

Career Management Center

CAREER EVENT CHECKLIST

Event Preparation Checklist:

- ❑ **Register early!** Navigate to the **Events** page in Handshake: colostate.joinhandshake.com/events
 - ⇒ In-person event – get employer updates and reminders (registration often is not required)
 - ⇒ Virtual event – Registration is often **REQUIRED**. Sign up for times with specific companies.
- ❑ **Add to your calendar.** Ask for time off early from job/student org/professor, if needed, to attend your registered sessions.
- ❑ **Identify employers attending.** From the Handshake event, click **Show all employers**. Find detailed information including company description, position titles and employment type they are recruiting (full-time, part-time, internship, etc.), school years desired, and sessions the company will have available. (**Check back often** in Handshake – new employers may be added right up to the event date.)
- ❑ **Make a list of companies** to visit and research!
Research topics: key products or services, recent successes/challenges (try searching Google News!), financial situation, cultural information including their company affinity groups, leadership representation, values, work culture, and future plans.
- ❑ **Prepare your resume.** Refer to Career Management Center [resume samples](#) in Handshake resources for guidance. Meet with a CMC career counselor for resume help:
 - ⇒ Drop-in hours (15 min.) – M-TH 10am-2pm – CMC: 210 Rockwell West
 - ⇒ Appointments (45 min.) – M-F 8am-5pm – Scheduling: colostate.joinhandshake.com/edu/appointments/new
- ❑ **Print your resume:** Bring enough copies to share with recruiters at the in-person event.
- ❑ **Upload your resume:** Upload to Handshake and make public so employers you visit can access.
- ❑ **Check Handshake to identify positions** that companies you’ll be meeting with are hiring for. If positions aren’t posted in Handshake, try looking on a company’s website for a glimpse of their roles.
- ❑ **Develop questions** for each company to show that you have an interest and help you get to know them better.
- ❑ **Practice a 5-step introduction:** name, major, year, a “hook” that helps them get to know you or highlights your research, and a question you can ask to start the conversation.
(Hint: Your “hook” is developed from your company research. It could be specific information of what draws you to the company, or something that highlights your qualifications/background.)
- ❑ **Have a space to take notes.** A padfolio works great for in-person events and be sure to have a notepad handy for virtual events. Jot down contact information, answers to questions, instructions for follow-up.
- ❑ **Prepare to Dress for Success.** Plan your professional attire – whether in-person or virtual – to show confidence and make a great first impression.





Virtual Event Tips

- Test the technology** and review your background, lighting, and sound prior to the event.
- Position yourself well.** Sit with a background that limits distractions and is appropriate for the setting. Position your camera close to eye level.
- Practice virtual etiquette** to enhance the experience. It's ok to write notes but try to maintain "eye contact" with the camera as much as possible and keep your camera on.
- Have a copy of your resume** in front of you for reference and a digital link ready to share.
- Capture contact information and names** of who you talk to and a summary of the conversation or session. This is important for your follow-up and continued networking. *(Hint: Ask if it's acceptable to follow-up later with questions.)*
- Write down any potential tasks** the recruiter suggested as next steps: applying to a position on Handshake or the company's website, sending them additional information, videos or articles they referenced, etc.
- Smile and be yourself!

In-person Event Tips

- Familiarize** yourself with the room. Locate the employers you want to meet and make a plan.
- Practice** with a company before heading to your top choice to get the nerves out!
- Take notes** on next steps, impressions, and contacts at each company between visits.
- Get **contact information** of recruiters to follow up! This is important for your follow-up and continued networking. *(Hint: Ask if it's acceptable to follow-up later with questions.)*
- Have copies of your **resume** handy to offer to recruiters.
- Smile and be yourself!

Event Follow Up Checklist

- Send a thank you note** within 24 hours of the event (email is wise considering prominence of virtual work).
- Use LinkedIn** to identify recruiters you spoke with and send them a personalized invitation to connect. Find posts they make for added opportunities to engage (Like, Comment, or Share).
- Brush up on interview skills.** [Schedule a Mock Interview](#) with the CMC for added practice.
- Follow up** with tasks that recruiters asked you to do, such as: apply for a position on your career center system, apply on the company website, send them additional information, etc.
- Mark your calendar** to follow-up with the employers to see where they are in their hiring process. *(Hint: Follow the employers' timeline. If they suggest one week for a decision, then follow-up in a week and one day. If they don't provide a timeline, a 1-2 week wait is sufficient before you follow up with them.)*

Reach out to the Career Management Center:

Career events are just one opportunity for jobs or internships. Contact the CMC for more strategies.

Drop-In Hours: Monday-Thursday 10:00 am – 2:00 pm | Rockwell West 210

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