

Virtual Career Fair Checklist

Fall 2026 Virtual Communications, Journalism, and Media Career Fair

Preparation

Aug – End of Sept

- ☐ Update and get your résumé reviewed by a career counselor.
- ☐ Complete your Handshake profile.
- ☐ Write and practice your pitch.
- ☐ Choose an outfit appropriate for a virtual professional setting.

Registration

Aug – Early Oct

- ☐ Register for the Virtual Career Fair on Handshake.
- ☐ Sign up for 1:1 and/or group sessions with employers.
- ☐ Check Handshake for weekly updates and new employers.
- ☐ Check back on the registered employer list often.
- ☐ Make sure to take breaks between sessions.

Research

Aug – Early Oct

- ☐ Explore participating companies on Handshake.
- ☐ Research the company.
- ☐ Prepare a few thoughtful questions for each company.
- ☐ Follow companies you're interested in on LinkedIn.

Technology Testing

Oct 8

- ☐ Download and use Google Chrome as your browser.
- ☐ Make sure your laptop is fully charged.
- ☐ Choose a quiet, well-lit place to connect.
- ☐ Remember to look at the camera.
- ☐ Complete the Handshake Video Test.
- ☐ Test your camera and microphone.

Day of the Career Fair

Oct 9

- ☐ Review your schedule before the virtual career fair.
- ☐ Show up on time.
- ☐ Check the platform selected by the employer.
- ☐ Collect the recruiter's name and contact information.
- ☐ Use the CDC Virtual Zoom Help Room.
- ☐ If you need to cancel a session last minute, immediately email the employer.

Follow Up

Oct 9 & After

- ☐ Send a personalized thank-you note.
- ☐ Connect with employers on LinkedIn.
- ☐ Stay in touch periodically.
- ☐ Read the Student Guide to the Virtual Career Fair.