



How to Prepare for a Handshake Virtual Career Fair

Tips for the 2021 Tri-College Diversity Career Expo: Inclusion@Work

Can I register in advance?

Yes, you may sign up for group sessions (30 minutes) and/or 1:1 chats (10 minutes) in advance. You can only attend the sessions and chats for which you are registered. Registration closes when a session reaches capacity.

Can I sign-up at the last minute?

Yes, you may sign up for Information Sessions and 1:1 chats on the day of the event. If you suddenly become available, stop by and see what sessions are still available!

Do I have to be at the fair the whole time?

No, you only need to attend during the times you have signed up. Register in Handshake and then review the fair by picking and choosing organizations that are offering 30-minute Information Sessions and/or 10 minute 1:1 chats. Pick and choose and stay as long as you like!

Do I need special technology to participate?

[See Handshake Video Requirements & Troubleshooting \(Students\)](#)

Tips on Using a Virtual Platform

- We recommend business casual attire for this online event as you will be participating in video group sessions and 1:1 chats.
- Prepare a plain background behind you before turning your video on. If you prefer, you can use a virtual background (for example, a scene from your campus). Enabling your video will show the hiring employer you are interested and engaged!
- Add your preferred first and last name as well as pronouns when you enter, e.g. Alice Paul '22, Your College (she/her).
- Set your camera at eye level and look into the camera during your session. Avoid multi-tasking during your session to help you stay focused and engaged! Your camera should be still - place the laptop/computer/phone on a table so it will not jostle.
- If you are in an employer session with multiple participants, stay on mute until you speak. Of course, be sure to unmute during the 1:1 chats.

BEFORE THE FAIR: WHAT CAN I DO IN ADVANCE TO PREPARE?

- 🔗 Practice and prepare a 30-second elevator pitch/introduction. Employers are attending the fair because they want to meet you!
- 🔗 Update your resume. Upload it to Handshake so that attending employers can see it (PDF format recommended). You can have your resume reviewed in advance by making an appointment at your Career Center.



BEFORE THE FAIR: WHAT CAN I DO IN ADVANCE TO PREPARE (continued)?

- ❑ Research the attending organizations. This will help you decide which organization(s) you would like to meet at the fair. For example, - read their employer profile in Handshake. Check out their reviews. Access their website and Careers page
- ❑ Outline some questions that you would like to ask employers about their company, culture and available positions.
- ❑ Check out [“Guide to Assessing Diversity, Equity, and Inclusion Minded Workplaces”](#) on the Haverford College website.
- ❑ Make an appointment to speak with a Career Counselor at your school to prepare and practice before the event.

DURING THE FAIR: WHAT SHOULD I DO IF HAVE A LAST MINUTE QUESTION DURING THE EVENT?

- ❑ We are available! We are offering an open zoom link for you to drop in with any questions. Stop in if you need help or want to practice your elevator pitch. The link is available in Handshake- All of your questions are welcome!

AFTER THE FAIR: WHAT SHOULD I DO AFTER THE FAIR IS OVER?

- ❑ Write thank you emails within 24 hours to the recruiters you met, especially for opportunities that you are interested in pursuing in the future. Reiterate your interest and highlight something you learned from the group session or 1:1 chat.
- ❑ Keep record of your contacts
- ❑ If interested in applying for their positions, follow their directions on how to apply within a timely manner

Below are resources with additional advice including a pre-recorded workshop:

[Handshake's Guide to Attending a Virtual Fair](#)

[10 Tips for Preparing to Attend a Virtual Career Fair](#)

[View Handshake's recorded workshop on How to Rock a Virtual Fair](#)

SAMPLE NETWORKING QUESTIONS

- From my research about your organization, I learned that you value X. What type of skills are you looking for in applicants?
- How would you describe the company culture?
- What do you like most about working at your organization?
- What does growth and development look like at your organization for recent graduates?
- How would you describe a typical day for someone in the X role (mention the position for which you are considering applying)?
- Read about their [diversity programs](#) and ask follow-up questions. For example, what support do you provide to diverse employees during the first year on the job? Can you tell me more about any mentorship programs?
- What do you foresee will be the impact of your organization’s commitment to diversity over the next 5 years?