



Virtual Fair Scripts + How To Guide

Accessing the Virtual Fair

Registering + Setting Your Schedule to Meet with Organizations

1. Visit oc.joinhandshake.com and login with your MyOC username and password
2. After logging in, go to the Events tab and find the virtual event(s) you'd like to attend. Click "register"
3. Next, you'll be promoted to create your schedule of which organizations or grad schools you'd like to meet with. You can scroll through the list and select the times that work best for your schedule, and learn more about each organization and the types of opportunities they have available.
4. You'll see the sessions you are scheduled for on the right side of the screen. You can modify your schedule if necessary as well.

Day-Of the Event:

1. You will be emailed links to each scheduled session just before they start.
2. Use those links at the time of the sessions you've signed up for.

Prepping for Video Chats:

1. Dress in [business/professional attire](#)
2. Make sure your location is quiet or that you can wear headphones with a microphone to assist with noise
3. Make sure the background is not distracting - laundry, trash, etc. removed out of the frame

Day Six cannot assist you with finding links - it is up to each student to access them. You should be receiving reminders from Handshake via email as well, so make sure to check it as the events approach.

1:1 Meetings

These are 10 minute sessions with you and a representative from the organization. They can be done via chat or video within Handshake.

When introducing yourself

1. State your name, year and major - we typically refer to this as an “elevator pitch.” Learn best practices for that [here](#).
2. It’s a kind gesture to ask how the representative is doing
3. The representative will also be introducing themselves and say what their role is in the company
4. Have your resume polished and at the ready should they ask to see it. Bonus if it is already uploaded to your Handshake profile! [Here’s a video on how to upload a document](#).

General questions to think about asking:

1. What type of jobs/internships are available in x field/ or with x major?
2. When is your summer 2021 internship deadline?
3. What qualities or qualifications are you looking for in a candidate?
4. What experiences can I gain in college to help me become a good candidate for your organization one day?

For grad schools:

1. What admissions requirements do you have for (fill in the blank) degree? GPA, classes you’ve taken, etc.
2. Is the degree online, in person or hybrid?
3. Tell me about some outcomes of students who graduated with a masters in (blank)?
4. What is the application process like? What does the admissions board look for in candidates?
5. How would I learn more about this program?

Next steps

1. Ask how to apply for a position if it is discussed, as well as an application deadline.
2. Ask the representative how to best follow up with them regarding what you spoke about - take notes about their name, email address and job title so you can follow up.

Group Meetings

These will be with you and up to 50 students at a time. The representatives will have video and screen sharing capabilities, while the students will be able to ask questions and make comments in the chat.

These are opportunities to learn background about organizations and or learn more general information than you can gather in a one-on-one meeting.

Following Up with Organizations

1. Send a thank you note/email/message

Hi [Name],

It was so nice to meet with you at OC's virtual networking event! Thank you for taking the time to answer my (many) questions and talk about what it's like at [Company]—it seems like an amazing place to work. I especially loved hearing about [something you enjoyed talking about].

I look forward to staying in touch as I continue [my job search/figuring out my next step]. I definitely plan on using your advice to [piece of advice that stuck with you]. And if [Company] has any openings in their [department] down the road, I hope you'll let me know so I can apply.

Thank you,
[Name]

2. Follow the company on LinkedIn and Handshake, and sign up for alerts as new positions are posted.
3. Add recruiters as LinkedIn connections to stay up-to-date on hiring.