

## Tips for Attending a Corporate Gray Virtual Job Fair

### BEFORE THE EVENT

- Visit the Job Fair event page on [Corporate Gray Online](#) to see the attending employers and register for the event
- Search and apply to the company jobs posted on Corporate Gray Online
- Research the companies by:
  - Exploring the lobby and booths
  - Viewing the company profiles and jobs on Corporate Gray Online
  - Reaching out to your LinkedIn connections at those companies
  - Reviewing the Employer Directory you receive a week before the event
  - Visiting the lobby of the event
- Prepare your questions and answers ahead of time to reference during the event
  - Commonly asked interview questions: Why are you interested in our company? What do you know about us? What type of work are you seeking? Which of your skills are you most interested in leveraging? How would you characterize your leadership style? What are your salary requirements? (a ballpark range) When are you available to start work?
  - Make a list of questions you will want to ask a company recruiter (generic & specific)

### DURING THE EVENT

- Dress for success in business attire, as the virtual text conversations can be changed to video
- Login to the event and go to the lobby
- Enter a company's booth from the lobby
- Text chat with recruiters in the booths
- Engage in video conversations if a recruiter requests it
- Be prepared to convey to recruiters the jobs you have applied for and why you are a good match
- Leave a note to recruiters in the booths letting them know which jobs are of interest to you

### AFTER THE EVENT

- Review your text conversations (transcripts are available to view after the event)
- Apply to jobs you learned about during the event
- Follow-up with recruiters
  - Reinforce your interest in their company with a well-written thank you email
  - Attach a tailored resume that maps your skills and experience to their requirements
  - Find the recruiter on LinkedIn and invite them to join your network -- Customize the invitation to remind them that you met at the Corporate Gray Virtual Job Fair

