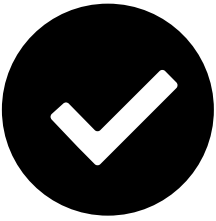


VIRTUAL JOB FAIR CHECKLIST

Prepare. Explore. Connect.



2 WEEKS BEFORE THE FAIR

- Log into Handshake to RSVP for the Fair and sign up for any available info sessions with employers you are interested in (make sure to check back as more employers add sessions)
- Research employers
- Brainstorm potential questions
- Attend workshops to prepare for the fair for example:
 - Career Fair Prep Workshop, Resume Workshop, Networking Workshop, Interview Workshop
- Attend any pre-fair virtual events employers might host



1 WEEK BEFORE THE FAIR

- Get your resume reviewed by your Career & Internship Advisor by making an appointment or attending drop-in hours
- Attend the Job Fair Prep Day event
- Check for any open sessions to fill out your schedule



1 DAY BEFORE THE FAIR

- Confirm your schedule in Handshake
- Test your computer's video & audio
- Make sure your background is appropriate and not distracting



DAY OF THE FAIR

- Have a printed resume in front of you
- Be camera ready! Wear your career fair attire, check your camera angle and lighting
- Ensure you're on time for each meeting you have scheduled with an employer
- Limit your distractions – close the door, put up the pets, and put your phone on silent



AFTER THE FAIR

- Send thank you notes to employers you interacted with, especially those you are interested in
- “Follow” employers in Handshake to get alerts
- Follow through on any promises you made to employers (applying for a position, connecting with them on LinkedIn, etc.)
- Reflect on how your experience in the virtual fair was
 - What did you do that worked really well?
 - What would you do differently next time?
- RSVP for the next virtual fair in Handshake



**KENNESAW STATE
UNIVERSITY**
DIVISION OF ENROLLMENT SERVICES
Career Planning and Development