

## VIRTUAL CAREER FAIR: FINAL CHECKLIST

Preparing for a virtual career fair is similar to preparing for an in-person one. It's important to get a good night's sleep and eat a healthy breakfast, but you also need to make sure that your technology is functioning properly. Use the checklist below as your guide to success at the virtual career fairs!

### PREPARE YOUR WORKSTATION

Clean both your digital and physical workspace, and have a designated place to take notes. ([Click here to use our guided note-taking worksheet!](#)) Close unnecessary applications and tabs to make sure incoming video streams are uninterrupted.

Make sure that any items behind you are appropriate in case you turn on your webcam. Handshake does not offer the ability to blur or customize your background.

### TEST YOUR TECHNOLOGY

[For complete technology requirements, please click here.](#) Regardless of which device and browser you use, testing your connection in advance is highly recommended to ensure a smooth virtual career fair experience.

Before the fair, [test your internet, audio, and visual performance](#) on Handshake's video tool, in the same location you plan to attend the fair from.

### CONDUCT YOUR RESEARCH

Conducting employer research is an important step to take before you attend the fairs. [This guided note-taking worksheet](#) can be used before the fair to help you collect information about the organization, and during the fair to help you keep your notes in one place.

While you conduct your research, it's important to also think about how you're planning to engage with them during the fair. View this [list of common questions to ask a recruiter](#) to help you get started, but don't be afraid to ask your own questions!

### PLAN YOUR INTRODUCTION

Your introduction at the virtual career fair should allow you to quickly initiate a conversation with a recruiter or representative from an organization. Your introduction should be short - lasting only about ten seconds. [Click here for an example and worksheet to help you create your own.](#)

Have this pitch handy so that you can tailor it to paste it into a chat for a group session or speak it aloud during a 1:1 session. Memorize your introduction, and try not to simply read it when you speak it aloud. Employers can tell the difference, and a well-rehearsed, memorized introduction sounds much more natural and engaging than one simply read from a page.

## CHOOSE A PROFESSIONAL OUTFIT

Even though you won't be meeting with recruiters in person, you should still wear a professional outfit. Not only will it help you look good during sessions when you use your webcam, but it will also help boost your confidence! Wearing a professional outfit can help you look and feel like you are qualified for the positions you're applying for, helping you make a lasting impression with the recruiters you speak with.

## KNOW HOW AND WHEN TO JOIN SESSIONS

You can join a session up to five minutes before the start time. [Click here to learn how to join a session](#). We recommend checking in as early as you are able to in order to make sure your connection works well. You may also want to consider building in breaks between sessions in case one runs over or you have a technology issue.

## CONFIRM YOUR SESSION SCHEDULE

Review the sessions you've signed up for in Handshake, and cancel any sessions you can no longer attend. Use group sessions and 1:1 sessions wisely. If you are planning to apply for a position, a 1:1 session will allow you to make a more personal connection with the recruiter. If you are interested in learning more about an employer, sign up for a group session - early in the day, if possible - to learn more, and consider signing up for a 1:1 later in the day if you decide to apply for a position.

## PLAN YOUR FOLLOW-UP

Make sure you know how to follow up with the recruiters you speak with. Get their contact information (name and email address) and make notes about what your next step is - whether that's applying for a position, signing up for an interview, or connecting with them on a site like LinkedIn.

You should plan to send a thank you note to the recruiters within 24 hours of the fair. In this note, you can reference details of the conversation you had and express excitement for the positions you plan to apply for.

If you are planning to apply for a position, you should plan to finalize your application within 48 hours of the fair. Even if the application deadline is still a few days away, it's important to apply while the recruiter still has your name and information fresh in their mind.

## PREPARE FOR YOUR INTERVIEW

Get ready for your interview with [Big Interview](#)! Simply record your response to any one of thousands of practice questions, and then get feedback from Big Interview's AI tool for areas you can improve, like eye contact, filler words, and pacing.