STUDENT TIPS: VIRTUAL FAIRS & NETWORKING EVENTS

→ CAREERS.UIOWA.EDU

Personal Prep

• Create an elevator pitch
• Research employers on LinkedIn and compare companies utilizing GlassDoor, as well as company websites
• Update & review your resume - Schedule an appointment on MyUI to review your resume with a peer advisor
• Rehearse using Big Interview (virtual video practice software)
• Watch a Prepare for the Fair video

Handshake Prep

• Register for the event in advance on Handshake and research employers attending and job postings each employer has posted
• Register for group sessions and 1:1 sessions IN ADVANCE on Handshake to secure times that work for your schedule; you must join the session before it starts to enter the session
• Review and update your privacy settings in Handshake:
  • Update profile with current resume details: School year, Major, GPA & Work Authorization status
  • Set profile to public to be able to chat with employers only in 1:1 sessions, or set to community to be able to chat with employers, other students and alumni in the group sessions
• Students can explore and research Employers under Employers tab

Technology Prep

• Download a UI virtual background
• Technology Requirements:
  • An internet connection – broadband wired or wireless (3G, 4G/LTE or 5G)
  • Use Chrome as the preferred browser
  • Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
  • Supported Devices: Desktop web, iOS app, Android app, mobile web: We strongly recommend desktop web and native mobile apps for the best experience!
  • A webcam or HD webcam - built-in or USB plug-in
  • Make a plan: test your device and internet you plan to use on the day of the event with Handshake virtual fair technology to confirm your audio and video work
• Need a quiet space for networking? Reserve a room at the Pomerantz Career Center by calling 319-335-1023 – limited space available

Day of the Event

• To access your virtual fair/event, log-in to Handshake, navigate to your registered fair and click on your schedule to connect with your scheduled employer(s) sessions
• Arrive five minutes early to your sessions
• Have a pen/paper available during the event to take notes & have questions ready to ask
• Dress professionally (at least on top!): wear a suit jacket, dressy top, or collared shirt to present yourself well on camera. If you are in need of free professional attire, please visit the Clothing Closet at Iowa
• A student help room is available during the event via Zoom for help with any questions

After the Event

• Sustain and build momentum with your new connections
• Send a follow-up email to the employers you spoke with thanking them for the opportunity
• Connect with an employer representative on LinkedIn
• Continue to search and apply for jobs and internships in Handshake
• Schedule an appointment and talk with a career advisor about any aspects of your search (application, interviewing, negotiation, etc.)

LEARN MORE

careercenter@uiowa.edu  careers.uiowa.edu
319-335-1023
100 Pomerantz Center, Suite C310, Iowa City, IA 52242
UICareerCenter uicareercenter @uicareercenter

Individuals with disabilities are encouraged to attend all University of Iowa events. If you are a person with a disability and require an accommodation in order to participate in this event, please contact the Pomerantz Career Center, (319) 335-1023.