

# VIRTUAL CAREER FAIR GUIDE

You're ready to attend a virtual career fair with Career Services, but where do you begin? Follow this step-by-step guide to ensure you're ready and set-up for success!

## BEFORE CAREER FAIR WEEK

### Setting Up

1. Visit [app.careerfairplus.com/osu\\_ok](http://app.careerfairplus.com/osu_ok) and select the upcoming fair you plan to attend.
  - » Browse through the list of registered employers.
  - » Favorite those you want to speak with during an appointment.
  - » Take notes on their company profile about what interests you and reminders of why you want to meet with them.
2. If you prefer, you can also download the Career Fair Plus app to your phone, which can be found on Google Play (Android) or the App Store (iOS).

### Create an Account

You will need to create an account and build your candidate profile. Make sure you build a complete profile that includes your resume as well as other relevant information. This is the profile employers will see when you make meetings with them, so you want to make a good first impression!

1. On a desktop browser, go to [app.careerfairplus.com/login](http://app.careerfairplus.com/login) and click "Sign Up."
2. Choose "Student or Candidate."
3. To create your profile you will need to upload a professional photo and enter your name, contact information, and a password that is not easily identifiable.
  - » This email address and the password that you set will be your login information moving forward.
4. Upload your most recent resume and if you need to have your resume looked over before employers see it, [make an appointment](#) with a Career Consultant.

### Schedule Meetings

Each employer has one-on-one meetings which you can book before and during the virtual career fairs. These meetings are a replacement of the physical handshake and interaction at the in-person event.

On the Monday the week before the career fairs, all of the meetings will open and become bookable so you can make your career fair schedule.

1. Find the employer you are interested in meeting with and select one of the available schedules to see all of the meetings they have available.
  - » Please only book one meeting per employer. Recruiters will share their notes on the candidates they meet with, so there is no need to book meetings with multiple recruiters from the same company.
2. Choose a time that works for you and select "YES" to book the meeting time.
3. If you are not signed in, you will be prompted to sign in. If you have not yet created an account, you must do so at this stage in order to book meetings.
4. The system will not allow you to double-book yourself, nor book back-to-back meetings.

Don't forget, meetings are scheduled on a first-come, first-serve basis, so if there is an employer you want to meet with, don't wait!

Also, employers are registering for the virtual career fairs every day, so new meeting schedules will become available leading up to the career fairs. It's important to check daily for updated information!

# DAY BEFORE THE CAREER FAIR

## Practice Using the Virtual Platform

1. Log into your account via the [app](#) or the [web portal](#).
2. Make sure you can access your virtual meeting schedule.
3. Use [this link](#) to test the video platform and make sure you can enter your meetings.
  - » This is a public link, please enter assuming someone (employer and/or student) may be in the room.
4. Test your webcam and audio.
5. Make sure you have a strong internet signal.
6. Make sure your background is professional.
7. Review the [Career Fair Resource Packet](#).
8. If you have any technical issues with the Career Fair Plus platform, please reach out to us at [careers@okstate.edu](mailto:careers@okstate.edu).

NOTE: You will receive an email the day before the fair with reminders about your upcoming meetings, complete with links to the video meeting rooms. If a recruiter makes any changes from the time of that email, the Career Fair Plus platform will have the most up-to-date information.

# DAY OF THE CAREER FAIR

## Connect and Network with Employers

If you have accomplished everything above – today should be a breeze! Follow these simple steps and we know you will succeed:

1. Wear professional attire to the virtual career fair.
2. Arrive early to your meetings so you can test out the technology and make sure everything is working properly.
3. Log into your account via the [app](#) or the [web portal](#).
4. Access your virtual meeting schedule and attend your meetings with employers at the appropriate times.
5. If you wish to, use the app to help you track your meetings and make notes.

If you have any questions during the fair, we have a live Student Helpdesk in which the Career Services team will be available to answer questions and help with technical difficulties.

# VIRTUAL CAREER FAIR TIPS FOR SUCCESS



## UPDATE YOUR RESUME

- Review our [Resume Resource Packet](#) to make sure your resume is clear, concise, and up-to-date.
- Make an appointment to have your resume critiqued by a [Career Consultant](#) prior to the fair.
- Save your resume as a PDF to avoid any digital re-formatting issues.
- Have a digital copy ready to upload to your Career Fair Plus student profile and the [Hire System](#) for recruiters to view.



## RESEARCH COMPANIES

- Access the list of employers who are attending the career fairs on [Career Fair Plus](#).
- Favorite the companies you want to speak with during a meeting.
- Take notes on their company profile about what interests you and reminders of why you want to meet with them.



## CREATE A PROFILE

- Review our guide on [How to Create a Student Profile](#).
- Make sure your profile picture is a professional headshot.
- Include your customized LinkedIn profile to easily connect with recruiters and make sure you upload your most recent resume.
- Book one-on-one meetings with employers that are of interest to you.



## PRACTICE YOUR ELEVATOR PITCH

- Introduce yourself, including your name, major, class year, and graduation date.
- Include your objective - to gain a part-time job? Internship? Full-time position?
- Give a brief summary of your experiences, academic projects, campus involvement, or any contributions you may bring to their company or that will set you apart.
- Thank them for their time and possibly end with a question to keep the conversation flowing.



## STAY ORGANIZED

- Have your notes laid out in front of you and review them before each meeting.
- Use our [Career Fair Notes Table](#) to keep company profiles, available positions, etc. organized for each employer.



## BE PROFESSIONAL

- Wear professional attire to the virtual fair - your appearance should be neat and clean.
- Make sure your virtual background is professional, clean, and distraction-free.
- Use professional written communication (not text lingo or slang) while using the chat function.
- Join your employer meetings on-time.



## FOLLOW-UP WITH EMPLOYERS

- Follow up with anyone you had conversations with through a thank you email or connect with them on LinkedIn - or both!
- Apply for jobs and internships through the [Hire System](#) at [HireOSUGrads.com](#).