Virtual Job Fair Prep Tips

GENERAL INFORMATION
You will interact with companies on CareerEco in five major ways:

- **Your Profile**: When registering, you will create a profile that includes your resume. This can be viewed by employers before, during, and after the Fair. **Plan to register early** to get more exposure to companies.
- **Indicating Interest in Companies**: Take some time before the Fair to check the "Interest" box by companies you want to talk to. Employers will see that you have indicated interest in them.
- **Group Chats**: During the Fair, you will enter group chat rooms with individual companies and have a chance to ask questions and interact with representatives. Group chats will be primarily text-based and you can be in two group chat rooms at one time. Prepare what you will say in advance so you can copy/paste information into the chat.
- **Individual Chats**: Employers can initiate an individual chat with you during the Fair. Chats can be in text or video format depending on the company's preference. Some companies will allow you to initiate private text chats with them as well.
- **Job Postings**: If a company has jobs listed on CareerEco or **Job Grid**, apply before the Fair to get a step ahead.

BEFORE THE FAIR

- **Register for BOTH days if the Fair is a two-day event**. Once fully registered, your home page should look like the image below.

![Image of CareerEco interface](image)

- **Perfect your resume**: For a virtual fair, it is absolutely essential for your resume to be in top form. Use the [recommended engineering resume format](#) and [tips sheet](#) to get your resume started or updated. Once you have a strong draft, get a virtual critique by emailing your resume to [coe.careers.critiques@ttu.edu](mailto:coe.careers.critiques@ttu.edu) in a Word doc (.doc/.docx) format.
• **Research the companies and write down talking points:** Just like a normal Job Fair, regularly view the list of companies attending and do research on those that hire your major and/or those that interest you. Create a spreadsheet and type out your answers to the following questions for any target companies. A brief introduction of yourself (name, major, classification/grad year) plus the answers to these questions are what you will copy/paste as an introduction and follow-up questions.
  
  - Why are you interested in talking to this specific company?
  - Why are you a potential good hire for them?
  - What questions do you have for them?

• **Prepare informed questions for each company:** Be sure to show your research by asking informed questions about their company. It’s also great to ask about next steps and the best way to follow-up.

• **Have your paperwork in order:** Save your resume and an unofficial copy of your transcript in an easily accessible location on your computer. You should also save your prepared introductions for each company in a format that is easy to copy/paste.

• **Test your internet and video connection:** Although you can text chat on a phone or tablet, you must use a desktop or laptop for video chats. Use Chrome (preferred) or Firefox for video chats and ensure you have a strong connection. Ethernet cables are strongly advised over Wi-Fi connections.

• **Prepare your background and lighting:** To prepare for video chats, set up your camera where you can look into it with an even lighting on your face and neutral background behind you.

**DURING THE FAIR**

• **Stay organized:** As you talk to companies, keep a spreadsheet or word doc where you can add information like representative names, answers to your questions, instructions for next steps, etc.

• **Use clear, professional business communication:** Slang, emojis, poor grammar, and text lingo are not considered acceptable. Use complete sentences and check your spelling and grammar before hitting send. For text chats, type out your introductions and questions so you can proofread them in advance and be ready to copy/paste.

• **Find a quiet space and limit distractions:** Silence your phone and try to limit any distractions and interruptions while you are chatting with representatives. If you might have background noise during video chats, connect with headphones or mute yourself when you are listening.

• **Be aware of non-verbals:** Mimic an in-person Fair during video chats. Smile, make eye contact (i.e. look into the camera when possible), and sit up straight but relaxed.

• **Dress appropriately:** In case you video chat with an employer, you will want to be professionally dressed. Plan to wear what you would for an in-person Job Fair or professional interview.

**AFTER THE FAIR**

• **Follow instructions and send thank you notes:** If an employer asks you to do something (e.g. apply online), make sure you do so. You can also try connecting with representatives on LinkedIn and sending thank you notes to anyone you speak with when possible.

For questions before the Fair, email **coe.careers@ttu.edu**. During Job Fair, visit the Whitacre College of Engineering chat room on CareerEco to ask questions!