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Prepare for the Virtual Job Fair

Understanding the new virtual career fair platform on Handshake

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At the end of this workshop, you will be able to...

Know how to prepare for virtual career fairs

Understand how to navigate the virtual fair via Handshake

Learn interviewing techniques and tips to succeed in a virtual interview environment

What is a "virtual" career fair?

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.

Handshake

ucr.joinhandshake.com

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Preparing for a Virtual Job Fair

- You will be able to review the list of employers participating in the fair and the 1:1 and Group sessions.
- Research employers by visiting company websites.
- Use your research to rank the organizations in order of your interest to determine which organizations to meet 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.

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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 qualifications and skills you are seeking for the internship program. "

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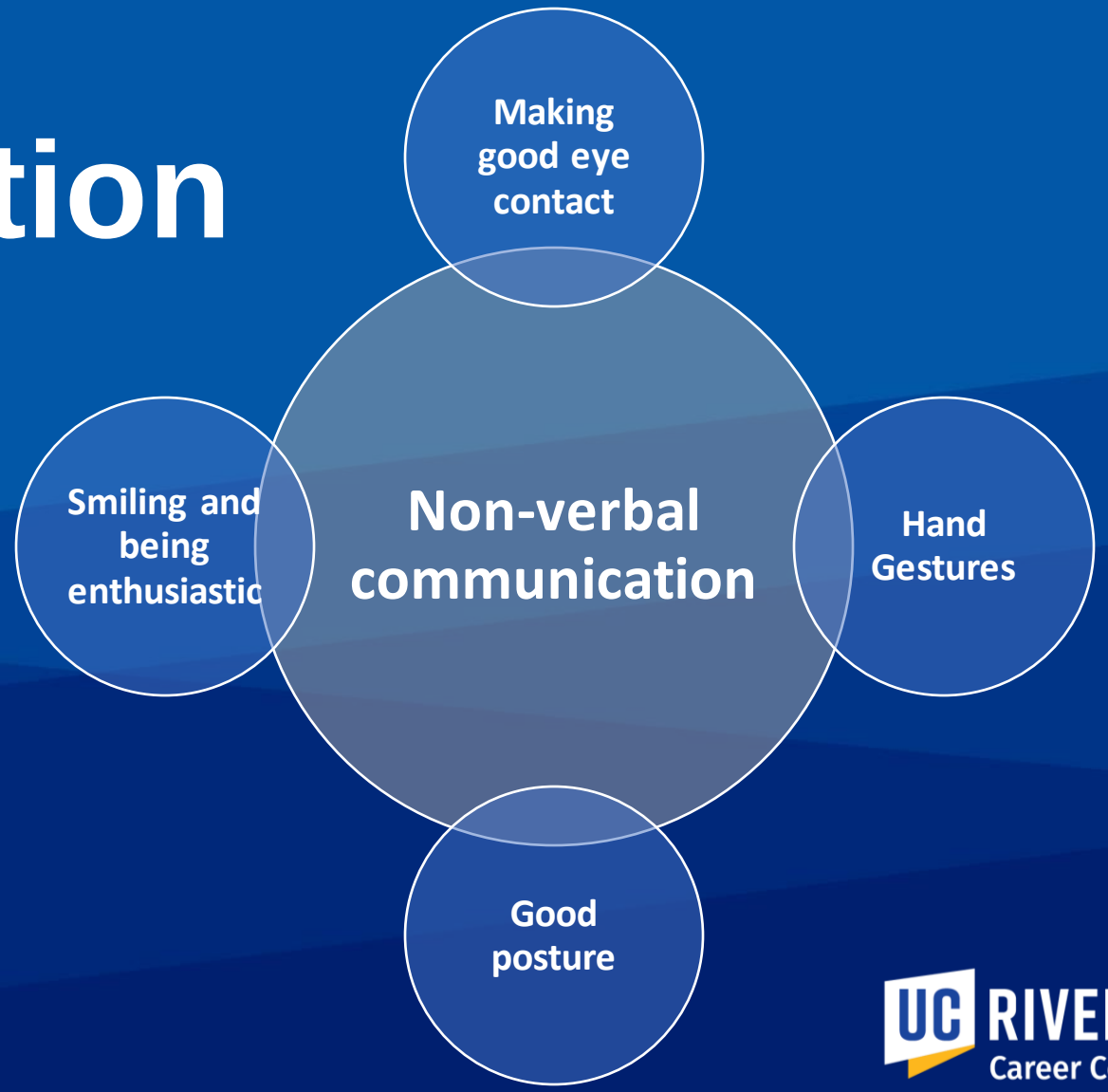
Communication Skills



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Dress for Success

Interview Clothing Options:

- Two Piece Suit
- Jacket / Blazer / Cardigan
- Dress Shirt / Blouse
- Dress Pants / skirts
- Dress Shoes
- Tie / Bowtie / scarf
- Business dresses
- Dress shoes / heels

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Virtual Fair Logistics

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 know when my employers of choice will be online?
- Do I have a quiet and well-lit space to participate in the virtual fair?
- Do I look professionally presentable?

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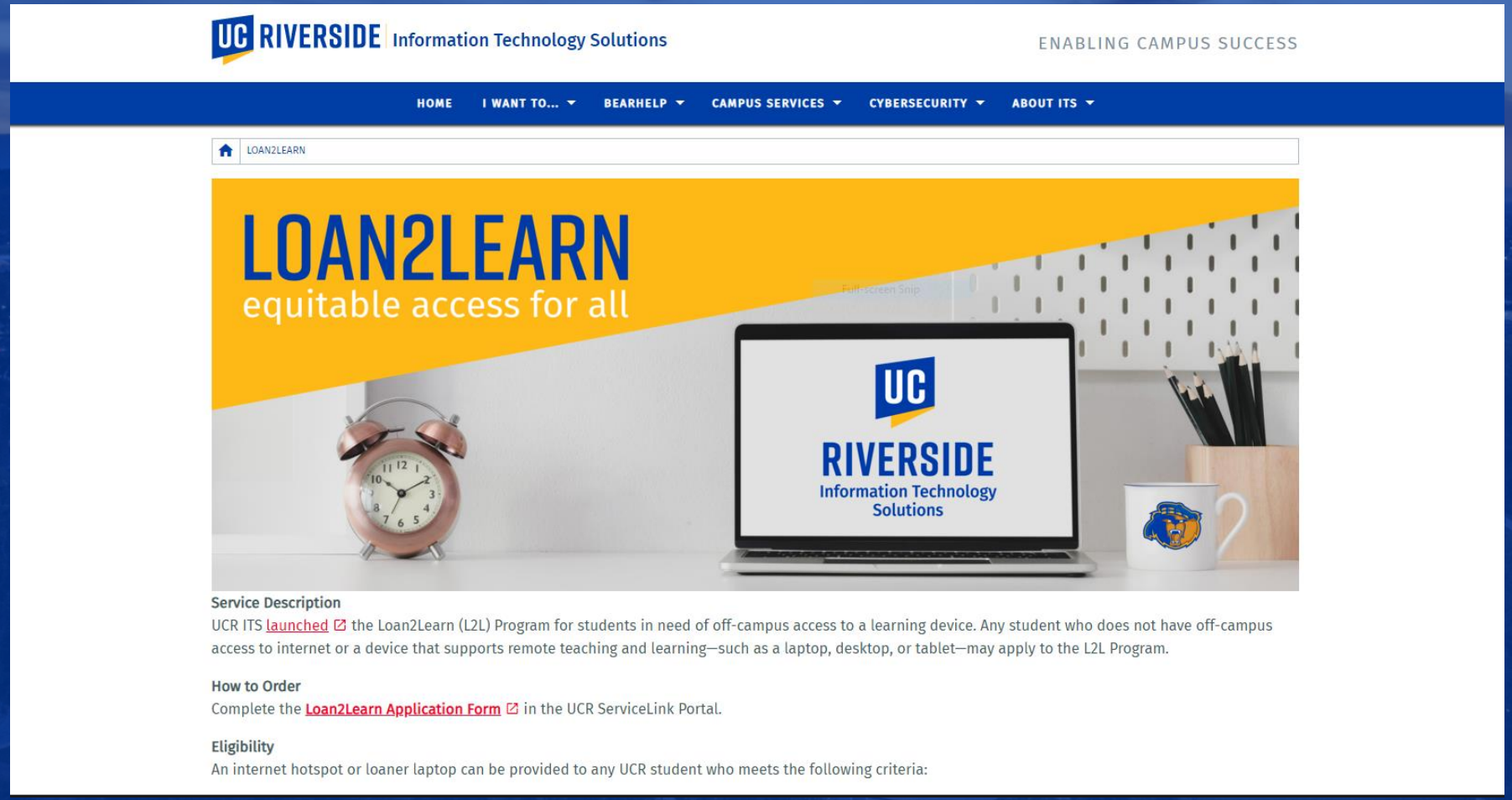
Loan2Learn



https://its.ucr.edu/loan2learn

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Types Of Appointments

Virtual Counseling Appointments

are in-depth sessions with professional counselors that can be made any time during our regular office hours. You must request an appointment via UCR Handshake. Go to the Career Center tab to request an appointment. We cannot make appointments via email.

Virtual Drop-in Appointments

are 10 minutes or less in duration. You can sign up for any of the available 10-minute slots. You must request an appointment via UCR Handshake. Go to the Career Center tab to request an appointment. Only 1 drop-in appointment permitted per day.

Interview Critique/ Practice Appointments

are 1-hour long sessions that can be scheduled to practice interviewing with a counselor and receive feedback to prepare for an upcoming interview. There is also a Mock Interview tool in Handshake under the tab marked resources.

https://careers.ucr.edu/about-us/make-an-appointment

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Virtual Fair Breakdown

1. **Employers register** for the fair
2. **Employers create** 1:1 and Group Sessions in Handshake
3. **Students register** and research companies
4. **Students sign-up** for both 1:1 and Group sessions

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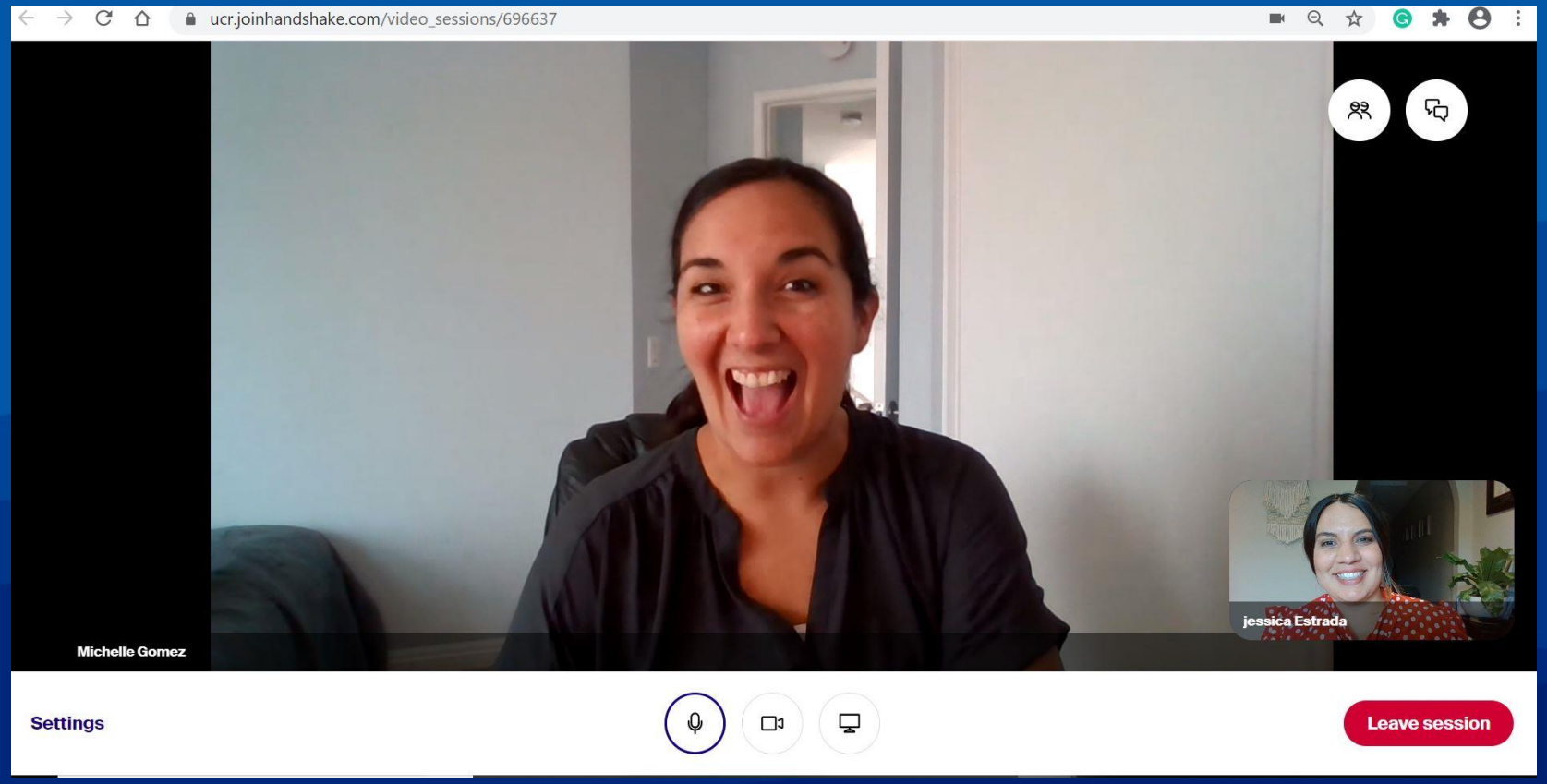
1:1 Sessions

- Session can be up to 10 minutes longs
- Handshake video feature and preferred video host is available
- Chat feature is available
- Employer can share their screen



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1:1 Interview Sessions

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Tips

- Maintain eye contact
- Be on time
- Check your tone
- Check internet/hotspot connection
- Check your computer volume or speaker connection in advance of your 1:1 session

Closing the Interview

- Your time to ask questions
- Ask about the next steps (if not already mentioned)
- Ask for contact information after the interview
- Thank them for their time
- RELAX…you're done!

What is a 1:1 and Group Session?

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Group Sessions

- Session can be up to 30 minutes long
- Up to 50 students can join
- Handshake video feature and preferred video host is available
- Raised hand and chat feature are available
- Employer can share their screen

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Virtual Career Fair Demo

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Thank you for your Time

For more questions regarding Virtual Career Fairs,
email us at
careerevents@ucr.edu

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location

ENTRANCE IS BETWEEN UNIVERSITY LECTURE HALL
AND SKYE HALL, UNDERNEATH THE UCR BOOKSTORE

hours

MONDAY - FRIDAY: 8 AM TO 5 PM
EXCEPT WEDNESDAY: 9 AM TO 5 PM

drop-in hours

SPECIFIC TIMES ARE LOCATED ON WEBSITE HOME PAGE
(SCROLL DOWN TO SEE)

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