Navigating Virtual Employer Events
Kelley Saussy, Director of Corporate Engagement
Where to find events:

- Engineering Event Calendar – [http://engineering.uga.edu/calendar](http://engineering.uga.edu/calendar)
- Outlook Invitations
- Flyers in Driftmier
- Weekly Newsletter E-mails – Every Monday
- Career Center Event Calendar – [http://career.uga.edu/calendar](http://career.uga.edu/calendar)

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**Career Center Event Calendar**

**Upcoming Career Center Events**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Aug 24</td>
<td>USA Mentor Program Orientation 1 - Virtual - Fall 2020</td>
<td>Virtual Venue (Online)</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Career Services Virtual and LinkedIn Group - Summer 2020</td>
<td>Virtual Venue (Online)</td>
</tr>
<tr>
<td>Aug 26</td>
<td>USA Mentor Program Orientation 2 - Virtual - Fall 2020</td>
<td>Virtual Venue (Online)</td>
</tr>
<tr>
<td>Aug 28</td>
<td>Resumes and Cover Letters - Arch rivalry Fall 2020</td>
<td>Virtual Venue (Online)</td>
</tr>
<tr>
<td>Aug 30</td>
<td>USA Mentor Program Orientation 3 - Virtual - Fall 2020</td>
<td>Virtual Venue (Online)</td>
</tr>
<tr>
<td>Aug 31</td>
<td>USA VIRTUAL Part-time job in Retail and Hospitality</td>
<td>Virtual Venue (Online)– Hotmilk</td>
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<tr>
<td>Sep 01</td>
<td>USA Mentor Program Orientation 4 - Virtual - Fall 2020</td>
<td>Virtual Venue (Online)</td>
</tr>
<tr>
<td>Sep 02</td>
<td>USA Mentor Program Orientation 5 - Virtual - Fall 2020</td>
<td>Virtual Venue (Online)</td>
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</tbody>
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What to expect from events:

• Virtual Engineering & Computer Science Internship & Career Fair
  • October 1 – 1pm-5pm
  • You HAVE to pre-register for the event through Handshake: https://career.uga.edu/
  • Build your schedule with employers for the fair in Handshake now

• Virtual Employer of the Day
  • Group info session are open to all – first come, first serve
  • 1 on 1 time slots must be pre-registered for

• Virtual Alum of the Day
  • Open to all, first come, first serve

• Virtual Lunch & Learn Series
  • Open to all, first come, first serve

• Social Media Takeovers
  • Check out our Instagram and Facebook stories for company info
How to prep for events:

• Do your research
  • Company research – Their website, Google, LinkedIn, Handshake

• Prepare your introduction ahead of time
  • Three sentences about you, your experience and your goals
  • *Hi, my name is Kelley Saussy and I am a second year biological engineering student interested in a spring internship. I have previous research experience working in tissue engineering and cell therapy. I am interested in working for your company because I hope to have a career in the pharmaceutical industry.*

• Write down a few key questions
  • Prepare questions ahead of time so you are not put on the spot
  • *i.e. What are some current projects your company is working on?*

• Have your resume ready to go
  • You might be asked during or after the session for your resume
  • Examples: [https://career.uga.edu/resumes](https://career.uga.edu/resumes)
How to organize your workspace for events:

- Identify a quite place for you to be for the event
  - The college can provide you with a space if you need one
    - Email: engr-success@uga.edu
- Neutral/professional background
- Good lighting
- Table and chair for your use during the meeting – a chair that promotes good posture
- Make sure your technology is good to go prior to the meeting – cameras and microphones working
  - Need help? Support@engr.uga.edu
Etiquette during the event:

- Dress appropriately
- Make sure your cell phone is on silent.
- Be on time - log on 5 minutes early!
- Positive attitude – Smile!
- Have good posture
- Be professional in the chat – no text language
- Mute microphone when you are not speaking
- Unmute when you are ready to talk
- Avoid talking over other people
- Avoid personal chats with friends during the event
- Ask for contact information to send a thank you note
Questions?

Contact Kelley Saussy – kelleyrw@uga.edu
for questions about employer events