

Virtual Career Fair Check List

Virtual Career Fairs connect NOVA students and alumni with employers through one on one video chats and group chats to network and learn about career opportunities. Review this Check List to be fully prepared for the event!

✓ Research the Employers

Research the companies attending and view their job postings in advance. Browse employer profiles and jobs under the Career Fair event page in Career Connection. This will help you identify which employers you want to meet with first.

✓ Update Resume

Have an updated copy of your resume in Career Connection. Employers who are attending the Career Fair will receive resumes from students who have RSVP'd, so make sure to have an updated copy in Career Connection.

✓ Be Ready to Learn

These events provide an opportunity for you to learn more about the companies in attendance and their jobs and internships. While Career Fairs are more formal than Virtual Employer Lobbies, this is not an interview.

✓ Prepare your Technology

The events take place through various video platforms, be sure to review the Career Fair page and have your technology prepared beforehand to avoid any problems.

✓ Ask Questions

Come to the one on one sessions with prepared questions for your employers of interest, be present and attentive, and communicate clearly.

✓ Follow Up

After speaking with an employer, thank them for their time. After you log off, send them a thank you note through an email if possible and be sure to follow up on any next steps.