

VIRTUAL CAREER FAIRS

Fall 2020

Where to start?

We're all learning how to adapt and be flexible in everything, and looking for a job or internship is no different. Although most recruiting events will be virtual, many of the same preparation and tips for success still hold true. See the "Successful Searching" sidebar for suggestions on what to do to prepare. After taking those tips into consideration, spend time preparing your introduction to firm reps.

Introduce yourself

The goal of the Career Fair is to connect with firm representatives and obtain an interview. Once you are in line for a firm's booth, be prepared to pop it at any time. This is not the time to bite your fingernails or call a friend! Be ready to give pertinent information about yourself to the booth attendants.

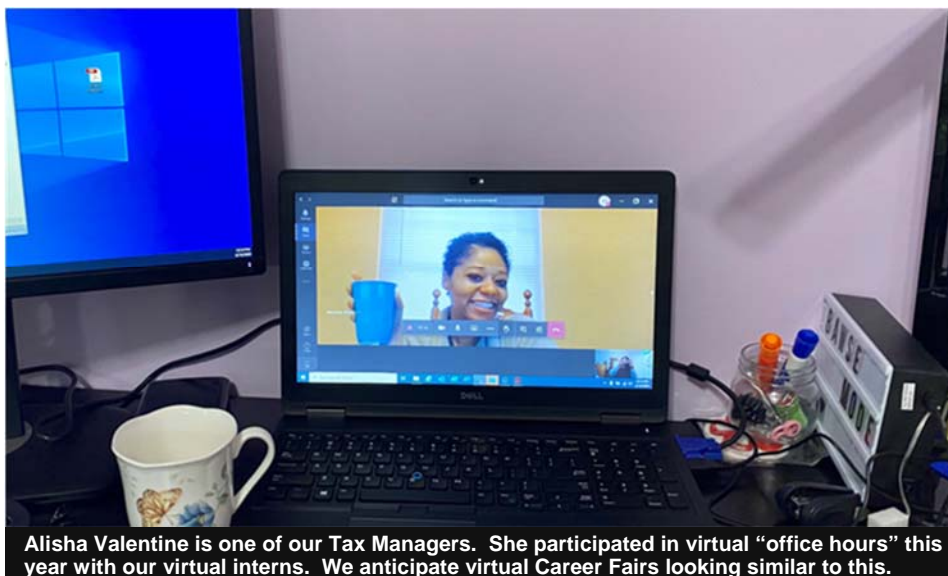
Try this template

- Name _____
- Year in school and major _____
- When you will complete your 150 credit hours _____
- Opportunity you're seeking _____

Hello, my name is Mandy, Mandy Nevius. I'm a senior majoring in accounting. I will graduate in December 2021 with 150 credits. I am interested in learning about Keiter's spring 2021 internship opportunities.

Successful Searching

- Set up your profile on Handshake
- Save your resume as a PDF
- Research your top firms; email them prior
- Dress appropriately—suit or nice clothing
- Ask your roommate(s) to be quiet
- Smile, look at reps, introduce yourself
- Ask questions
- Send a thank you email



Alisha Valentine is one of our Tax Managers. She participated in virtual "office hours" this year with our virtual interns. We anticipate virtual Career Fairs looking similar to this.

Final notes:

- Research your top firms; reach out to them before the fair
- Smile and introduce yourself—include when you'll have 150
- Be the most professional version of you
- Relax—you're interviewing Firms, too!

Remember: you have a great education, and you are someone Firms want to talk to. Ask reps why they like working at their Firm. Ask other questions that show your interest. Relax, smile, and breathe. You've got this!

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Suggested Questions

To help jump start your preparation, consider editing and making some of these questions your own.

Process/Application

- What positions are you hiring for?
- Are your positions in-person or virtual?
- How are you conducting interviews this year?
- What is your application process? How do you prefer to view resumes?
- What qualifications are you seeking in a/an [Intern, Tax Associate, Audit Associate]?

Firm/Culture

- Why do you enjoy working at Keiter?
- How long have you worked at Keiter?
- Why did you choose to work at Keiter?
- What do you find most challenging about your work at Keiter?
- What has been your biggest challenge during the COVID pandemic?
- What changes did Keiter put in place to help staff work during the COVID pandemic?
- What has Keiter done to encourage people to stay connected during COVID?

Exit gracefully

- Thank you for taking time today to answer my questions. I will be applying for [position], and I look forward to hearing from you.
- Thank you for sharing your experience at Keiter with me today. I can see that a line is forming and that other students would like to talk with you.
- Thank you for talking with me today.



We've all gotten creative this year. This is one of our Associate's home office!

Final thoughts:

- Be sure to ask the Firm reps for contact info if it isn't provided
- Make sure your Handshake profile is up-to-date and start applying
- Send a thank you email to the Firms you are most interested in within a day or two

Remember: We're all in this together—we're all learning how to connect and recruit virtually. Be patient with yourself, Career Services, and employers. We'll all get through it, and most importantly: You've got this!