

# MAKING THE MOST OF THE VIRTUAL JOB FAIR

Joining in SJSU Career Center job fairs is an excellent way to learn about internships and jobs directly from employers. To impress recruiters and build your chances of being invited to an interview after the fair, consider the following tips.

## WHAT'S A VIRTUAL FAIR?

Virtual fairs offer the chance to video chat with employers for about 10 minutes through the Handshake video conference system. Once you find the fair(s) that you'd like to attend, be sure to register for the fair. [Here's how!](#) Visit our [virtual fair webpage](#) for a listing of virtual fairs for Fall 2020, as well as additional tips and resources.

## BEFORE THE FAIR

1. [Find the right fair for you.](#)
2. [Register for the fair and schedule your sessions with employers.](#)
3. Research the employers by reviewing their profiles on Handshake, as well as their websites to be able to identify their mission, services, and open positions.
4. [Prepare your resume](#) and [conversation starter](#) (pages 7-8).
5. Ensure you have the right setup to support your audio (required) and video (optional). See [Handshake Video Requirements & Troubleshooting \(Students\)](#).
6. [Upload a resume to your profile.](#) *Pro Tip: When you upload your resume, be sure to save it as YourLastName\_FirstName\_Resume (e.g. Smith\_Jane\_Marketing Resume)*
7. [Practice your interview skills](#) using the [Big Interview](#) app before your interview.
8. If you cannot make your appointment times at the fair, please **cancel your session within 24 hours of the start time.** *We will block accounts for those students who no-show or do not cancel their appointments within the 24-hour period.*

## DAY OF THE FAIR

1. **Dress to impress.** Virtual or in-person, first impressions count! Studies show that people feel more confident when they dress in professional attire. Be mindful of how bright colors and jewelry may appear on camera. Review [pages 7-8 of our Interview Guide](#).
2. **Set up your virtual career studio.** Test your equipment (camera, audio, and internet connectivity equipment) to resolve any [technical issues](#). Find a quiet place, select a simple backdrop, and arrange good lighting.
3. **Log in 5 minutes early** and be sure to check your battery, internet connection, and audio/video tools. For the best experience, Chrome or Firefox browsers are recommended.
4. When your video chat begins:
  - **Keep your eyes on the camera**, not the image of the interviewer, so it appears you are looking in their eyes.
  - **Engage the recruiter** in a give-and-take chat around your fit for their position or organization.
  - **Be mindful of non-verbal cues.** Sit up straight, smile, express enthusiasm in your tone of voice, and lean in a bit to demonstrate interest and attentiveness.
5. At the end, **thank the recruiter** and share the most interesting aspects of their opportunity.
6. If the recruiter showed interest, **ask for a LinkedIn connection** or email to follow up.

## AFTER THE FAIR

1. **Follow up and send a thank-you email** within 24-48 hours to everyone who interviewed you to thank them for their time and reiterate your interest in the role and the unique strengths you could bring to the organization.
2. After accepting a job offer, **stop interviewing.** Instead, plan for success with your new employer.
3. If you do not receive a job offer, **continue checking job listings** in Handshake.

To learn how to register for the job fair(s), sign up for sessions, and more, view the [HANDSHAKE TUTORIAL](#).

At [sjsu.edu/careercenter](https://sjsu.edu/careercenter), find resources on researching employers, resume writing, interviewing, and more.