HOW TO PREPARE FOR A VIRTUAL CAREER FAIR
TELL US YOU’RE HERE

https://tinyurl.com/csic19rsvp
Enter the passcode: 1234
Enter your UBC student number
TODAY’S FACILITATORS

Heidi Nucklaus, Career Advisor, WorkBC Employment Services.
Irene Chou, Events Coordinator, Centre for Student Involvement and Careers
Danielle Barkley, Career Educator, Centre for Student Involvement and Careers
TODAY’S STRUCTURE

• Overview of Fair Process and Logistics
• Strategies for Preparing and Engaging with Employers
• Q & A and Resources
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EVENT STRUCTURE

• The virtual fair will be hosted using Zoom Meetings
• Each organization will have a dedicated Zoom Meeting Room (“Booth”)
• To join a “Booth”, use the Zoom meeting link and associated password
• You will then be placed in a waiting room before being admitted into the room by the organization when they are available
• The way organizations engage with students and alumni in the Zoom Meeting Room will vary. Organizations may choose to engage with students and alumni in the main Zoom Meeting Room “Booth” or use Zoom Breakout Rooms for smaller group discussions

Privacy: Zoom stores personal information on servers outside Canada. You can maintain your privacy by logging in using only your first name or a nickname, turning off your camera, and muting your microphone.
Please click OK if you see the system dialog.

Launching...

If nothing prompts from browser, download & run Zoom.
Please enter the meeting password:

Meeting password: *****

Join Meeting  Cancel

If nothing prompts from browser, download & run Zoom.
Please wait, the meeting host will let you in soon.

Get Hired UBC Virtual Fair
Settings

Audio

Speaker
- Test Speaker
- Speakers/Headphones (Realtek(R) Audio...)

Output Level: 

Volume: 

Microphone
- Test Mic
- Microphone Array (Realtek(R) Audio...)

Input Level: 

Volume: 

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Press and hold SPACE key to temporarily unmute yourself

Sync buttons on headset

Advanced
Please install or update your web browser and re-enter your log-in.

If nothing prompts from browser, download & run Zoom.
Choose ONE of the audio conference options

- Phone Call
- Computer Audio

Join with Computer Audio
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting
You have been assigned to Breakout Room:

Breakout Room 1
Student/Alumni
FREQUENTLY ASKED QUESTIONS

Where can I find information on which organizations will be at the fair?
• On CareersOnline! Go to Events > Career Fairs > Get Hired UBC Virtual Fair

Where can I find the Zoom link and password for each organization?
• A PDF document with the full list of organizations and their zoom link & password will be sent to you on June 9, 2020. Only students and alumni who have RSVP’d to the event will receive this information.

Can I join multiple “Booths” at once?
• No, Zoom will only allow you to join one Zoom meeting “Booth” at a time

What do I do if I have audio/video issues with Zoom?
• This could be caused by many factors. Check your settings. Check your internet connection. You may need to restart the router. If you are seeing a lag, and your video is on, turn video off.
FREQUENTLY ASKED QUESTIONS

Will there be a virtual Warm-Up Booth available on the day of the fair?
• Yes, Career Advisors from the Centre for Student Involvement & Careers will be available virtually. Students and who are unsure about what to say or are feeling nervous about speaking with an employer can chat with a career advisor to get helpful tips to identify Purpose, Prepare their Pitch, Practice and Persist!

Where will the virtual Warm-up Booth be hosted?
• The Zoom link for the virtual Warm-up Booth will be included in the PDF with all organization Zoom links and passwords.

Do I need to attend a warm-up booth before meeting with employers?
• No, attending a warm-up booth is optional.

Who can I contact if I have questions during the fair?
• Email recruit.talent@ubc.ca. Our staff will be monitoring this email during the virtual fair.
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TIPS FOR SUCCESS

Before the event:

• Login to CareersOnline to view which organizations are attending, what positions they are hiring for, and how best to prepare for your interactions with them.

• Join early – up to 5 minutes before

• Ideally use a quiet space without interruptions

• Adjust camera to be at eye level

• Dress professionally

• Well-lit room so you can be seen clearly (no bad shadows on face)

• Clean, clutter-free, professional background behind you

• Avoid multitasking while participating

• Try to avoid talking over people
Tips on 30 sec. self introduction

• Your name
• Brief background
• Job you are looking for

“Hi my name is Heidi, my background is in finance and I’m looking for an entry level account manager position.”
LinkedIn Profile

• A well-crafted profile is a great way to market yourself:
  - pay special attention to your photo, headline and summary; ask for recommendations; create a personalized URL

• Upcoming LinkedIn workshop: Friday, June 5

• We will email you online resources on using/improving your LinkedIn
Example questions to ask employers

• I don’t have a traditional background in [field or function] but I have a background in x [something relevant]. Would that be a good fit for [open role]?

• I love [product/service], I use it all the time! How do you think it’s going to evolve in the next year?

• What skills/strengths do you look for most in a candidate for X position?

• What sort of educational background do you look for in a candidate?

• What is one of the biggest challenges of the job?
TIPS FOR SUCCESS

During the event:

• Dress appropriately (business-casual)

• Actively engage with the organization and demonstrate your interest in what they do (mission, vision, goals)

• Quickly build rapport with your nonverbals (smile, make eye contact, be aware of your posture)

• When asking questions, be specific about the role you are interested in and explain how your skill set matches their requirements

• Be mindful of the time and prioritize organizations you want to engage with.
TIPS FOR SUCCESS

After the event:

• Record some notes (contact information, interesting facts, details)

• Send a brief and thoughtful thank you or follow-up e-mail

• Reflect on your experience and consider one small action step you might take

• Apply to job postings

• Need support? Attend a career preparation webinar, sign up for drop-in advising (Monday - Friday, 1-3pm), or book a one-on-one advising appointment with a career advisor through CareersOnline
TIPS FOR SUCCESS

Upcoming webinars:
Friday, June 5 – LinkedIn | 4:00 pm – 5:00 pm
Monday, June 8 – Resume and Cover Letter | 12:00 pm – 1:00 pm
Tuesday, June 9 – Designing Your Life | 1:00 pm – 2:00 pm

RSVP on CareersOnline

Want to talk to a UBC Career Advisor?

Book an appointment on CareersOnline
(Drop-in appointments are available every day between 1:00 and 3:00 pm)
HTTPS://TINYURL.COM/ CSIC-CAREERLEARNING

Tell us what you’ve learned
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QUESTIONS?