

# The University of Scranton

## Center for Career Development

### *Virtual Fairs on Handshake*

It's important that you register for employer sessions in advance. You can only attend sessions you registered for. Registration closes when a session begins or reaches capacity. Students will be able to sign up for group sessions up until the start of the session. Below are the steps on how to register for a virtual fair on Handshake:

1. Click on Career Center on the top menu bar.
2. Scroll down and click on the name of the fair you'd like to register for, then click Register in the upper-right corner.
3. A popup will appear on your screen with information for you to review. Click Register on this popup when you're ready to proceed.
4. Once you're registered for the fair, you'll be able to view and sign up for available employer sessions. Click the Available Sessions tab in the upper-left of the page, below the fair title and date/time.
5. When you locate an employer that you'd like to sign up for a session with, look for the session information to appear below the employer name and description.
  - Group sessions will have a custom title and indicate a length of 30 minutes.
  - 1:1 sessions are indicated by "One on One with EMPLOYER NAME"
6. Click on the name of the session you'd like to sign up for.

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### *Virtual Job Fair and Interview Resource Guide*

## *Types of interviews*

### *Telephone or conference*

A recruiter or hiring team schedule an interview which is conducted over the phone or scheduled through a conferencing service provider. You answer questions which will determine if you advance to the next step in the employers hiring process.

### *In-person*

A one-on-one, or group, interview between you and a recruiter or hiring team. You are asked questions about your work experience, personality, and competencies to determine if you are the optimal candidate for the job.

### *One-way video*

## *Attending a virtual job fair*

### *How does a virtual job differ from an in-person fair?*

Virtual and traditional job fairs are very similar. With both, employers register to attend a job fair because they want to engage with, interview and potentially hire student candidates. Students attend because they are hoping to be offered a position. The only difference between the two types of events is that a virtual job fair is held on an interactive platform in an online format



## *Be ready to put yourself out there*

Once you engage with an employer in a chat, the ball is in your court to introduce yourself and ask questions about the organization and available opportunities. Attendees are expected to be confident and present themselves to recruiters. A virtual job fair requires you to exert

# Job Fair Checklist

## Before the fair

- Have your resume updated
- Draft and practice a 30-second personal commercial
- Plan your professional dress wardrobe
- Get a notepad and pen
- Research employers you want to meet
- Prepare questions to ask employers
- Review the STAR interview method
- Practice video interviewing using Big Interview
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