

# Virtual Career Fair Checklist

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## Preparation

August-Early  
October

- ☐ Update and get your résumé reviewed by a career advisor.
- ☐ Complete your Handshake profile.
- ☐ Write and practice your elevator pitch.
- ☐ Choose an outfit appropriate for a virtual professional setting.
- ☐ Read the *Student Guide to the Virtual Career Fair*.

## Registration

August-Early  
October

- ☐ Register for the Virtual Career Fair on Handshake.
- ☐ Sign up for 1:1 or group sessions with employers.
- ☐ Check Handshake for weekly updates.
- ☐ Review the list of companies frequently.
- ☐ Make sure to take breaks between sessions.

## Research

August-Early  
October

- ☐ Explore participating companies on Handshake.
- ☐ Research the company.
- ☐ Write some thoughtful questions per company.
- ☐ Follow the companies you're interested in on LinkedIn.

## Technology

### Testing

October 16

- ☐ Select a place where you are going to connect.
- ☐ Remember to look at the camera.
- ☐ Complete the Handshake Video Test.
- ☐ Test your camera and microphone.
- ☐ Contact Handshake support if you encounter any issues.

## Participation

October 17

- ☐ Send an email to employers if you decide to cancel.
- ☐ Review your schedule before the virtual career fair.
- ☐ Show up on time.
- ☐ Check the platform selected by the employer.
- ☐ Use the Virtual Help Room.
- ☐ Ask how to keep in touch with the employer.

## Follow UP

October 20-24

- ☐ Send a personalized thank-you note.
- ☐ Connect with employers on LinkedIn.
- ☐ Complete the survey the week after the event.
- ☐ Contact employers willing to meet with you after the virtual career fair.