## Virtual Career Fair Checklist

### Prior to the Virtual Fair
- [ ] Update your resume
- [ ] Update your Handshake profile and settings
- [ ] Find out which employers are attending
- [ ] Research the employers you’ll meet
- [ ] Prepare & practice your introduction
- [ ] Make a list of questions

### On the Day of the Fair
- [ ] Dress professionally
- [ ] Find a quiet spot & a neutral background
- [ ] Test your internet and video connections

### During Your Virtual Sessions
- [ ] Arrive on time
- [ ] Maintain eye contact and practice active listening
- [ ] Ask questions

### After the Fair
- [ ] View and apply to open jobs or internships
- [ ] Follow up

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**For more details**

[www.uwrf.edu/CareerFair/Students/Career-Fair-Tips.cfm](http://www.uwrf.edu/CareerFair/Students/Career-Fair-Tips.cfm)