



12 Tips to Prepare for the Virtual Job Fair

Prior to the event

1. **Research:** Knowing about an organization can help you to stand out, it shows initiative. Research gives you material to use in the conversations. It allows you to ask relevant questions about the organization and whether your background meets their role's criteria.
2. **Update Your Résumé:** Decide in which industries you are interested. Develop tailored resumé's for each and have them proofread. Have quick access to them during the event.
3. **Prepare:** Don't 'wing it'. Practice how you will introduce yourself and what knowledge, skills and attitudes you want to highlight. Don't read from a script. Make sure your profile on LinkedIn is polished and updated, have someone else review it. Clean up all other social media; have important talking points posted close by.
4. **Be tech ready:** Test your internet and video connections, choose a neutral background and familiarize yourself with the event technology. Request accommodations, if necessary. Turn off/mute all electronic distractions (e.g., phone ringer, app and computer notifications). Close other streaming software and files for high video speed on your device. Use a headset.
5. **Camera tips:** Don't sit in front of a bright source of light, like a window, or underneath an overhead light. Be aware of what shows up in your camera frame. Make sure your surroundings and background are clean and professional.
6. **Appearance:** Always dress professionally from head to toe. You never know when you may need to stand up. Wear colours that contrast with the background and avoid high-patterned prints and large jewellery.

During the event

7. **Etiquette:** Don't eat, chew gum, smoke or drink during the event, but have water on hand for in between sessions. Always enter chats/meetings with your mic off. At the end of each session make sure to turn your mic and camera off before doing or saying anything further.
8. **Avoid having any distractions:** Be aware of what the employer may see or hear. Inform anyone you live with that you will be unavailable. Remove pets from your space so that they don't distract you or the employer.
9. **Body language:** Display confident body language. Avoid fidgeting, limit hand gestures and make eye contact. Practice looking into the camera and not at your own image on the screen.
10. **Communication:** Use clear professional language. Be prepared to take notes and to send contact information for your references. Don't interrupt the employer, rephrase questions to ensure you understand. Don't use text talk or emojis in communications. Smiling will help you sound more confident.
11. **Ask for next steps:** Make a note of contact information and preferred method of communication.
12. **Follow up at the end:** Send thank-you notes, connect on LinkedIn and follow up on any suggestions they may have given.