

Participating in a [virtual career fair](#) is a new and exciting endeavor which allows the Hart School to provide opportunities for you to connect with employers despite the challenges presented by COVID-19.

WHAT TO EXPECT | A VIRTUAL CAREER FAIR

- ➔ Communicate with participating employers via video, audio, and chat.
- ➔ Attend virtual group meetings (info sessions) with employers (must register ahead of time).
- ➔ Attend virtual 1:1 meetings with employers (must register ahead of time).

PREPARATION | BEFORE THE FAIR

- ➔ Update your Handshake profile **AND** upload a current copy of your resume to Handshake.
- ➔ Register for the [Hart School's Career Fair](#) and sign up for **Group and 1:1 Sessions** with employers (find out how to do so [here](#)). Learn more information about these **Group and 1:1 Sessions** on the next page.
- ➔ Read through Handshake's [Student Guide for Virtual Career Fairs](#).



UPDATE YOUR RESUME!

Your resume is an essential tool for your job and/or internship search. Employers will see countless other students at the Fair, so your resume is a lasting representation of you and your experiences. Make sure your resume represents you well! Schedule an appointment with the Hart School's Professional Development & Employer Engagement Coordinator [HERE](#) and choose the "Resume Review" option.



PRACTICE INTERVIEWING | GET READY FOR YOUR 1:1 SESSIONS

Build your confidence and practice your communication skills before the Virtual Career Fair! JMU's University Career Center provides access to [InterviewStream](#) to conduct free, online practice interviews.



IDENTIFY & RESEARCH ORGANIZATIONS THAT INTEREST YOU

You won't have time to meet with every employer, so it's important to research who's attending and plan out which companies you'll prioritize. Want to impress? Prepare a list of questions to ask the recruiters you meet.

- ➔ Go to the [Career Fair page](#) on Handshake to see an updated list of registered employers.
- ➔ Register to attend information sessions and 1:1 meetings with recruiters from the organizations you would like to connect with at the Fair.
- ➔ Take time to visit with organizations you haven't yet considered. Employers are recruiting students who have skills and personalities that are a good fit for their organization and may have more opportunities available than are posted on Handshake - so take time to network and find out!



PREPARE YOUR ELEVATOR SPEECH

Be prepared to share a one-minute summary to introduce yourself to employers in a meaningful and effective manner. Include **where you are now** (your degree, program, year in college), **where you have been** (your career-related experience), and **where you are going** (your future goals). Share your interest in the organization and what you have to offer them. Want to stand out? Mention something relevant about their company that you learned as a result of your research. Learn more [HERE](#).



DRESS PROFESSIONALLY

Dress professionally, from head to toe, even though your computer's camera may not pick it up. You will act and feel more professional if you're dressed for the role. It's always better to be overdressed than underdressed! Find more professional dress tips (for virtual interviews) [here](#).



BRING TO THE VIRTUAL FAIR:

You'll want to have the following with you: A padfolio/folder to keep your resume and prepared list of questions organized; A paper copy of your resume (to refer to during the interview); A list of organizations, notes, and questions; A pen (for taking notes, etc.).

IMPLEMENTATION | AT THE FAIR



GROUP SESSIONS (LEARN HOW TO REGISTER FOR GROUP SESSIONS [HERE](#))

Group sessions exist so employers can convey general information about their organization to large numbers of students at one time. Ask employers questions (in the chat feature) that are relevant to the entire group:

- ➔ What is your application and interview process?
- ➔ Do you offer internships? **OR** What kind of entry-level positions exist within your company?
- ➔ What traits are important for success in your company?



1:1 MEETINGS | MAKE A CONNECTION (LEARN HOW TO REGISTER FOR 1:1 SESSIONS [HERE](#))

The purpose of 1:1 sessions is to allow you to connect individually with recruiters (10 minutes). First impressions are important, so present yourself in a professional manner and showcase your knowledge of their organization. Your goal is to demonstrate confidence, competence, and interest in their organization.

- ➔ Use your elevator speech when introducing yourself, maintain good eye contact, and offer to email recruiters a copy of your resume.
- ➔ Use your time to ask questions that are relevant to you and your situation. Ex: "I want to get involved in XYZ aspect of the industry - is there a path for me to reach my goal within your company?"



COMPLETE THE CONNECTION

- ➔ Thank the recruiter for talking with you about their organization's opportunities; ask for the recruiter's email address.

FOLLOW UP | AFTER THE FAIR



RECONNECT

Send a thank you email to the recruiter you spoke with, thanking them for their time and information they gave you. Restate your interest in their organization.



TRACK JOB LEADS

Consider developing some sort of system for keeping track of all the recruiters and potential job leads. An Excel document is a great way to organize names, email addresses and websites!



Preparation takes time! Don't assume you can fully prepare the night before.

Visit the following websites for resources and event details:

<https://www.jmu.edu/hartschool/caps/career-fairs/index.shtml> & <http://www.jmu.edu/career>