

CAREER CENTER FAIR



# How to Prepare for the Virtual Last Chance Job Fair

# What is a "virtual" career fair?

Let us help you understand the "virtual" career fair experience

A **virtual career fair** is an online event in which employers and job seekers each meet in a virtual environment to exchange information about job openings.



## ► Goals for Virtual Career Fair

- Network to build contacts/practice
- Gather information to explore careers
- Identify employers with jobs/internships in your field

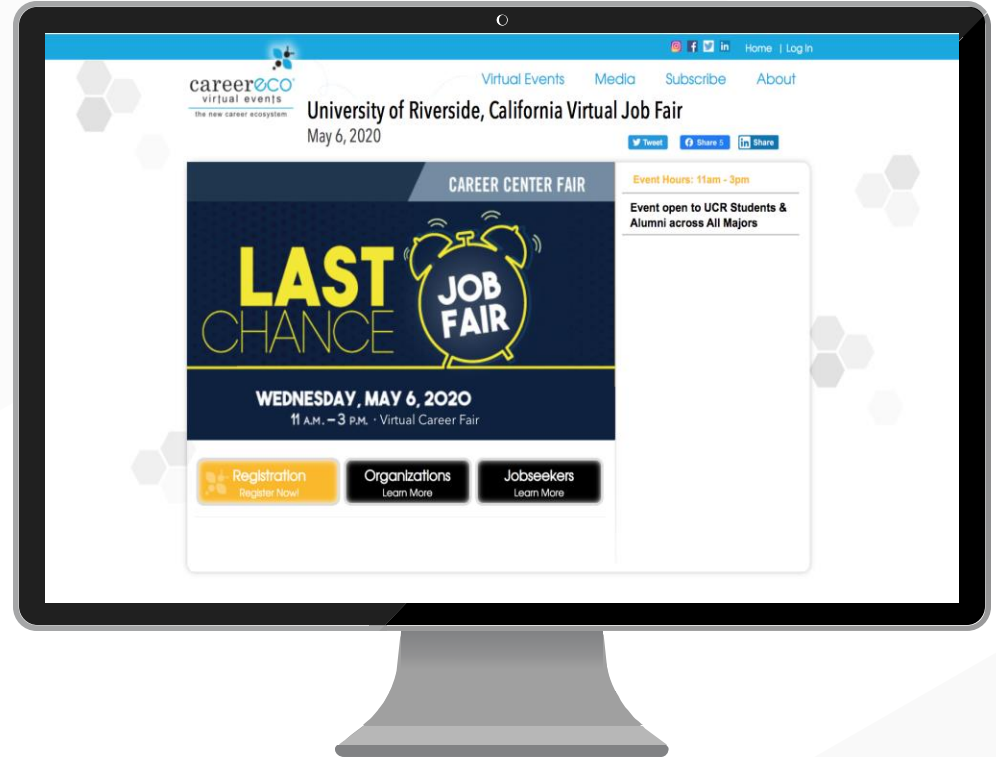
# Preparing for the **Last Chance Virtual Job Fair**

- You will be able to review the list of employers participating in the fair and the times for chatting.
- Research employers by visiting company websites.
- Use your research to rank the organizations in order of your interest to determine which organizations to chat with. This will help you make the best use of your time.
- Prepare a list of questions to ask employers.
  - Gain confidence by practicing your questions out loud.

# Registering for the virtual fair

[CLICK HERE](#)

To view the  
**Registration and Account  
Setup Tutorial** video



## FAQ from CareerEco

Use this **QR code** to review frequently asked questions





## ▶ Virtual Fair Breakdown



Register,  
upload your resume  
and RSVP at:  
[www.ucr.edu/lastchance](http://www.ucr.edu/lastchance)



Chat Rooms and  
Private Chats



Look for Jobs  
and Apply



Technology:  
Internet Access  
and Current  
Version of a Major  
Browser

A top-down view of a desk with a white laptop, a white keyboard, a pair of black-rimmed glasses, a black pen, and a white coffee cup with black coffee. A small green plant is in the top left corner.

# Virtual Fair **Logistics**

Use of Technology

Time & Type

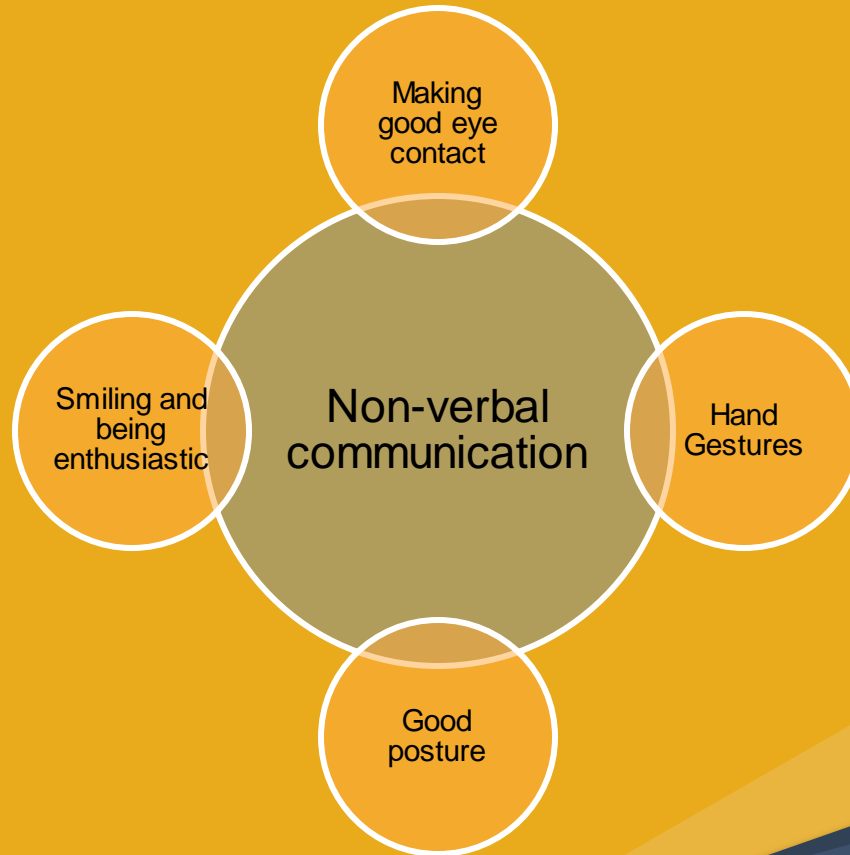
Environment

Look the Part

## Questions to ask yourself:

- Do I have access to a webcam and microphone if used?
- What time zone will the virtual fair take place in?
- Do I have a quiet and well lit space to participate in the virtual fair?
- Do I look professionally presentable?

# Communication Skills



## 30 Second Elevator Pitch

"Hello, my name is Frank.

I'm currently working towards a master's degree in Public History at UC Riverside. I saw on your website that [name of organization] has a graduate student internship program. I became interested in public history while interning as a curator at a local museum and was wondering if you could tell me more about the qualification and skills you are seeking for the internship program. "



# Navigating the Virtual Career Fair

*People on the other end*



Recruiters participating in the event are typically **NOT** Hiring Managers, they usually work in Personnel/Human Resources.



Everything you type in a chat room is a **reflection of who you** are.



Your **appearance** and attitude will help the recruiter determine if you will be a good fit within their team/company.

# ▶ Navigating the Virtual Career Fair

## Personality Matching Technique

### TIP 1

Mirror the personality of the person to whom you are speaking.

### TIP 2

Match the voice (tempo and pitch).

### TIP 3

Match the physical characteristics (facial expressions and posture).

### TIP 4

The recruiters are the faces and personalities of the company and are looking for candidates like themselves to represent the company mission, values, etc.

# Navigating the Virtual Career Fair

- ▶ **Negotiate:** If you see a company that you really want to work for, but they are not hiring for your field or area of interest....what can you do?



Approach the recruiter and ask: "Who should I contact in your company for a position in my field (ie. Computer programming)?"



You **MUST** get their name and phone number to follow up if they forward your resume to another department in the company.



Your main objective is to get the name and title of the primary contact within the company who hires in your field.

## ► What is a Private Chat?



- This is a mini-interview In advance, prepare a 30-60 second pitch about yourself.
- Know your resume!
- You can initiate a private chat with company representatives on the User
- List Review the previous messages posted to the Chat Rooms to read answers to prior questions



- Convince them you are a good fit with the company's needs (this is why you do research prior to the expo).
- Ask for contact information after the interview.
- Ask about next steps in the hiring process and take notes about recruiter comment and/or instructions.

# After the Virtual Fair

## Follow up soon after the fair

- Send a thank you note or e-mail to each recruiter with whom you met.
- Express your appreciation for the time and advice offered, let the recruiter know that you have completed anything he or she has asked you to do and reiterate your interest in the company.

## Next steps

- Apply online

► Here some helpful **QR Codes** to get you ready!

Use a QR code reader **-or-** cell phone camera to open these QR Codes



FAQ from CareerEco



Virtual Event Tutorial Video



Virtual Event Tutorial in PDF



# Thank You

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Good luck on your interviews! You are going to do great!