

CareerEco Virtual Career Fair Tips

Before the Fair:

Complete Your CareerEco Profile (www.careereco.com)

- Create your personal account by registering as an individual and confirming via email
- Build your profile by uploading your resume and any other application documents
- Update your personal details such as contact information and your school/degree information
- Modify your email and messaging preferences so employers may effectively contact you

Research Employer Information

- Research the employers that are attending through their CareerEco booth profiles, as well as on Handshake and their company websites, and make a list of those you are interested in
- Evaluate their recruitment preferences and view their open positions to understand if you meet baseline qualifications
- **Action Items:**
 - **Click the blue check mark next to a company's name in the CareerEco** event to show your interest in chatting with one of their representatives and learning more
 - **Monitor your CareerEco messages** to check if employers reach out to set up a specific time to one-on-one chat with you
- Prepare a few questions to discuss or ask company representatives on the day of the fair, type these out in advance and edit for grammar and understanding (so that you can paste these into a chat box during the fair)

Apply to Jobs & Internships

- View open positions in CareerEco and Handshake: Submit applications for roles on Handshake for full-time, part-time and/or internship interview opportunities
- Document/track your applications so you can reference the positions and opportunities to employers while speaking with them during the fair

During the Fair:

Maintain Professionalism

- Use headphones with a microphone if possible, and/or sit in a quiet, private space
- Dress in business attire and groom as though you were in-person
- Find a space this is well-lit with a simple, neutral background for video chats

Participate in Live [group] Chats with Employers

- Click the orange "Join Chat" button next to the name of the company with whom you wish to chat
- View all company representatives along the left column after you have joined an employer chat room
- Accept private, one-on-one chats with employers when invited via a yellow box request
- Request private, one-on-one chats with employers to show your interest
 - Have your self-introduction ready (see tip sheet on CPDC website: Prepare for a Career Event)
 - Be prepared to answer specific questions about your resume/skills/interest in company during these one-on-one chats

After the Fair:

- Send thank you, follow-up emails and LinkedIn invitations to relevant employer contacts within 24-48 hours following the fair
- Check email, CareerEco messages and Handshake notifications/messages to ensure you are not missing any employer communication
- Complete any necessary employer requests or action items, like sending a digital copy of your resume or applying to a specific job