



Best Practice Guide for Virtual Career Fairs

PMF Virtual Career Fair - Finalists Best Practices

Tips for Event Day:

- Finalists should consider the VCF a serious opportunity to gain valuable access to agency job listings and be prepared to schedule interviews with agency coordinators.
- Finalists should arrive early to participate in the 90 minute plenary event opener.
- Finalists should have a list of agencies they would like to specifically target during this 3 day event.

Booth Activity:

- Finalists should be prepared to wait 7-10 minutes during high booth traffic hours to chat with booth staff.
- Finalists should be familiar with how to use both the group chat and private chat.
- Finalists should be aware that group chats are visible to everyone.

Finalist Profile:

- Finalists should have a standard resume along with agency specific resumes for targeted uploads.
- Finalists should remember to save materials to their briefcase for agencies that they have connected with as well as maintain a continued interest in.

Networking Lounge:

- Finalists will have the opportunity to network with other finalists and PMF alumni during the Virtual Career Fair.