People feature to invite individuals to chat one-on-one. You can keep multiple direct messages going at once, and if you're talking to someone promising, invite them to a video/audio call or share your contact card.
- Be patient, recruiters are busy! It may take a few minutes for recruiters to respond to you or set up a chat. In the case that you're not prepared to connect with recruiters during the event, be sure to send them a direct message by clicking on their name to set a time up after the Hiring Summit.

Tips for Follow-Up:

The job search doesn't end with the close of this event!

- Send thank-you notes to any hiring managers or recruiters you connected with. Include your resume, LinkedIn, a short note about your conversation, and a reminder that you met them at the GWC Hiring Summit. If you learned of any opportunities that fit your skills and experiences, get to applying!

- Girls Who Code will be sending a Job Search Toolkit following the event. It will feature template thank you messages, starter questions for informational interviews, and interview prep materials. Keep an eye out for this resource and take advantage of the template messages!

ACTIVITIES & COMMUNITY

As you go through the platform and learn more about our partners, make sure to take a moment and engage with our community! During the live event, you'll be welcome to participate in the following activities:

- The **Leaderboard Challenge** is where you'll earn points for navigating around the platform, visiting booths, and attending panels. Attendees at the top of the leaderboard will win a prize for their participation!
- A **Scavenger Hunt** throughout the platform will be available for you to find and select icons around the whole event. If you find all five icons, you'll be entered into a raffle to win a separate prize as well!
- Take a GWC Hiring Summit selfie in our **Photo Booth** and share it online with the hashtag: #GWCHiringSummit.
- Make sure to join the **Matchmaking** sessions for peer-to-peer networking during the event!



Want to get a head start building relationships with our GWC community? Join our [Discord server](#) and chat with others as they prepare to attend with you!

FAQs

When will I receive a notification about interviews?

Recruiters will begin reviewing candidates on vFairs starting August 18th. You can expect an interview invitation at any point from that date until September 6th.

What if I don't get an interview invitation?

Even without a scheduled interview, you can still participate in all of the rest the Hiring Summit has to offer. We encourage you to attend the live event, meet with recruiters in company booths and see their job openings, attend the panel sessions, and grow your network!

What if I get two requests for the same time or a request for when I am not available?

You are responsible for managing your own schedule! Once you accept an interview invitation, it will mark that time as “unavailable” for other recruiters. Until you accept or decline, the opportunity is still open. If you receive two invitations for the same time slot, we encourage you to accept the opportunity you are most excited about and decline the other offer. In your declination note, you should offer availability for another time to speak with an interviewer for that company!

What happens if my interviewer doesn't show up during the live event?

Whether tech issues or another kind of interruption prevented your interview from attending your session, make sure to reach out to them to check in on availability to reschedule. If you need extra support if this happens during the live event, head to the Info Desk to chat with GWC Staff about what to do next.

What if I can no longer attend after confirming an interview?

Make sure to reach out to the recruiter who scheduled your interview and let them know that your availability has changed. If you'd like to reschedule the interview, include that note and your upcoming availability in your outreach!

What tech do I need to participate in the Hiring Summit?

This event will include networking video calls, so please ensure you are on a device with a video camera and a microphone and are able to participate from a quiet environment. vFairs online events are fully compatible with Desktop (web) on the following browsers when updated to the latest version: Google Chrome, Mozilla Firefox, and Microsoft Edge (chromium version on Windows 10 only). Additionally, vFairs offers a mobile application for free download through which you may attend the event.

What do I need to bring to the Hiring Summit? How can I prepare?

- Set yourself up for success by making sure your resume is up to date. Your resume will be submitted with your registration form, and you'll have the opportunity to make changes to your profile at any time before the live event.
- Similarly, update your LinkedIn so that you can share that link with other attendees easily. Make sure to check out our Workshops page on vFairs! We'll host two sessions before the event to ensure you're doing everything you can to prep for the big day, including guidance for interviewees and how to make the most of the event through vFairs.
- Girls Who Code has recorded webinars on topics like [How to Prepare for a Virtual Career Fair](#), [Crafting Your Resume](#), and more on YouTube and on our Hiring Summit website's [Previous Resources](#). We will be adding guidance on how to prepare for your specific track to this platform as well!
- Lastly, think about your environment. Video calls will be available through the Interviews, Matchmaking, and Chat portions of the event. You'll want to ensure your camera and microphone are working, that you have a well-lit, clear space to sit, and that you are dressed to meet new professional contacts.

What kind of accessibility will there be for attendees?

On vFairs, users will be able to alter the website's design according to their needs and preferences. Once you've registered, you can choose an accessibility profile from seizure-safe,

vision-impaired, cognitive disability, ADHD-friendly, and additional vision or motor disability options. The platform features live video transcription and captioning, alternative text attributes for images, color-contrast toggles, text size adjustment, and simplified platform navigation with key controls. For more information on vFairs accessibility, review the platform's features [here](#).

I'm confused! What do I have to do, and when?

Most of your work is already set! Now that the Pre-Event Mode is live, you're welcome to explore the content companies have shared on the platform. Be sure to return during the live event to see even more and to engage with company representatives in real time in their booths!

August 16th Interview Track Closes	August 17 - September 6 Pre-Event Mode vFairs is Live!	September 8 Full Live Event is available!
Make sure your most up-to-date resume is on vFairs!	<ul style="list-style-type: none"> Recruiters will be screening candidates for their open positions. Interview invitations may come at any point in this time frame. Be sure to respond to interview requests promptly when they come in. 	The live event kicks off at 12 pm ET! Make sure to join with enough time to explore additional elements of the platform and with enough time to prep for your scheduled interviews.

Is there a dress code?

While there is no formal dress code, many parts of the platform require you to be on camera when networking or interviewing. Be sure to come dressed ready to meet professionals and network! You'll want to be comfortable while also dressed to impress.

Can I do anything to increase the chance of receiving an interview offer?

While there isn't anything that can increase your chances of receiving an interview invitation, we encourage you to fine-tune your resume in advance and apply to the specific job opportunities that you are excited about!

There is one company I really want to talk with. How can I make the best first impression?

Join during the live event, introduce yourself, and ask questions! Make sure to interact with employees in the booth and have a conversation in the chat.

Have more questions? Email collegeandcareers@girlswhocode.com.



CODE OF CONDUCT

Girls Who Code is committed to the Hiring Summit being a fun, productive, and harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. We do not tolerate the harassment of participants in any form. Participants asked to stop any harassing behavior are expected to comply immediately and may be removed from the event.

Honor and embody the Girls Who Code Core Values: Bravery, Girls-First leadership, Sisterhood, Quality, and Candor while attending the Hiring Summit.

As attendees of the Girls Who Code Summer Hiring Summit, all participants must be mindful to act with kindness, honesty, and respect when communicating with fellow attendees, including job-seekers, hiring managers and partner employees, and Girls Who Code Staff. GWC has a zero-tolerance approach to bullying and discrimination.

Attendees must use appropriate language and actions during all Girls Who Code Summit activities. The following types of activities will result in removal from the Hiring Summit immediately, and Girls Who Code may remove any participant who is disrupting the event and preventing others from fully participating.

- Sharing any kind of sexual content
- Making sexual jokes or comments to a participant
- Making offensive comments or sharing offensive content related to gender, gender identity, and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, or religion
- Making unwelcome comments regarding a person's lifestyle choices and practices, including those related to appearance, clothing, food, health, parenting, drugs, and employment.
- Deliberate misgendering or use of 'dead' or rejected names
- Continuing to attempt one-on-one communication after requests to cease

Reporting

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact the Girls Who Code Staff directly in vFairs at the Info Desk or email collegeandcareers@girlswhocode.com.

We will respect confidentiality requests for the purpose of protecting victims of abuse. At our discretion, we may publicly name a person about whom we've received harassment complaints or privately warn third parties about them. We will not name harassment victims without their affirmative consent.

Consequences

If a participant engages in harassing or inappropriate behavior, the organizers may take any action they deem appropriate, up to and including expulsion from the Hiring Summit prohibiting future participation in Girls Who Code events, and identifying the participant publicly as someone about whom we've received complaints.