Complete your Profile
- Employers will have access to view your profile! Make sure you have each section updated & Make sure your profile is set to “Community” in Settings.
- Upload your resume to your profile and make sure it is visible.
- Tips: Profile Completion, Uploading your Resume, and Work Authorization

Research Employers attending the Career Fair
- Click on Events in Handshake and select the Sooner Showcase Career Fair.
- Scroll down to the employer section and locate the list of employers.
- When you register for the fair, Handshake will immediately prompt you to sign up for a group session with an employer & 1-on-1 sessions.
- Once you know what employers are attending, you will have a better understanding of who you want to know more about or meet 1-on-1.
- Check out their company website and search online for recent news articles and other relevant information. This will help you think of questions to ask during sessions, and make conversation during any 1-on-1 sessions you may have.

Register for the Fair & Build your Schedule
- Registration will be open on September 8th & the Fair will be September 22nd from 11 AM – 4 PM.
- You MUST sign up for a group or 1-on-1 session! For our in-person Career Fairs, you normally could meet with employers at random – with a virtual fair, you have to sign up for time slots available by the employer in order to meet with them.
- Video: Registering for the Virtual Career Fair on Handshake

Day of the Fair
- Dress professionally! Even though it’s virtual, still look your best as you would for an in-person Career Fair or Interview.
- Find a quiet spot & a neutral background.
- Test your technology – Handshake suggests using Google Chrome or Firefox as a web browser for best results.
- Prepare your Elevator Pitch.
- In your virtual sessions, make sure to arrive on time.
  - For group sessions, we advise to mute yourself once you enter the meeting room.
  - For 1-on-1 sessions, maintain eye contact and smile, nod occasionally as you would during an in-person conversation.
  - Ask questions! Bring a list of prepared questions for each session. Have a pen and paper with you so you can make notes.

After the Fair
- Keep the momentum going from your meetings with employers. Check out their page on Handshake to see current jobs and internships. Find tips for applying to jobs on Handshake here.