# VIRTUAL CAREER FAIR PREP CHECKLIST

*Things to complete before the career fair.*

- ☐ Find out what companies are attending the career fair by logging into JobCat and looking under events
- ☐ Respond that you are attending the event in JobCat (click RSVP).
- ☐ Research the companies you are interested in on LinkedIn, the company website, Google, etc.
- ☐ Come up with specific and detailed questions to ask the employer.
- ☐ Practice and refine your greeting and elevator pitch.
- ☐ Get your resume and LinkedIn profile ready (if you have one) and reach out to the CCPD for help if you need it.
- ☐ Upload your resume to JobCat once you have made sure it's up-to-date.
- ☐ Make sure your profile in JobCat is 100% up-to-date.
- ☐ Find a place to sit in the house with good lighting, quiet, plain background, and strong internet connection.
- ☐ Pick out your outfit and see how it looks via webcam.
- ☐ Add a reminder to your calendar to follow up with employers after the event.
- ☐ Have a notebook and pen ready to take notes and write down email addresses.

# VIRTUAL CAREER FAIR REMINDERS

*Things to remember the day of the career fair.*

- ☐ Test your internet connection and make sure you will not be interrupted by anything/anyone.
- ☐ Get settled by logging in early to the career fair.
- ☐ Make sure you have everything you need – pen, notepad, water, etc.
- ☐ Smile, look directly at the employer.
- ☐ Practice your elevator pitch one last time and review your resume to go over your skills.
- ☐ Have your questions written down to ask employers and review those beforehand.
- ☐ Ask for a LinkedIn profile or email address from the employers.
- ☐ Take notes so you can follow up on specific information.
- ☐ Send a thank you email to employers that you want to stay in touch with after the event.