Job Seeker Tips for the Virtual Career Fair on Microsoft Teams

Preparing for the Blue Ridge CTC Virtual Career Fair

- **Review technical requirements for the event in advance** to ensure successful attendance:
  - How to Join a Microsoft Teams Meeting from your computer or phone.
  - How to File Share your Resume with employers through Microsoft Teams.
  - Review Microsoft Teams Helpful Tips for participating in an event as an attendee.
- **Set a Calendar Reminder:** A virtual event can easily slip your mind. Set up a calendar reminder for a few days prior to the event, then one day prior, and then for your specific scheduled times for your Employer 1:1 sessions.
- **Update your resume(s) in advance:** Craft your resume to the positions you are most interested in by reviewing the Employer List on the Blue Ridge CTC website. Contact the Office of Career Services at careerservices@blueridgectc.edu in advance for additional resume writing support. You will have the option to share your resume with the employer during your private 1:1 session. Review how to file share over Microsoft Teams.
- **Research Participating Companies:** After you've registered, take time to research the companies you registered for and review their information on the Employer page on the Blue Ridge CTC website. Spend a little time researching each company so you may ask very focused and specific questions. This impresses employers because it shows a genuine interest in their organization. Your research will also help you formulate intelligent, insightful questions that you can ask the employers.
- **Prepare Your Pitch:** Think about how you want to introduce yourself, and why you are interested in that particular company. Which of your skills, accomplishments and past work experiences do you want to highlight? How will that benefit the employer? Use the research you did to help you develop key messages about how you can be a valuable part of the team.

Day-of Virtual Career Fair Tips

- **Test Your Technology:** Ensure that your device or computer is capable of supporting the Microsoft Teams platform. Download any necessary software for the fair in advance and leave time for any troubleshooting you may need to do. Prior to logging on to the event, double check that you have a full battery charge and a good internet and Wi–Fi connection.
- **Choose a quiet, distraction-free location:** Ensure your focus is strictly on connecting with employers during the event. Think about your background- you want employers to focus on *you* (and not your room decor, roommate, pet, etc)!
- **Dress appropriately & Look into the Camera:** First impressions are important. We recommend business-casual. Practice looking into the camera so you are giving direct eye contact which can help show enthusiasm and interest. Don't forget to smile.

- **Show up on time!** Ensure you are logged in a few minutes before your scheduled 1:1 Employer sessions.
- **Introduce yourself and be prepared to give your *career pitch*:** Smile, say "hello," and state your name. Be ready to talk about your career interests as well as academic and extracurricular experiences to show your skills and strengths.
- **Prepare questions in advance:** Demonstrate your strong interest in the company, industry, or role by having questions already written down.
- **Take notes:** Write down the information shared by employers when you inquire about next steps and the possibility of talking with additional managers.
- **Ask the representative for their contact information:** Document the names, telephone numbers, etc. of the contact interviewing you and other staff in the organization whom you can contact later. You might also think about sending a brief thank-you note acknowledging the time they took to connect with you during the fair.
- **Be courteous!** In addition to representing yourself, you also represent Blue Ridge CTC. All of the organizations at the fair are there because of their interest in hiring BRCTC students and alum. Enjoy the virtual fair and your interaction with the employers.
- **Let your positive attitude shine!**

For more information, contact the Office of Career Services

304-270-0350 **CELL** | careerservices@blueridgectc.edu | 304-470-4756 **TEXT**