1. Research about VCF. What are the participating employers? What webinars and recruitment talks will be organized?

2. Prepare 3-5 quality questions you want to ask each employer you are interested in. The quality questions are something that you could not search online, such as corporate culture. Never talk about benefits and salary packages.

3. Polish your one-page CV and write cover letters if necessary. You are welcomed to register for the CV Scan or one-on-one career coaching session to get personalized advice (Link Here).

4. Activate your LinkedIn profile with at least 20 connections, follow your target employers’ pages and have them shown in the activity log.

5. Get ready to be your own professional groomer including your full suit.

6. Practice to pitch your passion, knowledge and skills.

7. Test your devices (visual & audio, in/output) and network used in the VCF.

8. Reserve a private room for joining the meeting, free from disturbance or background noise.
DURING THE VIRTUAL CAREERS FAIR

1. Check whether you are ready for the best online presence, including dressing, hairstyle, appropriate make-up, lighting, virtual/ neat background, etc.
2. Join the VCF in the private room without disturbance or background noise.
3. Be open-minded to meet more employers and expand your network.
4. You may use “Chat” function for typing in questions, but you are encouraged to make “Voice Call” for greeting employers. Make the first meeting professional and pleasant!
5. Ask quality questions, communicate professionally and naturally, and leave the best first impression. Make it a conversation but NOT assessment.
6. Ask for LinkedIn profiles / contact details, in exchange of your CV (and cover letter).
7. If the employer is not in their booth, you may click “Meetup” to make appointment with them. “Leave a Message” function is allowed but not recommended, in order to make good use of the VCF opportunity to interactively mingle with employers.
8. Be punctual if you have made appointment with employers or registered for any talks. Good punctuality means getting ready at least 5 minutes earlier than scheduled.
9. Report to CPDC’s Help Centre immediately if you encounter any technical problems.
1. Send a thank you note to employers/speakers/coaches you communicated with. Don’t formalize but individualize it, such as mentioning what you have discussed with him/her.

2. Connect the people you know on LinkedIn or other professional social media platform. Follow up sometimes to keep the relationship warm.

3. Apply for the graduate jobs/internships you are interested in.

4. Complete the evaluation of Careers Fair or Workshops.

5. Connect with CPDC for job opportunities and programme updates.

6. Follow CPDC’s IG and like CPDC Facebook page.