



Before the Fair

Devices

- Are my devices charged and will I be sitting near an outlet to keep them plugged in, if possible?
- Will I be using either a PC with headphones and webcam or a laptop to give me a better experience for this event. If not, I can use a tablet or a cell phone, which will be fine.
- Is there a second device I can keep nearby as a backup?
- Do I have my earbuds handy to help cancel out noise if necessary?
- Do I have a strong Wi-Fi signal in the room I will be in during the VCF? Can I use a personal hotspot if needed?
- Can family members and house mates hop off the internet while I am attending the VCF? If not, could they avoid streaming videos?

Physical Space

- Will I be in a quiet space that is free from interruptions such as people talking or walking behind me when I click Online?
- Did I let my family members, roommates, and others around me know that I will be attending the VCF and at what time?
- Are my pets shut out of the space for the duration of my time Online?
- Is the wall or space behind me distracting for the people that I am talking with? If this space is my best option, can I remove any posters or photos temporarily? Is the background free of clutter?
- Do I need to move a desk lamp or floor lamp behind my device so my face is well lit with no shadows?
- Will my device be at eye level so I am looking straight ahead at my interviewer, just as I would in a real interview? If not, can I create a secure pile of books or borrow a tablet or laptop stand from my roommate or family member to achieve eye level?

Clothing

- Do I have a blouse or collared shirt and possibly a jacket or blazer to give me a professional appearance?
- Did I select something that makes me feel both confident and comfortable?

Video Chat Prep

- Is my resume loaded into HawkHire's Virtual Career Fair platform?
- Did I also print out a copy to have next to me in case an employer asks me questions about it?
- Did I log into the VCF student platform and put stars next to the employers I am most interested in speaking with so they will rise to the top of my list for the fair?
- Did I prepare my 30 second Elevator Pitch after watching this [1 minute 35 second video](#)?

During the Fair

Did I remind myself that it is okay to be nervous and to be patient with myself and the technology today? I got this!

Devices

- Are my notifications turned off? Is my screensaver off?
- Did I select Online when I am ready to begin officially attending?

Communication Skills

- In addition to speaking to the fair representative, am I also actively listening to what the employer is saying?
- Did I eat a healthy meal or snack recently so I have the energy to focus on the VCF?
- Is my water bottle or travel mug nearby for hydration and in case my throat becomes dry or my voice hoarse? Does it have a secure lid, rather than using a cup and glass that can be easily spilled?

Video Chat

- Am I looking into the camera rather than at the center of the screen so I make eye contact and connect with the listener?
- Do I have some post-it notes nearby to cover my image on the screen so it does not distract me? (Remember I cannot see myself during an in-person interview so it will feel more natural to do this.)
- Am I aware that the video connection drains energy? Do I remember to smile more and bring my energy level up a notch to compensate?
- Am I asking the employer for next steps and their contact information to follow up?

After the Fair

Kudos

- Did I acknowledge the fact that I overcame challenges such as my anxiety connected to technology, discomfort when talking with new people, or dislike of video meetings to take a giant step outside my comfort zone and experience professional growth?
I crushed it!

