Prepare for the Virtual Job Fair

Understanding the new virtual career fair platform on Handshake
Before we get started:

Please sign-in with the QR Code

(point your phone's camera at the code)

If you cannot do so, check the chat box for the sign-in link.
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.
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.
"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

Non-verbal communication

- Making good eye contact
- Hand gestures
- Good posture
- Smiling and being enthusiastic
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
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

UC RIVERSIDE Information Technology Solutions

ENABLING CAMPUS SUCCESS

LOAN2LEARN
equitable access for all

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
<table>
<thead>
<tr>
<th>Types Of Appointments</th>
<th>Virtual Counseling Appointments</th>
<th>Virtual Drop-in Appointments</th>
<th>Interview Critique/Practice Appointments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>are in-depth sessions with</td>
<td>are 10 minutes or less in</td>
<td>are 1-hour long sessions that can be</td>
</tr>
<tr>
<td></td>
<td>professional counselors that</td>
<td>duration. You can sign up</td>
<td>scheduled to practice interviewing with</td>
</tr>
<tr>
<td></td>
<td>can be made any time during</td>
<td>for any of the available 10-</td>
<td>a counselor and receive feedback to</td>
</tr>
<tr>
<td></td>
<td>our regular office hours.</td>
<td>minute slots. You must</td>
<td>prepare for an upcoming interview.</td>
</tr>
<tr>
<td></td>
<td>You must request an</td>
<td>request an appointment via</td>
<td>There is also a Mock Interview tool in</td>
</tr>
<tr>
<td></td>
<td>appointment via UCR</td>
<td>UCR Handshake. Go to the</td>
<td>Handshake under the tab marked</td>
</tr>
<tr>
<td></td>
<td>Handshake. Go to the Career</td>
<td>Career Center tab to request an appointment. Only 1 drop-in appointment permitted per day.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Center tab to request an</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>appointment. We cannot make</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>appointments via email.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PREPARING FOR THE VIRTUAL FAIR
All you need to know about Handshake
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
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
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?
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
Thank you for your Time
For more questions regarding Virtual Career Fairs, email us at careerevents@ucr.edu
Don’t forget to sign-in

Please sign-in with the QR Code

(point your phone's camera at the code)

If you cannot do so, check the chat box for the sign-in link.
Location: We are located in the Career Center Plaza. Our entrance is the University Lecture Hall and the Surge Building, behind the UCR Campus Store.

Hours:
Mon. - Fri. 8 am to 5 pm

Individual counseling appointments available
Schedule on Handshake

Drop-in Hours:
Mon. - Fri. (days & times vary)

View drop-in schedule on our website https://careers.ucr.edu/