

Virtual Job Fair Tips

- Be sure your software username and profile picture are appropriate for interviews
- Make sure your software and equipment (webcam, microphone, speakers, etc.) are connected and working properly
 - Set your camera at eye level and frame yourself from just below your shoulders to the top of your head
 - Choose appropriate backdrop
 - Remove inappropriate or distracting items
 - Be aware of lighting, adjust so your face can be seen clearly
- Find a quiet location to sit in while participating
- Dress like you would for an in-person Job Fair or Interview
 - Make a good first impression
 - Make sure everything is neat, clean, and pressed
 - **DO NOT** wear a t-shirt and pajama pants
- Update your resume beforehand
 - Showcase the skills you have to offer an employer
 - Tailor it to the type of job you are looking for
 - Have a digital copy available to provide to employers
- Look at the list of employers in advance
 - Look at the companies' websites
 - Prepare questions you can ask employer
- Make notes
 - Discuss how to follow up, where to apply for a position, and/or set up an interview

- Have a pen and paper with you (or Word document open) to take notes
- Display confidence, enthusiasm, and ability to think/speak “on your feet”
 - Be polite at all times
 - Practice what you will say, consider basic questions you might be asked such as: “What type of job are you looking for?” or “What are your strengths/experience/training/qualifications for a specific job?”