SpouseWorks

U.S. Department of War

SpouseWorks Virtual Hiring Fair

Spouse Preparation Checklist



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

How to prepare for the virtual hiring fair:

- ☐ Register for the event.
- ☐ Update your SpouseWorks (formerly SECO) profile.
- ☐ Schedule time with a career coach for assistance with your resume, elevator pitch, interview or networking skills. Your coach can also help you navigate the virtual hiring fair online platform.
- ☐ Use the SpouseWorks On-Demand Resume Review service by emailing your resume and cover letter, along with your career goal or job description, to careercoach@spouseworks.mil.
- ☐ Upload your updated resume to your SpouseWorks account and make it viewable.
- ☐ Connect with a career coach via live chat to request verification of your resume. Note: Verified resumes rise to the top of the list when employer partners 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 goals and prepare a list of questions for employers.
- ☐ Prepare your work setting and test your devices.
- ☐ Research participating employer partners prior to the event by accessing the Zoom event's virtual lobby and following the steps below.

What to expect at the virtual hiring fair:

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

Note: Employer partner pages are being updated regularly, so check back before the event for updates.

- Select the Sessions tab at the top right of the lobby page.
- Look for participating employer partners that will show on the Sessions page.
- Search by company name or use the filter feature to identify active opportunities.
- Select the employer partner you're interested in learning more about.
- View the employer partner's information by clicking on the link at the bottom to visit their SpouseWorks job board page where you can view the positions the company is actively recruiting for. To expand your research further, visit the SpouseWorks job board to filter all job postings by participating employer names, job title and job type.
- Visit the employer partner's website to learn more about the company.



> **Note:** During your conversations with the employer partner's representatives at the virtual hiring fair, you can use what you learned from their site.

- Bookmark those employer partners you want to visit during the virtual hiring fair.

> **Note:** Bookmarking employer 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. Although it is not required, some employers may prefer a meeting on camera.
- ☐ Actively engage with recruiters and convey your enthusiasm.
- ☐ Take notes. What did you discuss with the recruiters you connected with? Did the recruiter say something that resonated with you? 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:

- ☐ Organize your hiring fair notes and contact information.
- ☐ Send a thank-you email to remind your contacts of who you are, any specifics you discussed and ask about next steps.
- ☐ Follow through on any commitments you made.