

## Tips for the best experience at a **Virtual Fair**



the new career ecosystem

## Career Fair

#### **RSVP USING THE LINK BELOW**

Once registered, you can visit the career fair site to learn more about the employers and view their scheduled events for the day.

### https://bit.ly/2AIT7zw

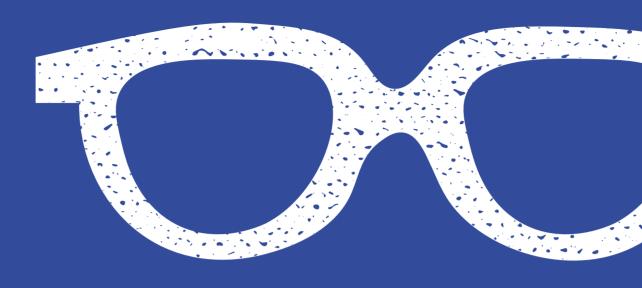
ASSOCIATION of **Jesuit**Colleges

## AJCU CAREER FAIR

The Association of Jesuit Colleges and Universities (AJCU) invites the Class of 2020 to our Virtual Career Consortium! The event is open exclusively to any recent graduate from a Jesuit college or university. This virtual career fair is a unique opportunity for graduates of Jesuit schools to meet with a large and diverse group of employers offering full-time job opportunities.

The fair will be hosted on CareerEco, schools participating include:

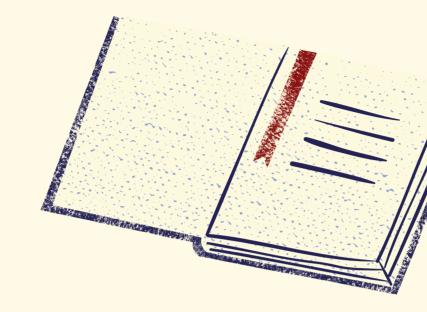




## MAKE SURE TO REVIEW

Get familiar with the fair platform You can take an overview video tour of the CareerEco system here: <u>https://player.vimeo.com/video/106122434</u>

This overview takes you through everything from how employer chat rooms work, to how to upload documents to your CareerEco profile.



## Set an agenda.

#### **Research participating organizations**

After registering, take some time to review the organizations attending the career fair. Learn about the companies and think of questions you'll want to ask. You can look companies up on Handshake to learn more about the specific positions they have available. You can also mark your interest in a company by clicking the "interest" checkbox on the CareerEco site. This will notify the company that you are interested in speaking with them.

#### Practice your elevator pitch

How will you introduce yourself? Why are you interested in the company? What types of positions are you seeking? You'll want to spend some time thinking about questions like these so you're ready to answer them without hesitation when the time comes. Your well-thought-out responses could impress a recruiter and allow you to stand out from the crowd of applicants.



# Check if your systems are working.

You'll want to make sure your device is capable of supporting you in the virtual career fair. For the fair, CareerEco recommends using **Firefox or Google Chrome as your browser**. You may also want headphones if you cannot attend from a quiet, private location.

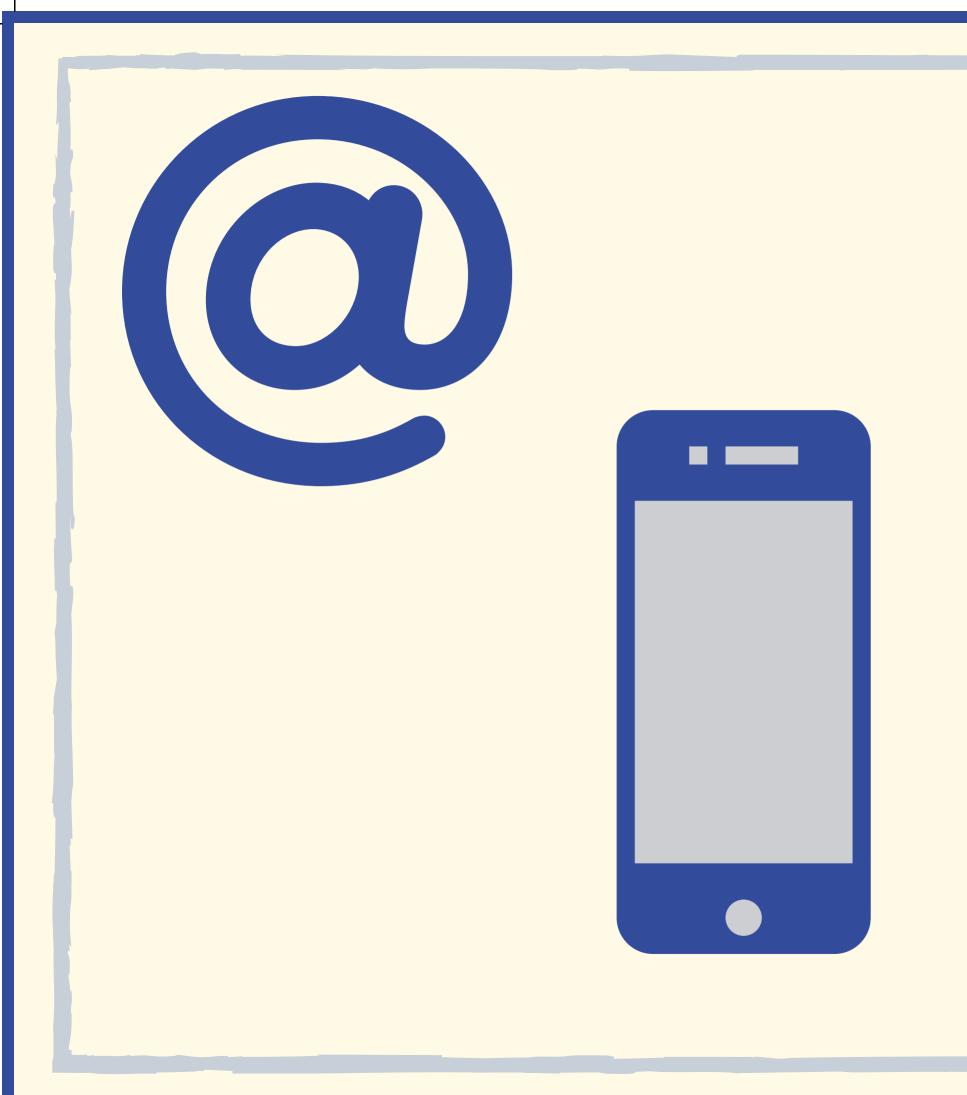
# Give your full attention.



Attend from a distraction-free environment Make sure you plan out where you'll be attending the virtual career fair from. A quiet location is ideal so you can focus all your attention on interacting with recruiters.

Don't be afraid to put yourself out there At virtual career fairs, it's all the more important to exert yourself to make connections. Once an employer engages you in a chat, make sure you introduce yourself and ask questions about the organization and open positions. Attendees must present themselves to employers and feel confident doing so.

Use clear, professional business communication Being a virtual career fair, much of your communication will be done through written interactions in the chat function of the platform. You'll want to demonstrate articulate written communication by having great grammar and appropriate spelling.



Ask for next steps and contact information When talking to recruiters at the career fair, don't hesitate to be forward and offer to send a copy of your resume! You also can ask about the next steps in the process—whether that means getting in touch with human resources, filling out a job application or sitting down for a formal interview.

Before parting ways with a recruiter, be sure to take down their contact information. Some employers may have it uploaded and accessible within the virtual career fair platform. If not, ask how you can stay in touch. You'll need this information for following up after the virtual career fair.



## Make sure you follow-up

Reach out to the connections you made at the career fair. Thank them each individually for their time and personalize these thank you notes. This is also a time to further express your interest in the company! You may also want to send them your resume if you haven't already, along with your portfolio or work samples if you have any. You can also stay in touch by adding the recruiter on LinkedIn and sending them a message there.

