Prepare for Virtual Fair Checklist

Career Fair registration is now open in Handshake!

Pre-Fair
- **Register for the fair** and put the date in your calendar
- **Get your Resume Critiqued** by the Career Center (we have daily Career Labs for this!)
- Upload your Resume as a Public Document on Handshake; have your Profile Visibility set to Community
- **Complete/Update your Handshake Profile:** pay special attention to Job Role Type, Location Preference, and Job Type
- **Build your Schedule** by signing up for Group Sessions and 1-on-1s as soon as you register!
- **Attend Prepare for the Fair** virtual training on Friday, September 16th at 12pm
- **Practice your elevator pitch** to prepare for your one-on-ones

Day-Of
- **Dress the part**
- **Check your tech**
- Join sessions **on time.** Don't waste the employers’ time!
- **Add in sessions** if your schedule allows
- **Get contact information** from employers you meet

Post-Fair
- **Send thank you emails!** Thank the reps for their time, ask about next steps, and
- **Apply for opportunities.** If you've applied for an opening let them know... keep the momentum going!

PLEASE NOTE: THESE ARE RECOMMENDATIONS NOT REQUIREMENTS