

Job Seeker Tip Sheet

How-To Guide for a Virtual Job Fair

Before the Job Fair

- Review/Read Virtual Job Fair Newsletter and Event Schedule
- Register for each session you are interested in
 - Research company website and social media
 - Write down any questions about the organization or company you might have
- Make note of the date and time of each session on your personal calendar or use the '[Virtual Job Fair - Check List](#)'
- If you are participating in a workshop with your camera on, dress appropriately for a public event and tidy the area that will be in camera view background

Get Organized

- Review/Read Zoom Tip Sheets ([For Presentations](#) or [Workshops](#))
- Gather supplies needed:
 - Device with internet access (check connection) and [download Zoom app](#) if needed
 - Note paper, pen or pencil to take notes
 - Any other materials to help focus during presentation
- Set a reminder or alarm before each session

Wellness Check

- Plan for a good rest before each session
- Drink plenty water before and/or after each session; use restroom when needed
- Eat healthy snack before and/or after each session
- Take deep breaths

During the Job Fair

- Ask for help from family member, friend or support worker if available
- Type your questions in the Zoom chat, a CAN staff will be moderating the chat and can ensure that your questions are answered during the Question and Answers (Q&A) portion
- Take breaks when needed

After the Job Fair

- Complete a '**Wellness Check**'
- Make notes for plans to follow up with the organization or company
- Congratulate yourself, **YOU DID IT!**

Questions? Email job.fair@canucksautism.ca at any time for additional support.