**Virtual Career Fairs**

**What is a Virtual Career Fair?**

According to [www.thebalancecareers.com](http://www.thebalancecareers.com) a Virtual Career Fair is *“an online "event" (as it takes place at a certain time and is not ongoing) in which employers and job seekers each meet in a virtual environment, using chat rooms, teleconferencing, webcasts, webinars and/or email to exchange information about job openings. Job seekers upload resumes and may be matched with employers or may simply browse companies’ “booths.” Like a non-virtual job fair, a virtual job fair has a limited duration”* (source: [www.thebalancecareers.com](http://www.thebalancecareers.com))

**Virtual Career Fair:**

* Job Seeker can prepare *exactly* what they would like to say to an employer/recruiter by having a text prepared
* Ability to discuss the Job Seekers qualifications via text (Chat and e-mail)
* Resume can be e-mailed to Employer/Recruiter prior to the event (allows employer to review the Job Seekers resume *before* they meet with the customer
* Job Seeker should know that the Chat will be timed- which can make it slightly more difficult to engage with employer/recruiter

**What should be prepared:**

* Make sure as the Job Seeker, resume is sent prior to the event
* Have your introduction prepared (and typed)
  + Brief introduction: Who are you?
  + Positions you are seeking with this employer (If possible, review employers website prior to the event, and have specific positions Job Seeker is interested in)
  + Qualifications that make the Job Seekers a great Candidate for this position (Skill set, previous expierence, education etc.)
  + Keep it brief: 2-3 Sentences
  + Remember: Please do not use common abbreviations
* First Impressions: Similar to In Person Career Fairs
* Remember to keep a level of professionalism
* Dress to Impress: even though it’s a virtual event, dress to impress if Video Chat is an Option.
* As the Job Seeker, maximize your time in the discussion with the employer/recruiter, don’t wait for recruiter to reach out.
* Treat conversation as if it is a formal interview and face/face event.
* Have the Job Seekers resume ready to view if the recruiter references your resume during the conversation.
* If the Job Seeker is lacking skills needed for the position: It is recommended to use the chat to discuss a “plan” to gain skills (example on Follow up with e-mail thank you- restate your eagerness for the position- opportunity)

\*Above information gathered from sources quoted, and Hiring Our Heroes Webinar presented at: <https://events.hiringourheroes.org/c/calendar/a7a5b351-8807-4343-8561-c757c022600f>