**Before the Fair**

- Update your resume and make sure to have a physical copy for your reference and digital copy (PDF). The Career Center is here to help. Try this [RESUME HELP](#) link, meet with a staff member during a Virtual Drop-In, or [schedule an appointment](#) with our staff.
- Register for the fair by going to [ClemsonJobLink](#).
  - You have the option to indicate your top employers. This will give employers an idea of how many recruiters to have on hand. You are not required to indicate your top employers.
  - Upload your resume
  - Upload a professional picture. This is optional.
- Research the companies that you are interested in meeting with.
  - What do they do, what skills or experience are they looking for, their mission and values statements, recent news regarding their company or industry, etc.
  - Note what software will they be using (Zoom, WebEx, etc.) and be sure you have it downloaded to your computer.
  - Note the length of video chat they have indicated for their recruiters to help plan your day.
  - Note if the company has indicated they will be conducting information sessions or group chats and the times these will occur.
- Have a 30-second Commercial prepared. This [guide](#) offers great suggestions for crafting your 30-second commercial with information such as:
  - Why are you interested in the company, what types of positions are you seeking, previous work experience and how is it relevant, education, skills, future goals, etc.
- Check out our [Career Closet](#) for great professional attire.
- Make sure to have your LinkedIn profile updated so that employers can research you and find more information.
- Set up your Virtual Career Fair location away from noise and distractions. Take time to adjust your computer so you are at eye level and the lighting is favorable. Try not to use a handheld device.
- Test technology – video, audio, and lighting. Be sure you have reliable WiFi. If you need a quiet space or reliable WiFi you can reserve space at the CCPD, Sirrine Hall, the Library and other places on campus.
- Be organized – have company contact information, your resume, notes etc. ready and on hand.

**During the Virtual Career Fair**

- Dress professionally (avoid distracting patterns or noisy jewelry).
- Take a deep breath and give yourself a pep talk before joining the call. The superman pose really helps!
- Use strong body language. Do not chew gum.
  - Maintain eye contact, use little hand gestures so not to distract from what you are saying, do not slouch, make sure to pay attention and be energetic and interested.
- Use professional business communication at all times (in chat box, as well).
- If you experience any technical difficulty just communicate with the employer.
- Take notes after speaking with employer of anything interesting about the conversation if you are sending an email afterwards.
- Employers will be allowed, if they choose, to chat with all students in their queue after the fair’s ending time. If an employer chooses to leave the fair early with students in their queue, your resume will automatically be emailed to the recruiter.
- The CCPD will have a Student Help desk available to you throughout the duration of the fair.

**After the Virtual Career Fair**
• If you chatted with an Employer and want to find their contact information, go to Events>>Career Fairs>>Past>>Click on which event you attended>>Video Chats. Be sure to send the recruiter you spoke with an email to reintroduce yourself and to thank them for their time. If you took any notes, it is beneficial to include something you discussed and enjoyed about the conversation. Let them know that you are interested in the company and any potential job opportunities.

• If you did not get the opportunity to chat with an employer, you may look up the company in ClemsonJobLink and see if a contact is listed. If not, look for a job posting in ClemsonJobLink which most likely will include a contact name.

Stay Connected

• The Center for Career and Professional Development advertises positions and posts career advice through Facebook, Twitter, LinkedIn, and Instagram. For more information on everything Career Fair related, visit http://career.clemson.edu/fairs

Helpful Videos for the Virtual Career Fair

PRE-CAREER FAIR PREP
https://youtu.be/wNGJhVq4nog

“DAY OF” CAREER FAIR INFORMATION
https://youtu.be/LOX8Tq1dTk

EMPLOYER RESEARCH
https://youtu.be/We5gSAIXgbU

POST CAREER FAIR
https://youtu.be/a2LnzjhXj4E

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