TIPS TO EXCEL AT THE VIRTUAL CAREER FAIR

Career Services wants to help you excel at making connections and finding job and internship opportunities. This semester we will be hosting 6 targeted career fairs via **EagleCareerNet** at https://morehead-csm.symplicity.com/ students/app/career-fairs/upcoming. Just select the fairs you wish to attend and click "Attend" to RSVP. Many of the tips you have seen for in-person career fairs still apply. However, to prepare for video chats with employers, we have these helpful tips to make your virtual career fair a success.

TIPS:

1. **RESEARCH**
   Research in advance the employers who will be in attendance, their profiles, and jobs that they are offering. Use that research to create a prioritized list of companies with whom you would like to speak, so you know exactly which employer lines to get into when the virtual career fair opens. You can do this by clicking the star icon next to an employer's profile. This will add them to the top of the employer list on the day of the fair.

2. **TEST OUT TECHNOLOGY BEFORE HAND**
   Since you will likely be in a video chat with an employer, it's important to test out your technology. For the best experience at the fair, you will need a steady and reliable Wi-Fi or internet connection with download and upload speeds to support video chats. Consider using a laptop or desktop that is resting on a stable desk or table. Please note that employers will be using many different platforms for their video chats: Zoom, WebEx, Microsoft Teams, etc.

3. **SELECT A NON-DISTRACTING LOCATION**
   Remember to quickly scan your surroundings to make sure that things are orderly. Consider finding a quiet place where you can concentrate and not be disturbed. Consider your lighting. If there is a bright light behind you, your face will not show up well on camera.

4. **DRESS APPROPRIATELY**
   Since a virtual career fair enables employers to see you on camera, professional attire will help you to make a good first impression. We advise dressing as if you were attending an in-person interview. Try to stay away from T-shirts with logos, ripped clothes, or tops that reveal too much. Your goal is to have the employer to focus on you as a person and not to be distracted by what you are wearing.

5. **PREPARE AN INTRODUCTION**
   To improve your confidence going into a call with a recruiter, prepare and practice a brief introduction about your education, skills, and future goals.

6. **HAVE YOUR RESUME ON HAND**
   Employers may ask to view your Resume so keep an underlined updated resume on your desktop to share with recruiters or upload the resume to your career fair chat profile in Eagle CareerNet prior to the event so that employers have access to view it.

7. **TAKE NOTES**
   When you have finished a video chat with an employer, make sure to take notes. You may talk to many companies over the course of the fair, and you will want to remember specific information about each employer for follow up after the fair.

8. **SEND A THANK YOU**
   Send thank you emails to all the individuals that you made contact with and thank them for their time.

WE LOOK FORWARD TO SEEING YOU VIRTUALLY AT THE FAIRS !

EXPLORE. CONNECT. EXPERIENCE. SUCCEED!