Get Ready for the Virtual Career Fairs
Fall 2021
## Fall 2021: Fairs, dates, and platforms

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What you need to do, NOW

1. Develop your résumé
2. Register on CareerEco
3. Prepare for the virtual fair experience
4. Research companies
5. Apply
6. Learn about interviewing
Develop Your Résumé

Find sample résumés here
Tip: Use the standard format: recruiters prefer it!

Check out the presentation for more information

Tip: Get a review of your résumé:
https://career.engineering.asu.edu/optimal-resume/

Write Your Résumé
Use your own individual experiences, projects and strengths. Reflect keywords from software and responsibilities listed in the job description in your résumé.

Résumé Example: Software-related majors
Résumé Example: Engineering and other majors

Build Your Summary Statement
Use Action Verbs
Build Your Accomplishment Statements

Technical Résumé presentation
Register: Create Account AND Register

• Create your account on CareerEco: https://www.careereco.com/
  – Use your name as you want companies to see it
• Review the tutorial and materials provided on CareerEco’s site
• Upload your résumé
• Register for the fair(s) you are attending
Tips: Uploading Your Résumé

• Name your résumé and supplemental materials something logical and identifiable:
  – “Resume.pdf” = Bad
  – “Megan Alvarez Aerospace Engineering internship resume.pdf” = Good

Tip: *Upload your résumé early – well before the fair!*
Prepare: How does this work?

• You will “enter” the employer’s “main room”
  – Some employers will also have private chat rooms (text and video)

• Be ready for:
  – Group chat
  – Private chat
  – Video chat
Prepare: Tips For Chatting

• Before the career fair, type out and save:
  – Your basic introduction, to be customized per employer
  – Answers to common interview questions
  – Questions that you want to ask

• Use full sentences, proper spelling and grammar
• Have this open on your pc, in addition to your resume
Prepare: How to Enter The Group Chat

• Read through the existing chat
• **Copy in your customized introduction** and a couple of questions **all at once**, so it doesn't get separated by other attendees' chats:
  – "Hi, my name is <>, I am a <academic level> in <major>. I have experience in <2-3 skills that they would be interested in based on their postings or company mission>. I have uploaded my résumé to this site. I have also been to your website (and applied to <job title, posting #>) or/and I have questions about job and posting #s before I apply. Could you tell me more about <xxxx>?"
Prepare: Be Ready To Interview

• Private chat:
  – Use your prepared questions and answers

• Video interview:
  – Be dressed in career fair attire
  – Check all systems: audio, webcam, background
  – Have your camera set up correctly:
    • Light source in front of you
    • Look into your camera
Prepare: Typical Questions

- From the interviewer:
  - “Tell me about a class project that you worked on.”
  - Your answer:
    - “This semester, I am part of a team that is assessing <some cool thing>. We are using <some techniques> to identify <something>. Through this project, I have learned how to apply <…>, and how <this technique> differs from <something else>. In addition to performing some of the testing, I created the team schedule which accommodates team members who are both on campus and on-line.”

- From you, speaking to recruiter or interviewer:
  - “Can you tell me the plans for interviewing candidates for this role?”

- From you, speaking to interviewer:
  - “I see that this role has multiple locations. Can you tell me how candidates are assigned to the different locations?”
  - “Can you describe a typical day for someone in this role?”
Learn about interviewing – yes, now

https://career.engineering.asu.edu/resumesandresources/interviewing

Interviews may be during the career fair, or shortly after
Research companies and positions: Apply

Who is coming?
See Handshake

For CareerEco-hosted events: watch for companies to appear in CareerEco

Tip: Apply BEFORE the Career Fair!
Find exact positions: Apply through Handshake, Company Website: both (if possible)
Prepare: “At” The Career Fair

- Employers will post times they will be present (note time zone)
- Employers may be organized differently: options include:
  1. Fully staffed, all day of the fair
  2. Fully staffed, some times of the fair
  3. Various staffing, depending on time of the day
  4. Unstaffed: resume collection only
What happens after the fair? Depends…

Collect resumes, answer a few questions, and plan to contact students later

Company plans will vary

Multiple representatives engage with students through private chats

Students contacted for in-depth interviews soon after the career fair
Don’t forget about Handshake

- Complete your profile
- Add photo
- Make profile “visible”
- Upload résumé and “Feature on Profile” (make visible)
SSEBE Career Fairs: Using Handshake

Limited to specific majors and structured differently:

• Employers are able to host two types of sessions to interact with students:
  — Group Sessions: 30 minutes each; multiple students can attend
  — 1:1 Sessions: 10 minutes each; one student and one employer representative can attend

You must register in Handshake to attend:

• Fill out your Handshake profile, including school year, major, GPA, and work authorization
• Check your Handshake Privacy settings:
  — Group sessions: must be set to “Community”
  — 1:1 sessions: must be set to “Community” or “Employers”

Sign up to meet with specific employers:

• Register for the overall event AND sign up for a group or 1:1 session before the specific session starts
• Employers have the option to set qualifications for 1:1 sessions: make sure your profile is accurate!
Additional Information

• **Handshake** [https://asu.joinhandshake.com/login](https://asu.joinhandshake.com/login)
  — Learn about career fairs, company information sessions and other career events
  — Apply to internships and jobs
  — Schedule an appointment with the career center

• **Fulton Schools Career Center website** [https://career.engineering.asu.edu/](https://career.engineering.asu.edu/)
  — 24/7 access to presentations and tools

• **Optimal Résumé** [https://career.engineering.asu.edu/optimal-resume/](https://career.engineering.asu.edu/optimal-resume/)
  — Submit your résumé for review without an appointment

• **CareerSpot videos** [https://career.engineering.asu.edu/careerspots/](https://career.engineering.asu.edu/careerspots/)
  — Short videos from recruiters and career services for quick career topics

• **GoinGlobal** [https://career.engineering.asu.edu/goinglobal/](https://career.engineering.asu.edu/goinglobal/)
  — Worldwide opportunities, visa petition history from US employers

• **InnerCircle** [https://innercircle.engineering.asu.edu/category/career/](https://innercircle.engineering.asu.edu/category/career/)
  — Weekly enewsletter about all things Fulton, including timely career topics and events

• **Fulton Career Center on Facebook** [https://www.facebook.com/fultoncareercenter/](https://www.facebook.com/fultoncareercenter/)
  — Featured events and opportunities