



UNIVERSITY OF
NOTRE DAME

MERUELO FAMILY CENTER FOR CAREER DEVELOPMENT

Preparing for the Fall 2020 Virtual Career Fair



Session Overview

- **Accessing the Fair via Handshake**
- **Preparation**
- **Execution**

Accessing the Fair via Handshake



- It is estimated that over 90% of college career fairs this Fall will be virtual
- Virtual career fairs could even become the norm going forward

Advantages:

- No more waiting in long lines
- Networking can be more targeted

Employers are able to host two types of sessions to interact with students:

- Group Sessions:
 - 30 minutes each
 - multiple students can attend
- 1:1 Sessions:
 - 10 minutes each
 - one student and one employer representative can attend

VIRTUAL FAIR

REGISTRATION



Search

Jobs Events Q&A Students

Messages Career Center

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CAREER
DEVELOPMENT

Virtual career fair

Notre Dame 2020 Virtual Fall Career Fair

Tue September 15, 2020

Virtual



REGISTRATION

Career Fair

Notre Dame 2020 Virtual Fall Career Fair

Tuesday, September 15, 2020 4:00pm - 8:00pm EDT



University of Notre Dame
Main Career Center



FALL CAREER FAIR

Date

Tuesday, September 15, 2020
4:00pm - 8:00pm EDT

Register by

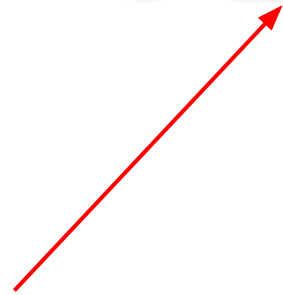
Tuesday, September 15, 2020
8:00pm EDT

Contact

Julie Gray,
jgray6@nd.edu



Register Here



Employers attending



AT&T
Dallas, TX



Deloitte
New York City, NY

REGISTRATION

Notre Dame 2020 Virtual Fall Career Fair



This career fair is virtual and facilitated on Handshake. This means you'll register and join video sessions using your Handshake account.

- **Mark your calendar**—on the day of the fair, be ready to log into your Handshake account to join your scheduled video sessions
- **Sign up for sessions**—sign up for group or 1:1 sessions ahead of time with employers you're interested in meeting

Note: You'll want working video camera to participate in sessions. If you do not have a camera on your computer, you can join using our mobile app or just use your computer's microphone.

Register



SIGNING UP

DATES

Interview sign ups and RSVP for events - **Each morning at 6AM** goes live

- Sept 1 - Senior, Masters (including MBA), PhD
- Sept 2 - Alumni, Juniors (and Sept 1 group)
- Sept 3 - Sophomores (and Sept 1 and 2 groups)
- Sept 4 - First Years (and Sept 1, 2, 3 groups)

Continue signing up until the start time of the event by checking back to see if employers have added additional sessions or if there are newly open 1:1 slots

SIGNING UP

IMPORTANT TIPS

1. In order to sign up for sessions with employers, **you must be registered** for the fair.
2. To sign up for Group or 1:1 sessions, your **profile privacy** must be set to **COMMUNITY**.
3. Review which employers are attending the fair & follow employers you want to check back in with
4. Sign-ups are staggered by class year, and are limited, so be early!
5. Check back often, employers may add more sessions!
6. You'll be able to sign up for sessions up to one (1) minute before the start time; once the session has started, you'll be unable to sign up.

SIGNING UP

HOW



Search

Jobs Events Q&A Students

Messages Career Center

Career Fair

Notre Dame 2020 Virtual Fall Career Fair



Registered

Monday, September 14, 2020 11:00am - 2:00pm EDT

Available sessions Your sessions Career fair details

Search

Location

Full-time

Part-time

Internship

All filters

Your sessions

You haven't signed up for any meetings at this career fair yet.

SIGNING UP

HOW



Sprinkle Dreams

Our cupcakes are even better than our name!

Group Session • 11:00am - 11:30am EDT

General Information Session →

Group Session • 1:30pm - 2:00pm EDT

Benefits, Salaries, and Vacation, Oh My! →

Group Session • 12:30pm - 1:00pm EDT

**Confectionary Consultant - Position
Details →**

1 on 1 session

One on One with Sprinkle Dreams →

SIGNING UP

GROUP SESSION

Group Session • 11:00am - 11:30am EDT



General Information Session

Come to this session to learn about our company from the founder herself!



Sprinkle Dreams

www.sprinkledreams.com

Our cupcakes are even better than our name!

US work authorization

Required

Confirm



SIGNING UP

1 ON 1 SESSION

1 on 1 session



1 on 1 with Sprinkle Dreams



Tawnya Reynolds
Cupcake Aficionado



11:30am EDT

11:40am EDT

11:50am EDT

12:00pm EDT



Lindsey McLaughlin
Confectionary Consultant

11:00am EDT •

11:10am EDT •

11:20am EDT •

11:30am EDT



Confirm

MANAGING YOUR SESSIONS

LinkedIn logo | Search | Jobs | Events | Q&A | Students | Messages | Career Center | Profile icon with 4 notifications

Career Fair

Notre Dame 2020 Virtual Fall Career Fair

Available sessions | **Your sessions** | Career fair details

Monday Sep 14

Group Session • 11:00am - 11:30am EDT

General Information Session RSVPed

Sprinkle Dreams

1:1 Session • 11:30am - 11:40am EDT

One on One RSVPed

How to stand out at a virtual career fair

Show up on time
Make a great first impression with employers by entering the video session promptly at the set start time.

Plan your location
Find a quiet spot with a plain background for your sessions. Limit potential distractions for you and for the employers.

Make eye contact with the camera

MANAGING YOUR SESSIONS

Your sessions

Sprinkle Dreams

General Information Session

11:00am - 11:30am EDT

Sprinkle Dreams

One on One

11:30am - 11:40am EDT

MANAGING YOUR SESSIONS

Registered



Group Session • 11:00am - 11:30am EDT

General Information Session

Come to this session to learn about our company from the founder herself!

Registered for 11:00am - 11:30am EDT

A video conference link will be available at your session time.

Cancel reservation

JOINING YOUR SESSION



Search

Jobs Events Q&A Students

Messages Career Center



Notre Dame 2020 Virtual Fall Career Fair

Available sessions **Your sessions** Career fair details

11:00am - 11:30am EDT

No sessions

[Show open sessions](#)

Group Session • 11:30am - 12:00pm EDT

Edu - Internal Virtual Fairs Office Hours

Launch video

How to stand out at a virtual career fair

Show up on time

Make a great first impression with employers by entering the video session promptly at the set start time.

Plan your location

Find a quiet spot with a plain background for your sessions. Limit potential distractions for you and for the employers.

Preparing for and Executing at the Fair

BEFORE THE FAIR

- Create/revise resume as needed
- Complete/update Handshake profile - ***MAKE SURE YOUR VISIBILITY IS SET TO COMMUNITY***
- The recruiter's name may be listed on Handshake when you sign up for a 1:1 session; look them up on LinkedIn

Make the TECHNOLOGY work for you

- Test your camera and audio - know how to turn them back on in case they get turned off
- Ensure a strong internet connection
- You may want to use headphones if you cannot attend from a private, quiet location

BEFORE THE FAIR

VIRTUAL SESSIONS

Set up your location and look your best!

- Have good lighting on you, and avoid a bright light or window behind you.
- Frame yourself in the middle of the screen, from your chest up.
- Select a non-distracting background - one without an unmade bed or messy desk!
- Dress professionally, from head to toe. Plaids, stripes, and clothing with a large pattern do not translate well on video.
- Look into the camera, not the screen. This takes **PRACTICE**
 - Place a sticky note behind the camera as a reminder.









INTENTIONAL APPROACH TO THE FAIR

ADDITIONAL RECRUITING EVENTS


Job Events Q&A Students

is week This month **Career fair** Virtual Saved **All filters**

Find events

-  Virtual career fair
Fall Consulting Week: The Connective
Wed September 2, 2020
Virtual
-  Virtual career fair
Notre Dame 2020 Virtual Engineering Industry Day Networking Event
Mon September 14, 2020
Virtual
-  Virtual career fair
Notre Dame 2020 Virtual Diversity and Inclusion Networking Event
Mon September 14, 2020
Virtual
-  Virtual career fair
Notre Dame 2020 Virtual Graduate Student Networking Event
Tue September 15, 2020
Virtual
-  Virtual career fair
Notre Dame 2020 Virtual Fall Career Fair
Tue September 15, 2020
Virtual
-  Virtual career fair
Notre Dame 2020 Virtual ITAO Career Connect (Business Technology, and Analytics Networking Event)
Wed September 16, 2020
Virtual
-  Virtual career fair
Notre Dame 2020 Virtual Student-Athlete Networking Event
Wed September 16, 2020
Virtual
-  Virtual career fair
Marketing Meet the Firms
Thu September 17, 2020
Virtual

Your schedule

-  Virtual
Diversity & Inclusion Webinar Series
12:00pm - 7:00pm EDT

< 1/1 >

INTENTIONAL APPROACH TO THE FAIR

DETERMINE YOUR WHY?

- Postgraduate opportunity
- Summer internship/Full-time job
- Exploration
- Recruiter and alumni connections

INTENTIONAL APPROACH TO THE FAIR

DETERMINE YOUR WHY?

- “I’m hoping to learn what skill sets Employers look for in prospective students.” - First Year
- “I’m looking to gain an opportunity in corporate finance and hope to meet recruiters from three firms I’m interested in.” - Senior
- “I’m looking to develop and refine my networking skills.” - Grad Student
- “I hope to identify possible summer internships.” - Junior
- “I’m studying abroad next year, so I’m going to start connecting with employers now.” - Sophomore

INTENTIONAL APPROACH TO THE FAIR

DEVELOP YOUR STRATEGY

Create the **A List** -- 5-7 organizations of supreme interest

Create the **B List** -- 3-5 organizations of secondary interest

Hit your sign-up day early; sign-up for sessions with organizations on your A list

- If you can't get into a 1:1; sign up for a group session if offered
- Ensure you are **AVAILABLE** and can **KEEP** the sessions you schedule
- Handshake tracks your calendar while you are signing up
- B List - group sessions may provide exactly what you are seeking

INTENTIONAL APPROACH TO THE FAIR

MAKE THE MOST OF EACH SESSION

RESEARCH each Organization and Position

- Organization's website
- Recent article/news source
- Handshake Position Posting
- [Some things to learn about the organization](#) (4th page)

The logo for Handshake, featuring a blue square with a white icon of two people shaking hands and the word "Handshake" in white text.

Researching Industries & Organizations

MAKE THE MOST OF EACH SESSION

Practice Your
30-Second Pitch

Prepare Your
Questions

Follow-up after the Fair

MAKE THE MOST OF EACH SESSION

Practice Your 30-Second Pitch

Hello, I'm... (introduce yourself, major, and interest in industry/career field)

Your company is... (demonstrate knowledge of company)

I'm interested because... (explain why you want to work there)

I can... (match your skills with their needs)

MAKE THE MOST OF EACH SESSION

Prepare Your
Questions

Could you tell me more about ...

- a specific service/product
- training program
- internship projects

I recently read about [your organization's [topic/approach, etc.]. Could you tell me more about ...

What drew you to the organization?

What do entry level career paths look like in your organization?

MAKE THE MOST OF EACH SESSION

Follow-up
after the fair

ASK

- ... during your conversation with the recruiter
- ... best way to “follow-up” if you have more questions

SEND a THANK YOU email

- ... 24-48 hours after the fair
- ... short
- ... jog recruiter’s memory about talking with you
- ... your plan of action- apply, stay in touch, etc.

DURING THE FAIR

- Dress professionally
- Show up for the sessions (1:1 and Group) you have signed-up for
 - No shows will be considered a violation of our Ethical Job Search Policy
- Stay conscious of your body language
- Look into the camera, not at the screen
- Take notes, including contact information

ADDITIONAL RESOURCES

- Watch for ongoing emails from the Center for Career Development updating information on the virtual fair
- Handshake's [Virtual Career Fair 10 Tips You Need to Know](#)
- Handshake's [Guide to Attending a Virtual Fair](#)
- Handshake's [Video for Locating and Registering for a Virtual Fair](#)
- Handshake's [How to Prepare for Virtual 1:1 Sessions](#)

ADDITIONAL RESOURCES

CAREERFAIR.ND.EDU

Career Fairs



Search this site

Home

Arts & Letters Career
Fair Panel & Networking
Event

Careers in Corporate
Finance/Accounting
Alumni Panel

Diversity & Inclusion
Networking Event

Engineering Industry

Virtual
FALL CAREER FAIR
September 11-17 *Week!*



IN SUMMARY

- Handshake Profile
- Resume
- Register
- Select firms that interest you
- Sign-up for 1:1's/group sessions
- Prepare
 - technical; logistics
 - research the organizations
 - your introduction & questions



QUESTIONS?



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undergradcareers.nd.edu