Add to Your Calendar

The Construction Management Virtual Career Fair will be on Tuesday, February 23 from 10 a.m. - 3 p.m.

You are also invited to attend the virtual Engineering Career Fair on Thursday, February 11 through Handshake. Many companies attending that fair are eager to speak with CM students.

Prepare Your Resume

Your resume should be up to date, with a clean format and no grammatical errors. Have a digital copy (PDF) ready to submit online for recruiters. For resume templates and assistance (including action verb lists, content ideas, and best practices), view:

- CM Department's Resume & Cover Letter Guide
- CSU Career Center Resume Guide

Upload Your Resume to CM Jobs

Recruiters will start browsing resumes on February 9. Upload your resume to CM Jobs before February 9 so you don't miss out! Log in using your eID by clicking the ‘View/Edit My Profile’ tab to create a quick profile and upload a PDF of your resume (resume only – no cover letters or references). While there, be sure to check out the current job postings.

Install the App

Access the career fair using the Career Fair Plus mobile app and web version. We recommend using the mobile app for researching the companies before the fair and using the computer or laptop (web version) for one-on-ones the day of the fair. Open the app and click ‘Student/Candidate’ then select ‘Colorado State University’ then ‘Spring 2021 Virtual CM Career Fair.’ For more information, view the Career Fair Plus Candidate Checklist.
Build Your Profile
Create your profile on the Career Fair Plus app: add a photo, upload your resume, add your phone number (for recruiters), email address, etc.

Research & Prioritize Companies
Visit the Career Fair Plus app or website to view participating company information. You can filter the company list by industry, major, student type, etc. Review employer’s overview, website, LinkedIn and social media, then identify your top 20 employers and add them to your Favorites list in the app!

Schedule Meetings
Instead of visiting a booth, you’ll meet with recruiters virtually. Companies may opt to host group and/or one-on-one meetings:

- **Group Meetings:** Some employers are hosting group meetings to share information with larger groups of students; this is a great option to meet with recruiters in a less formal setting. You can sign up to join these sessions before or during the fair.

- **One-on-One Meetings:** These 10-minute sessions are your opportunity to speak directly with a recruiter about jobs and internships. These are NOT interviews, but could lead to an interview. Consider them the equivalent of speaking with a booth rep at an in-person career fair. (Note: employers could have up to 3 representatives in these sessions).

Go to your Favorite companies’ overview pages in the app to view their available schedules, then sign up to secure time with employers. Click ‘Meetings’ in the app to view your schedule. You can view and sign up for meetings until they fill up or start, but don’t delay – lock down your schedule now!

Note: Sign up for as many as you can fit in and are comfortable with. The app will prevent you from double-booking and will actually force a 10-min buffer between sessions – but you can attend group meetings during those buffers.

Get Ready to Connect

**Tips**
- Use both a laptop and mobile device on day of the Career Fair. Join sessions from your laptop but take notes within the app on your mobile device.
- Sign-on early to test your connection, audio, and video before ‘knocking’ to join your session.
- Utilize the features in the app: create a Favorites list, take notes, mark that you ‘visited’ a company, and view past sessions to facilitate follow-up (see the Career Fair Plus Candidate Checklist for more info).
Technology Requirements
1) An internet connection
2) Speakers and a microphone (built-in or USB or Bluetooth)
3) Webcam
4) Supported devices
   • iOS & Android mobile app
   • Desktop web version (Chrome and Firefox)

Accessibility: Please let us know if you’re having problems accessing Career Fair Plus content with assistive technology; we can work with you to find solutions or workarounds.

Prepare for Meetings
Develop a list of questions specific to each company and/or industry. Get ready for your one-on-one sessions by preparing basic info about yourself and your experience (Elevator Pitch). Please visit our Career Fair and Interview Preparation page for reminders and advice on what to do before, during, and after the fair.

Dress Appropriately
Even though you will not be in-person, dress appropriately and look well-groomed for a video chat. Your background should also be appropriate and uncluttered.

Process Your Thoughts
Take notes on the interactions you had with recruiters: summarize what you talked about, reflect on your first impressions of the company, record important information, write down questions for future interviews, etc.

Send Thank You Notes
Send thank you notes to all individuals you spoke with within 24-hours. Email works, but consider a hand-written card to stand out.

For more information and additional resources:
• Candidate Checklist from Career Fair Plus: Everything students need to know for a smooth virtual fair experience!
• Phelps Placement Office: Information for Senior Recruiting, Internships and Work Experience, Career Fair, and Career Fair and Interview Preparation.
• Career Center’s Resource Center

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