

## Tips for Attending a Virtual Job Fair

### BEFORE THE EVENT

- Complete your registration on both [Corporate Gray Online](#) and [eCareerFairs](#)
- Login to your eCareerFairs account, add your photo, test your video
- Visit the event lobby – view company descriptions, jobs & booth attachments
- Preview booths -- See the recruiters who will be attending, and reach out to them on LinkedIn
- Search and apply to company jobs listed on the Corporate Gray Online [job fair page](#)
- Research the companies:
  - Explore the lobby and booths on eCareerFairs
  - Visit the job fair page on Corporate Gray Online
  - Reach out to your LinkedIn connections at those companies
  - Review the Employer Directory you receive a week before the event
- Prepare your questions and answers to copy and paste from 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

- Login to your eCareerFairs account and enter the event lobby
- Check for event invites from recruiters; accept invites to be taken to their queue
- Enter a company's booth
- Review the General Questions dialogue (visible to all, so keep it "general")
- Enter a recruiter's conversation queue (puts you in line for a private chat); return to lobby to enter other company booths and recruiter queues
- Engage in text chats when it is your turn in line (convey to recruiter the jobs you have applied for and why you are a good match; ask recruiter for their email)
- If no time to wait in line, leave your resume and a note to recruiters at the booth

### AFTER THE EVENT

- Review your conversations (transcripts are available to view and download)
- 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

