

# VIRTUAL CAREER FAIR TIPS

## For NoleNetwork Virtual Fairs

### Preparation

- **Log in** and **pre-register** to learn more about Employers and express your interest in them prior to the event day. **Pre-registering for virtual fairs is required.**
- Click on “Events” and then select “Career Fairs”. Scroll down the list to the event you want to attend and select register.
- The Chat Profile box will pop up. Verify that your updated resume is attached and your profile is accurate, then click save. You are now registered for the event.
- You can visit the event page to review the employer list, update your chat profile, or cancel your registration any time before the event.
- Before the event, be sure to prepare your “Elevator Pitch”, to tell employers about yourself and your career goals. If you would like to meet with a career advisor to help prepare for a career fair, register for drop-in advising or to meet with your career liaison [here](#).

### Video Chat with Employers

- On the day of the fair, join an employer’s wait list or queue by clicking on the speech bubble icon. You can join multiple queues at one time. Note the estimated wait times. To leave a queue, click the X and confirm.
- Your upcoming video chats will be visible to the right of your screen.
- When a recruiter is ready, you will receive a notification at the top of your screen prompting you to join the chat. The employer’s profile will also change to say “Ready to chat”.
- You will be directed to their chat instructions, which should contain a link to join the chatroom. Employers use their own video platforms. You can download the platform to your computer or open it in your web browser. If you have issues connecting with a recruiter, make sure you check the employer’s alternative instructions or their group chat if the option is provided.
- Your Video Chats page will provide summaries of all your chats, including who you spoke with and their contact information. You can also make notes about the chat, which will be helpful to use to write any follow-up information, or other useful information from the chat.

### Etiquette

- Always be professional, polite, and respectful.
- Make each interaction positive and utilize the same professionalism you would exhibit at any Career Fair.
- Choose a quiet location and make sure that your background looks professional. Use a virtual background if necessary.
- Dress professionally and minimize any distractions such as house mates, television, pets, etc.
- Be patient. There may be multiple students in the queue ahead of you but the recruiter will likely be with you shortly.

### Tutorial

For more detailed instructions with screenshots see [PDF tutorial](#).