



Fall 2020 Job, Internship & Volunteer Fair

9/30/30 11 am to 2 pm

We are VIRTUAL this year!

We're excited to host this event virtually through the Handshake platform for fall 2020. This fair is for all majors, years, and career interests. Students will have the option to attend 30-minute group sessions or 1:1 individual meetings with employers.

Why should you participate?

- Virtual recruiting is here to stay. In our current climate, employers are taking their interviewing online. There is no better time to start the process than at virtual career fairs. And you can do so using your own lap top in your own room!
- Feel comfortable approaching employers. You may feel nervous talking to recruiters so talking to employers in a career fair setting will give you the practice you need to feel comfortable. You'll get a chance to practice your Elevator Pitch, ask questions, and get information on employment opportunities.
- Learn about potential internship and career opportunities. In this environment, you'll be able to touch base with over 60 different organizations and ask questions about their hiring needs.
- Build your professional network. This can be a critical piece in landing your next job and by building your network, you'll make connections that help you in the future.
- Find a job or internship. While you won't interview at the Fair, you'll be able to present yourself to possible employers, talk about yourself and make a good impression. Afterward, apply for the opportunity then follow up with a thank you note, and you may end up with an interview. The more contacts you make, the better your chances will be and a virtual fair provides the context to make many connections.

Which employers will be here?

Check out the **list of employers** in Handshake for the most recent information. Research employers before the fair by logging into Handshake and checking out what they're hiring for.

How to register?

- Log into your Handshake account and click on "Events"
- Select "Career Fairs"
- Click on "Fall 2020 Job, Internship & Volunteer Fair"
- Click on "Register"
- **Click on "View Employer sessions" and sign up for group and 1:1 sessions**

How to Prepare?

- Look at this [How to Guide for Students](#) from Handshake. It explains how to locate fairs, register to attend, and sign up for employer sessions.
- [Video Requirements and Troubleshooting for Students](#)
- [Students Blog: 10 Tips for Attending a Virtual Career Fair](#)

Update your Handshake Profile

- Get your resume reviewed by the Career Development Center by uploading it to Handshake
- Make sure your reviewed resume is uploaded and added to your Handshake Profile
- Check out resume best practices and samples on [our website](#)

Find out which employers are attending

- Before the event, look up which employers will be attending by logging in your Handshake account
- Make a list of organizations that interest you by checking out the information they have on Handshake
- Consider adding other employers to your schedule. Many employers recruit students from all majors and look for skills and personality traits that match their organization.

Prepare a few talking points

- In 1:1 sessions, you'll only have a few minutes with each recruiter so take some time to prepare a statement about yourself
- Include your name, academic major and year as well as any co-curricular activities or outside experience. Also think about what opportunities the employer has and what you bring to the organization

Create your [Elevator Pitch using this guide](#).

Use [Big Interview](#) to practice and record yourself answering questions.

Prepare Questions to Ask

- Not only will employers ask you questions, but they'll want to hear from you as well
- Research the employers you want to talk to by visiting their website, searching for news updates, and industry articles. This demonstrates your interest in the employer so do your homework.

- Here are some suggested questions:
 - What career paths are available in your organization?
 - What does a typical day/week look like for someone in an entry level or internship role?
 - What is the hiring/interviewing process look like for college hires?
 - What is the office culture like?
 - What kind of training or mentoring does your organization offer?
- Don't read or memorize your questions because you want to maintain eye contact during your meeting.

On the Day of the Virtual Fair

Before the Fair

- Check our [Professional Dress Tips](#)
- Find a quiet spot with a neutral background
- Arrive on time

During the Fair

- Introduce yourself using your Elevator Pitch
- Maintain eye contact and practice active listening
- Answer questions
- Ask questions
- Ask for the recruiter's contact information and the best way to follow up
- Keep track of everyone you met and any potential job or internship leads

After the Fair

- View and apply to open jobs or internships on Handshake
- Send a follow up note to the recruiter

Questions?

- Schedule a virtual appointment through Handshake to meet with someone from the Career Development Center
- Attend [Virtual Drop In Hours](#) every day from 1 pm to 3 pm and ALL DAY on 9/29.
- Come to [Prepare for the Fair Day](#) on 9/24/20 from 11 am to 2 pm. The Career Development Center will be here to virtually help you register for your sessions and navigate the Fair
- Send us an email at cdc@wcupa.edu