



# Career Fair Preparation Check List

- ❑ Have your Résumé critiqued by the Career Center through Walk Ins before uploading it to Handshake. Review the [Resume Writing Guide](#) prior to visiting the Career Center. Walk-ins are 10-12 & 1-3 M-F in the Career Center or through Zoom by calling the front desk at 812-237-5000.
- ❑ Update your profile in [Handshake](#) – make sure it’s complete with information about your jobs, clubs/organizations, skills, etc. Make sure the privacy is set at “Community” or “Employer” so employers can see your profile.
- ❑ Watch the Virtual Career Fair Prep video [here](#).
- ❑ Register for each of the [Virtual Career Fairs](#) you want to attend through Handshake.
- ❑ Upload your finalized Résumé in the “documents” section of your [Handshake](#) account (under the icon with your initials/picture)
- ❑ Sign up for specific company 1-1 meetings to speak to a recruiter or group sessions to learn more about the company in [Handshake](#) under each Virtual Career Fair you want to attend.
- ❑ Attend [Virtual Career Fair Preparation workshops](#) with Career Coaches on Zoom to help answer any questions you might have about the Virtual Career Fair.
- ❑ Test your technology, camera, and microphone and find a quiet space with an uncluttered background prior to career fair day. Pick out professional looking clothes for your Career Fair meetings.