

career.ucr.edu | (951) 825-3631



Prepare for the Virtual Job Fair

*Understanding the new virtual
career fair platform on **Handshake***

CONNECT. INSPIRE. EMPOWER

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**

CONNECT. INSPIRE. EMPOWER



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

 **UC RIVERSIDE**
Career Center



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.

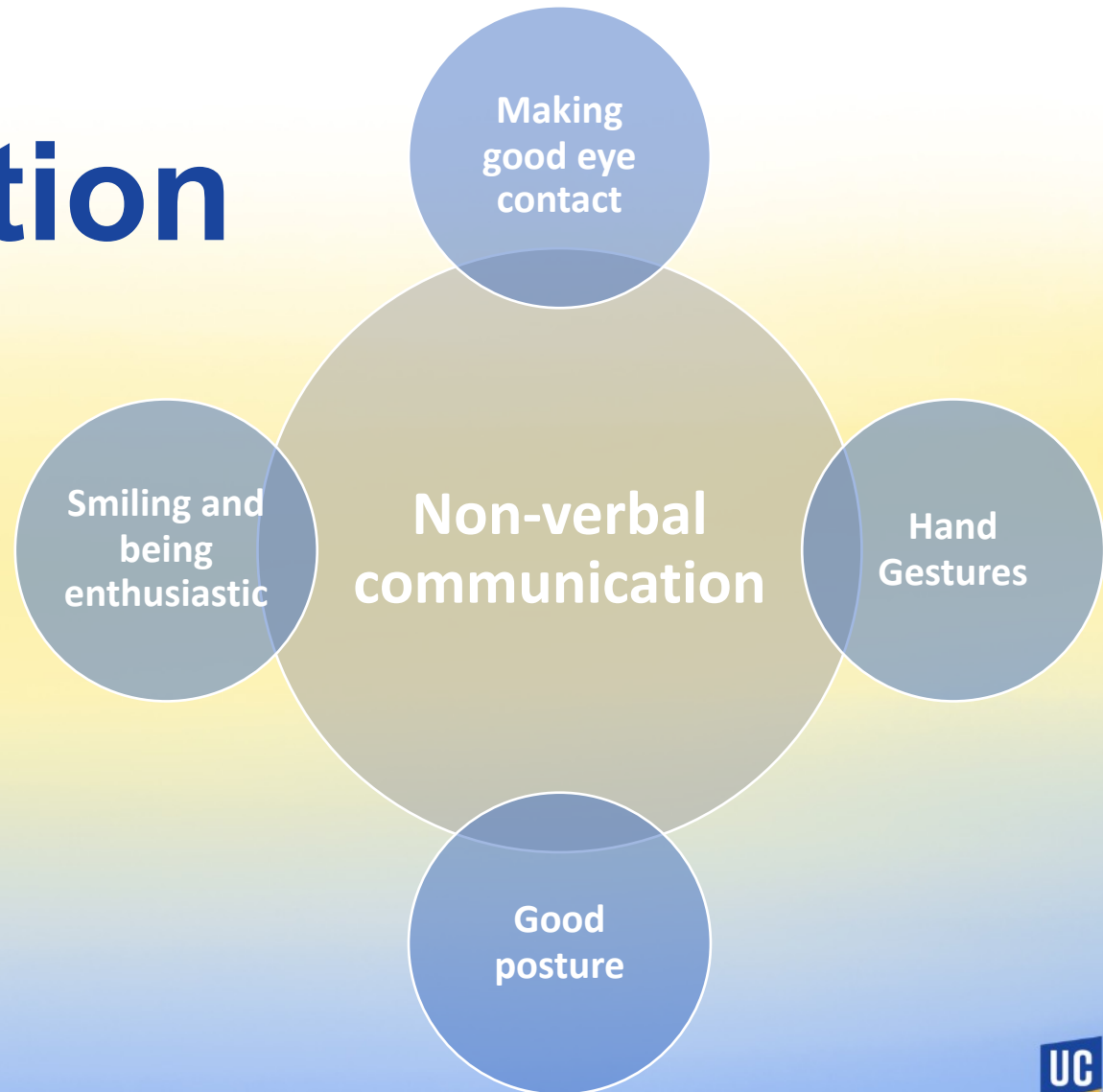


30 Second Elevator Pitch

"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. "

Communication Skills





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
- Visit the R'Professional Career Closet for assistance with clothing

<https://careers.ucr.edu/resources/job-search-strategies/rprofessional-career-closet>



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?

Loan2Learn



Service Description

UCR ITS [launched](#) the Loan2Learn (L2L) Program for students in need of off-campus access to a learning device. Any student who does not have off-campus access to internet or a device that supports remote teaching and learning—such as a laptop, desktop, or tablet—may apply to the L2L Program.

How to Order

Complete the [Loan2Learn Application Form](#) in the UCR ServiceLink Portal.

Eligibility

An internet hotspot or loaner laptop can be provided to any UCR student who meets the following criteria:

<https://its.ucr.edu/loan2learn>

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>





UC RIVERSIDE | Career Center

PREPARING FOR THE VIRTUAL FAIR

All you need to know about

 **Handshake**

Virtual Fair Breakdown



Employers register for the fair



Employers create 1:1 and Group Sessions in Handshake



Students register and research companies

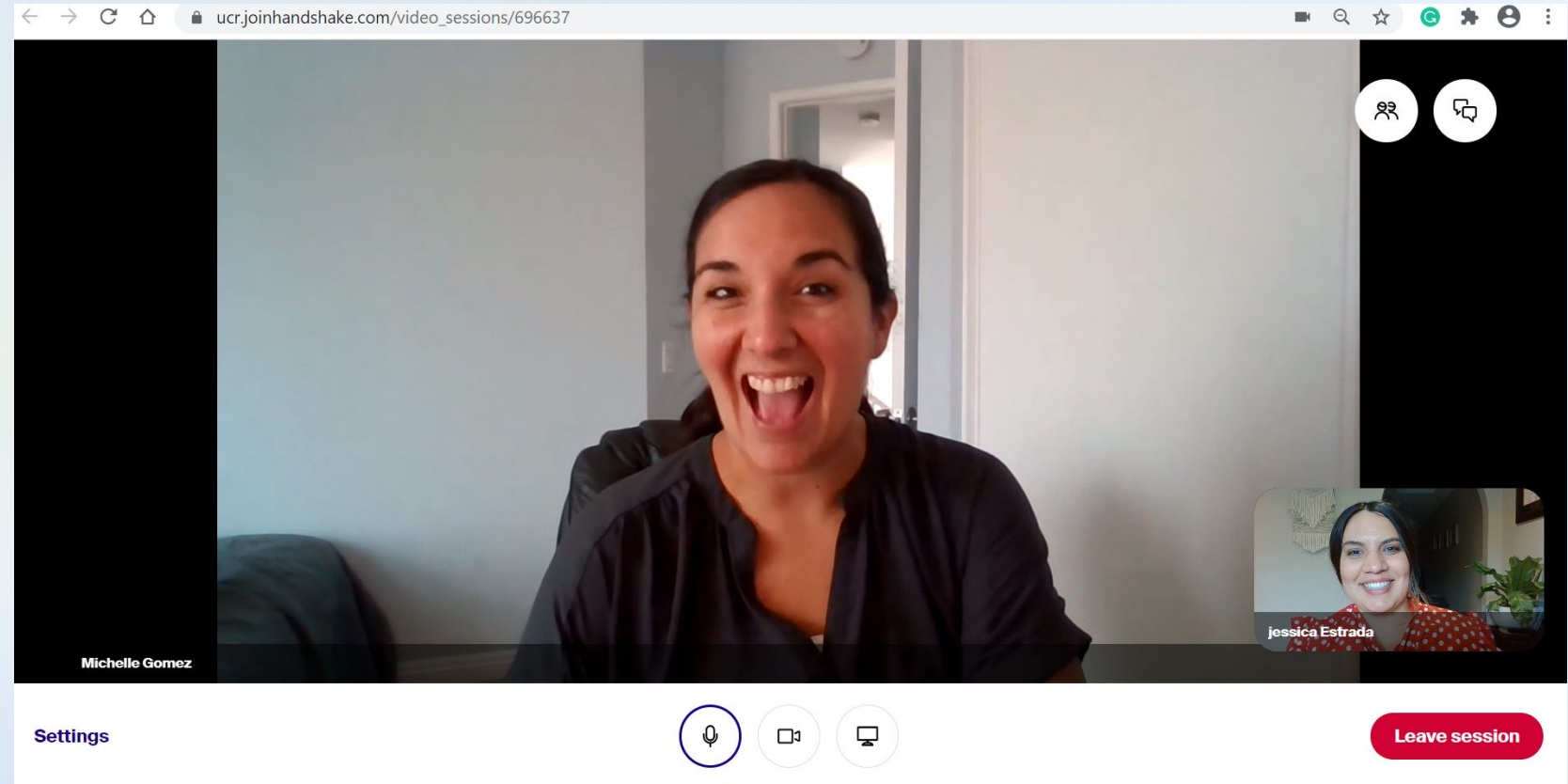


Students sign-up for both 1:1 and Group sessions



1:1 Sessions

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





1:1 Interview Sessions



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?

CONNECT. INSPIRE. EMPOWER



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

location

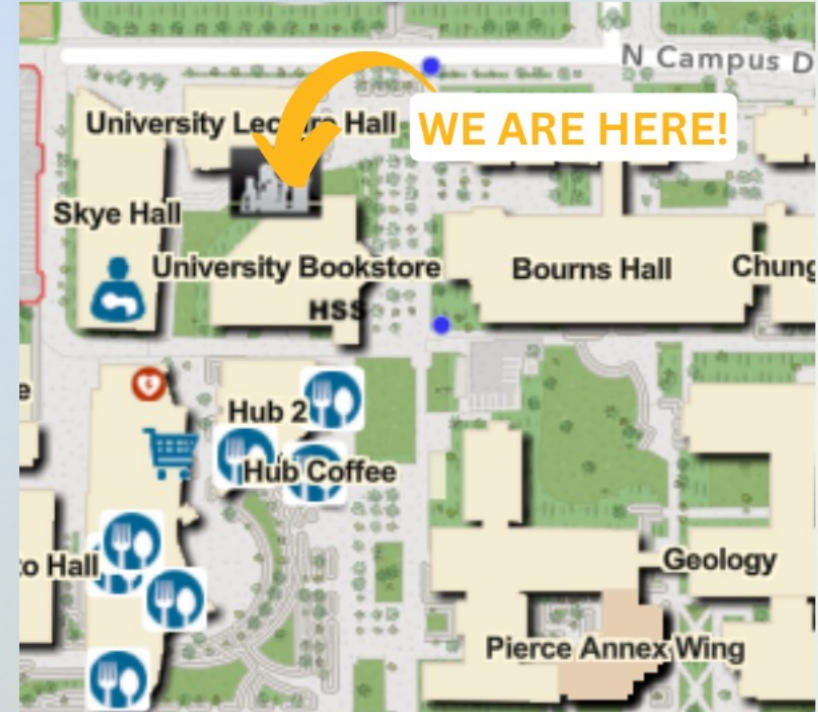
ENTRANCE IS ACROSS FROM ARC AND UNIVERSITY LECTURE HALL, UNDERNEATH THE BOOKSTORE

hours

8 AM - 5 PM MONDAY-FRIDAY

website home

drop in hours



connect with us!



INSTAGRAM

@UCRCAREERCENTER



CONNECT. INSPIRE. EMPOWER



Thank you for your Time

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