Virtual Job Fair Student Preparation Checklist

The Virtual Job Fair Experience

STEP ONE: Understanding the Handshake Virtual Career Fair

1. A virtual fair will provide a different experience than previously hosted in-person job fairs. Key differences with the virtual fair are the requirements that you must register to participate in the fair which allows you to schedule individual, private 1 on 1 sessions as well as group sessions hosted by employers.

   □ What is a 1 on 1? You will have 10 minutes to talk with a representative from an organization. You can only register with one representative per organization, so you want to prep as much as possible before you meet (more on that later!).

   □ What is a group session? You will join other students (similar to a Zoom class) and have 30 minutes with one or more representatives of an organization to learn about the topic of the session.

   □ Focus on the positives of this: No waiting in lines, no stress entering a big room, and no more not knowing who to talk to or who will be there. You also have the ability to set your schedule. You get to pick who and how many people you want to talk to.

STEP TWO: Registering for the Virtual Fair – DO THIS BY 9/22/2020

2. You must register for any Virtual Career Fair to participate in either 1 on 1 or group sessions.

   □ Navigate to the Events tab in Handshake (top menu bar in desktop version)

   □ Select either Career Fair or Virtual to find upcoming Virtual Career Fairs

       • You can filter by Temple University to find Temple University hosted fairs

   □ Select the Virtual Fair that you wish to join and click Register

       • If you see “Not qualified to join” this could mean that this fair is not open to your major and/or the student registration is not yet open for this fair

       • You may email the contact on the fair if you are interested but are not qualified to join

   □ You can refer to Handshake’s Guide to Attending a Virtual Fair for more details

***If you have questions you can reach out to Kelsey Craig at kelsey.craig@temple.edu

STEP THREE: Creating Your “Day Of” Schedule – ONGOING BUT START THIS BY 9/25/2020

3. You can create your own custom schedule with organizations that interest you:

   □ Select Available Sessions from the Virtual Fair tab (below title and date/time)

   □ Once you identify an organization you want to meet with, you will see options to schedule either a group session and/or 1 on 1 sessions

       • It is possible you will see an organization in the employer list and they will not have any sessions available to schedule. This could be for multiple reasons – check back regularly so you don’t miss an opportunity to schedule with them!

       • You can only schedule ONE 1 on 1 session with each organization

   □ Select which session(s) you’d like on your schedule!

       • When selecting a Group Session, you will just be asked to review the details and Confirm

       • When selecting a 1 on 1 Session, you will be asked to select from the available times and then Confirm.

       • PLEASE NOTE: You may be prompted to adjust your Handshake Profile Privacy Settings – we recommend you make your profile visible to “Community” as you will need this to sign up and attend any Group Sessions. If you change your profile privacy settings between the time of creating your schedule and participating in a session, it is possible your schedule will be altered.

   □ You can refer to how to create and manage your schedule on Handshake for more details
Preparation Is Key!

STEP ONE: Update and Confirm Your Handshake Profile – DO THIS BY 9/25/2020

1. Recruiters use profile fields to find students to invite to their sessions. Don’t let an incomplete or out-of-date profile keep you from getting discovered by recruiters!
   - Graduation date, school year, major, GPA (some of this you cannot change)
   - Work authorization
   - Courses and skills
   - ANY previous work experiences (including part time that may not be relevant)
   - Upload your most current resume
   - Complete Career Interests: select the job types, locations, and roles that interest you, so recruiters know which jobs and internships are a good fit for you.

STEP TWO: Check-out the Virtual Job Fair Employer List – DO THIS BY 9/25/2020

2. View the “Career fair details” tab to see the full list of employers who are hosting sessions.
   - Click through each employer’s Handshake page to learn more about them and read reviews from other students.
   - Sign up early for sessions with the employers you like so you’re guaranteed a spot.

STEP THREE: Research The Employers You’ll Meet With – DO THIS BY 9/27/2020

3. Go beyond an Employer Handshake Profile.
   - Check out their company website and search online for recent news articles and other relevant information.
   - Use what you find to help create questions for during group sessions and conversations during 1:1’s

4. Prepare a few talking points, such as the company’s mission or vision and how it is something that aligns with you and your goals.

STEP FOUR: Create and Practice Your “Elevator Pitch” – DO THIS BY 9/28/2020

4. Employers that you meet will want to learn more about you
   - Prepare a short overview about your background, studies, and career goals.
   - Practice with a friend or family member so you’re ready when it’s time to introduce yourself to a recruiter.

***You have less than 10 minutes to impress them!

STEP FIVE: Check Your Tech – DO THIS BY 9/29/2020

5. Virtual Fair = Possible Technology Issues
   - Review this video requirements & troubleshooting guide from Handshake on what you can do before the big day to be as ready as possible!
   - How will you respond to a tech challenge the day of the fair – we all know it can happen so how will you manage?
     - We recommend using the available chat feature in both group and 1:1 sessions to notify employers of any challenges.

Day of the Virtual Fair

STEP ONE: Dress Professionally

1. Ditch the sweats for the career fair! Fix the hair and ditch the hat!
   - Dressing up a bit will make a good first impression with recruiters and employees. Plus, wearing your favorite polished outfit will help boost your confidence for the event!
STEP TWO: Confirm Your Schedule
2. Are there any new employers to meet with? Were any of your sessions cancelled?
   - Employers can add a schedule up to the day of the event and you can schedule with an employer up to 10 minutes prior to the session! Don’t miss out on meeting with someone new!
   - Check your email AND Handshake messages for any last-minute changes in your schedule – sometimes employers get sick (they’re human, too!) – reschedule any changes if possible
   ***MAKE SURE YOU SHOW UP TO EVERYTHING YOU HAVE SCHEDULED!!!! This is important because employers know who they are supposed to talk with. Being a No Show will most likely kill your future chance with the company and leaves a bad mark on all Temple students

STEP THREE: Find a Quiet Spot with a Neutral Background
3. Try to limit potential distractions for yourself and for the recruiters.
   - Where will you sit during your sessions? Notify your family/housemates that you are participating in this event.
   - What is behind you? There is NO virtual background option on the Handshake platform – the employer will see whatever is behind you.

STEP FOUR: Arrive on time
4. Being on time shows the recruiter or employee ambassador that you’re dependable and respectful of their time as well.
   - Be mindful when creating your schedule. It is possible that 1:1 and/or group sessions could run over their allotted time! It’s okay to tell an employer you need to go – it’s possible they do, too!

STEP FIVE: Joining a Session
5. You must join each 1 on 1 and group session through Handshake
   - Navigate to the Your Sessions tab in the Virtual Fair
   - Beside the session you are scheduled to join, select the Launch video button (you can join up to 5 minutes before the session start time)
     - Group sessions may Handshake OR a third party platform preferred by the employer
       - If hosted through Handshake, a prompt will appear with next steps to complete to successfully join the session – this could include allowing Handshake access to your microphone and camera.
       - If hosted through a third party platform, the link will open to the employers preferred platform.
   - If you have technical during either a 1 on 1 Session or Group Session, you can report this issue to Handshake using their “Report a Problem” feature which creates a help ticket to Handshake’s support service.
     - We recommend you communicate any technical issues to the employers during a 1 on 1 to keep them in the loop
   - You can refer to Handshake’s Participating in a Virtual Fair article here for more details

STEP SIX: Eye Contact and Body Language
6. Maintain eye contact and practice active listening
   - Think about how you would behave if this were in-person – smiling and nodding occasionally are great ways to show engagement in the conversation!
   - Try to limit distractions around you so that you’re not tempted to look away from your computer screen.
STEP SEVEN: Ask Questions!

7. Bring a list of prepared questions for each session.
   - Preparing several questions will help you in case one or more of the questions are answered early by the employer.
   - Have a pen and paper with you so you can jot down new questions you may think about during the conversation AND to jot down their answers!
   - It’s okay and encouraged to ask employers the best way to follow up with them – email, LinkedIn, etc..!

After the Virtual Fair

STEP ONE: Follow Up With Employers

1. Reaching out to an employer after a fair shows your enthusiasm for the position or experience you discussed
   - Connect with the employer(s) on LinkedIn and include a “Note” about your conversation at the job fair
     - Example follow up communication: Dear Employer, I spoke with you at the Temple U. College of Science and Technology Job Fair on 10/2/20 and I wanted to connect with you on LinkedIn to stay in touch. I have applied for the position we discussed and look forward to hearing from you soon!

STEP TWO: View and Apply to Open Jobs or Internships (if you haven’t already)

2. Keep the momentum going from your meetings with employers.
   - Check out their page on Handshake to see current jobs and internships. Recruiters are logging into Handshake daily to find students for open jobs—so it’s the best place to apply! If you’re not ready to apply yet, save the jobs you like so you’ll get notifications to apply before the deadlines. Find tips for applying to jobs on Handshake here.