



Get Virtual Career Fair Ready Tips

Virtual career fairs are similar to traditional career fairs; however, the big difference is that they are held virtually on an interactive platform. You don't want to "walk" into a virtual career fair without being prepared. These are some helpful tips to set you up for a successful virtual career fair experience.

Register Ahead of Time

- Register before the day of the career fair to prevent any last-minute problems.
- Become acquainted with the career fair platform and the employers participating in the fair.
- Explore upcoming Virtual Career Fairs on Handshake.

Research Participating Employers

- Review the employers attending the career fair.
- Learn about the companies and think of questions you would like to ask.

Prepare Your Resume

- Ensure that your resume is updated and error free for an optimal first impression.
- You can upload your resume for a professional review at:
GSU.OptimalResume.com
- Make an appointment with a career counselor for a review.

Practice Your Elevator Pitch

Common Questions to Think About:

- Why are you interested in the company?
 - What types of positions are you seeking?
 - How is your previous work experience relevant?
 - What do you plan on asking the representatives at the virtual career fair?
- Practice your responses to these types of questions, so you are ready to answer them without hesitation when the time comes.
 - You can schedule an appointment for a virtual mock interview with a career counselor before the career fair.

Do a Technology Run Through

- Make sure your device can support the virtual career fair platform.
- Use headphones if you cannot attend from a quiet, private location.
- Check to make sure your internet connection is strong.

Update Your LinkedIn Profile

- Ensure that your profile is updated and error free.
- Make sure that your profile photo is professional.
- You can visit Student Center West, Room 270 to take a FREE professional headshot.

Be Ready to Engage

- Present yourself to employers professionally and confidently.
- When an employer engages you in a chat, introduce yourself and ask questions about the organization and open positions.

Use Professional Communication

- Demonstrate articulate written communication by using correct spelling and grammar in the chat sessions.
- Do not use text lingo, emoticons or slang.

Use a Distraction-Free Environment

- A quiet, distraction and clutter free location is important.
- Make sure the room you are in is clean, quiet, and well lit.
- Tell family or roommates that you need some "Do Not Disturb" time while attending the virtual career fair.

Demonstrate Confident Body Language in Video Chats

- Stay conscious of your body language.
- Maintain eye contact with the employers you are interacting with.
- Make sure you respond with your eyes directed towards the camera.
- Speak clearly and avoid slouching.
- Keep your hand gestures to a minimum so you do not distract the person you are talking to or block your face from the camera.

Dress Professionally

- Wear professional clothing – an employer may want to speak face to face.
- Your clothing should be conservative and wrinkle-free.
- Wear minimal jewelry and be well groomed.

Ask About Next Steps and Contact Information

- Do not hesitate to offer to send a copy of your resume to employers.
- Ask about the next steps in the hiring process - whether that means getting in touch with human resources, filling out a job application or sitting down for a formal interview.
- Get the employer's contact information to follow-up after the career fair. Some employers may have it uploaded and accessible within the virtual career fair platform. If not, feel free to ask.

Send a Thank You Note

- Thank the employers you connected with for their time and further express your interest.
- The thank you email or phone call should be within 24 hours.
- Use this chance to refresh the employer's memory and remind them that you are a promising candidate, why you are interested in the company and the skills and experience you possess.
- You may also want to send them your resume, if you have not already, along with your portfolio or work samples, if appropriate.
- You can also stay in touch by adding the recruiter on LinkedIn.