

UTEP Virtual Career EXPO Student Guide



Friday, September 18, 2020
9:00 AM – 3:00 PM (MST)
Career FairPlus+ Platform

WHAT IS NEW THIS SEMESTER?

The UTEP Career Expo will be hosted completely virtually on the Career Fair Plus (+) APP. The Expo will be hosted on Friday, September 18, 2020 from 9:00 AM to 3:00 PM (MST). **You must sign up for employer meetings starting NOW.**

WHY GO VIRTUAL?

Due to circumstances surrounding COVID-19, we will be going virtual to ensure the safety of both employers and students.


CAREER WEEK VIRTUAL SESSIONS

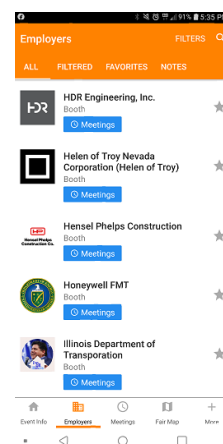
Starting Monday, September 14, 2020 through Thursday, September 17, 2020, we will have professionals offering their insight, connections, and possibly job leads. Check them out [here](#) and be sure to “reserve your seat” via Job Mine.

WHICH COMPANIES ARE ATTENDING EXPO?

Visit this [link](#) at the Career website to see the full list of employers participating.

SCHEDULE MEETINGS

Prior to Expo, download the app on your phone or tablet. Click [here](#) to see how to register. Find an organization you are interested in connecting with, click on them, click “ Meetings” and select a time that best fits your schedule. Be sure to read the company profile information in advance.



SPEAKING WITH EMPLOYERS

Once it's your appointment time, you will “knock” to enter the employer interview room. **BE SURE TO SMILE** because there will be a quick snapshot sent to the employer. Once the recruiter(s) let you in the room, it will be a face-to-face platform. Click [here](#) for an example.



FINISHING YOUR CONVERSATION & AFTER THE JOB FAIR

Be sure to ask about next steps and contact information before the talk ends. Just like in-person job fairs or any other networking event, be sure to send thank you emails to all individuals you made contact with and thank them for their time. Follow up with any additional questions or schedule a coffee chat. Keep your momentum going and apply to open job positions.

VIRTUAL EXPO ETIQUETTE

Keep in mind these important guidelines to ensure you make a favorable impression on the employer.

#1: AVOID TEXTING LANGUAGE

Abbreviations, emojis, and slang should be avoided in your written communication with recruiters. Be mindful of typos and improper grammar. Use concise and professional business language.

#2: BE PATIENT WITH RECRUITERS

Recruiters will be very busy speaking with multiple students. Don't continue to reach out to them if they don't immediately respond to your messages, they will eventually respond. In the meantime, review questions you want to ask.

#3: DRESS TO IMPRESS

Career Fair+ is a video chat platform. Be ready to look presentable by wearing business professional attire (suit) and being well-groomed. Wearing a polished outfit will also boost your confidence! See the [Dress for Success](#) guide as a reference. Consider attending [How to Dress for a Virtual Career Fair](#) workshops happening during Career Expo Week.

#4: PREPARE YOUR ENVIRONMENT

Show up to your appointments from a distraction-free environment. Make sure the room you're in is clean, quiet, and well lit area. Career Fair+ does not offer virtual backgrounds.

#5: AVOID EXTERANL DISTRACTIONS

Let any family members be aware that you are in an interview and place any animals that could cause distractions in another area, if possible. Place all other technology or chats on silent to avoid noise distractions.

TIPS FOR SUCCESS AT A VIRTUAL CAREER FAIR

#1: CREATE A CALENDAR REMINDER

When you don't have to travel, a virtual event can easily slip your mind. Set calendar reminders for Expo the day before and two hours before. Add your employer meeting on your calendar too!

#2: REGISTER AHEAD OF TIME

To avoid any unnecessary complications, register ahead of time and familiarize yourself with the Career Fair Plus interface. During Expo, you'll want to focus your time on interacting with employers and showing them your best side. If you have any issues, visit us on our [virtual help desk](#).

#3: COMPLETELY FILL OUT YOUR EVENT PROFILE

Recruiters will be able to view your registration profile. Be sure your résumé, LinkedIn profile, and headshot are updated. Adding a full profile will help recruiters learn more about you quickly. Visit our [15-Minute Virtual Résumé Review Clinic](#) happening ALL WEEK. Be sure to have a résumé to work off from.

#4: TEST YOUR TECHNOLOGY

With this job fair being so reliant on technology, it is all the more important that you test your microphone, camera, and WiFi connection ahead of time.

#5: BE READY TO PUT YOURSELF OUT THERE

Confidently engage your recruiter with an effective self-introduction, company knowledge, and insightful questions. Hold eye contact and maintain strong body language during your video chat. Practice confidence in answering questions by using our new [InterviewStream](#) that has over 400 practice questions.

#6 MAXIMIZE YOUR TIME

Don't forget these are timed conversations, usually 10 – 15 minute meetings. In order to utilize your time effectively with each recruiter, make sure you have spent enough time researching companies. Be prepared to ask questions and answer why you're interested in working for them. Click on "[Informational Interview](#)" on our website for support.



Quick Links

How to Setup Career Fair+: [Click Here](#)

Career Fair+ Sample View: [Click Here](#)

Virtual Help Desk (all week): [Click Here](#)

15-Minute Virtual Résumé Review Clinic (all week) [Click Here](#)

GENERAL REMINDERS

PRE-EXPO CHECKLIST

- Update your resume and [LinkedIn profile](#)
- Create a list of [target companies](#)
- Conduct company research
- Prepare insightful questions
- Practice your elevator pitch/30 second introduction ([InterviewStream](#))
- Wear business professional attire

STRATEGIES FOR EXPO

- Maximize your time by registering yourself with multiple organizations
- Conduct company research on unfamiliar companies if you wish to speak to them
- Take notes after each chat to summarize key information
- Don't panic, have a positive mindset! Virtual recruiting is new to all of us

What is Career Fair+?

Watch this YouTube Video to describe Career Fair+:

