



McGill

CaPS

Career Planning Service
Service de planification de carrière

STUDENT GUIDE TO

successfully navigating a virtual career fair

Whether or not you've already attended a virtual career fair, coming in prepared will help you succeed making a strong impression with recruiters. Below is our guide to help you succeed attending a virtual career fair on the Eventus platform.

BEFORE THE EVENT

The bulk of your preparations should take place before the actual virtual fair takes place. You should start your preparations as soon as possible.

- 1) **Create Your Account:** You will need to create an account to access most of the features Eventus has available. Go to the link provided by career services and click on "Student Sign In".
- 2) **Complete Your Profile:** After you submit an email username and password, you will be presented with a form to submit additional information (such as major, graduation year, and resume upload). It's very important you fill out these attributes accurately. Employers will be able to see every field that you submit.
- 3) **Browse and Research Employers:** Once you've filled out your profile you should be able to begin browsing through the list of employers. To make a strong impression with recruiters make sure to research the companies that interest you before booking chat sessions.
- 4) **Test Your Video Room:** Once you've completed all the previous steps you should make sure to test your video capabilities. Simply make sure that your video and microphone are working once you've joined the video room.
- 5) **Reserve Spots for 1-on-1 Chat Sessions:** All employers will have 1-on-1 sessions enabled. Note that prior to the event date, you will only be able to book up to 5 chats (ensure the employers you will meet, have opportunities that are relevant you!) On the day-of event, you may register for any remaining open slots. If you reserve a spot with an employer, ensure to attend! Failure to attend a session will reflect badly on McGill and on you as a candidate.
- 6) **Prepare Your Elevator Speech:** State your name, year in school and program of study. Talk about your career goals and provide examples of past experience (work/volunteer) that align with these goals.

- 7) **Check if They Have Job postings:** Verify if they have postings on [CaPS myFuture](#) or on their corporate web site.
- 8) **Check LinkedIn:** Research the company on LinkedIn, see if you have any connections, or fellow McGill alumni. Keep your profile up to date: professional photo, title.

DURING THE EVENT

- 1) **Dress for Success:** This is a professional event and therefore dress as you would for an in-person fair. Professionalism is key!
- 2) **Ensure Your Environment is Ready:** Find a quiet spot where interruptions will be at a minimum. Ensure your virtual background is appropriate for the session. All cell phones should be turned off.
- 3) **Have a Note Pad Next to You:** This will enable you to take note of your conversation and any other information you will need.
- 4) **Attend Your Virtual Sessions:** By default, you will be directed to an Eventus video room where the employer must admit you into the call before you can begin your session. However, employers have the ability to use their own video conferencing software (such as Zoom, Microsoft Teams, etc.)
- 5) **When You Enter a Chat:** Smile and introduce yourself. Confirm the name of the employer in the session and note this on your note pad for future reference and potential outreach. As a reminder, each session has a maximum time of 15 minutes, however the sessions may end before that time.
- 6) **Closing/Exiting the Chat:** The employer will be managing the length of the sessions. As you notice the session is ending, thank the employer for their time and ask if they mind if you connect with them on LinkedIn.

AFTER THE EVENT

- 1) **Reach Out to Employers Again:** After your virtual interaction, take the opportunity to thank the recruiter. If the recruiter asked you to complete any additional steps like applying online, make sure to complete those steps in a timely manner.
- 2) **Follow up as appropriate:** You may wish to send a LinkedIn invitation to the representatives that you meet. When you invite them to connect, add a personal note that mentions the context of where you met.

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