



**Fall Virtual Career Fair      October 28, 10: a.m. - 3 p.m.**

## **During and After the Career Fair**

**Be Professional:** Plan ahead and wear workplace attire. Your virtual presence matters just as much as your in-person presence. Make sure that your background is clear of mess or distractions and that you won't be interrupted. Be attentive to invitations to chat with the employer and be ready to introduce yourself.

**Show Interest:** Make sure to be engaging. Do this by looking at the camera when you speak rather than the person you are speaking to. It is equally as important to show yourself to be a good listener; lean forward and make sure to smile. The employers can set a timer in the *Symplicity* platform being used for the fair, so be respectful of their time when they say they need to meet with the next student.

**Ask Questions:** This is an opportunity for you to get to know the employer and for them to get to know you. Examples of questions you may want to ask are: how has COVID-19 affected the work environment at your company? What roles will you be hiring for in the next few months? What skills do you look for most in a candidate? What is the job application process?

**Take Notes:** Write down important information to help you keep track of who you have talked to, and where to find them. You will also be able to take notes on the *Symplicity* platform and refer to them later.

**Follow-up:** Keep in touch after the fair by sending a thank-you email. Reference a specific point from the conversation with them based on your notes and/or connect with them on LinkedIn!

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