



U.S. Department of Defense



## Virtual Hiring Fair Spouse Preparation Checklist

**Make the most of the Military Spouse Employment Partnership Virtual Hiring Fair! To make sure you're best prepared for this incredible hiring opportunity, be sure to review the tips and steps below.**

### What to expect at the Virtual Hiring Fair:

- Build your professional network.
- Introduce yourself to potential employers. Ask and answer employer questions.
- Learn more about specific MSEP partners and what they offer.
- Share your resume.

### How to prepare for the Virtual Hiring Fair:

- Register for the event.
- Update your MySECO profile.
- Schedule a session with a SECO career coach for assistance with your resume, elevator pitch, mock interview or networking skills.
- Utilize the SECO On-Demand Resume Review service by emailing your resume and cover letter, along with your career goal or job description, to [SECOCareerCoach@MySECO.org](mailto:SECOCareerCoach@MySECO.org).
- Upload your updated resume to your MySECO account and make it viewable. Then reach out to the SECO Career Center to request verification of your resume from a coach. Note: Verified resumes rise to the top of the list when MSEP employers search for candidates.
- Rehearse your 30-second elevator pitch. Include who you are, what you can offer and what you're seeking.
- Practice interviewing.
- Know your career objective and prepare a list of questions for employers.

- Prepare your setting and test the technology.
- Research participating employers prior to the event by accessing the Zoom event's virtual lobby and following the steps below. Note: MSEP partner pages are being updated regularly, so check back prior to the event for updates.
  - ▶ Click on the **Sessions** tab at the top right of the lobby page.
  - ▶ Look for participating MSEP partners that will show on the **Sessions** page.
  - ▶ Search by company name or use the filter feature to identify employers by type of active opportunities.
  - ▶ Click on the MSEP partner you're interested in learning more about.
  - ▶ View the partner's information by clicking on the link to visit their MSEP job page. Then you can view the positions the company is actively recruiting for.
  - ▶ Using your web browser, navigate to the partner's website to learn more about the company. Note: During your conversations with the employer's representatives at the VHF, you can use what you learned from their site.
  - ▶ Bookmark those partners you want to be sure and visit during the VHF. Note: Bookmarking partners will add them to your personal itinerary on the Zoom event's platform for easy access during the event.

### During the Virtual Hiring Fair:

- Dress professionally.
- Actively engage with recruiters and convey your enthusiasm.
- Take notes. What did you discuss with the recruiters you connected with? Did you commit to any follow-up?
- Network with other job seekers at the event.
- Be professional, polite and positive.

### After the Virtual Hiring Fair:

- Send a thank you email or note to remind your contacts of who you are and any specifics you discussed. Thank your contacts for their time and ask about next steps.
- Organize your hiring fair notes and contact information.
- Follow through with any follow-up you committed to.

