

## Checklist to get most from the RVA Career Expo

From [www.Career-Prospectors.com](http://www.Career-Prospectors.com) Resources tab

<b>Activities that will complement the Job Search</b>	Date /Goal
Identify your career path and position possibilities	
Know and Use Your Keywords in all documents & introductions	
Identify an evergreen list of Target Employers.	
Create a Job Search Plan ( Marketing or Research)	
Make at least 25 phone connections per week	
Conduct 1 on 1 networking meetings (5 per week)	
<b>(The Expo will help with connections and reasons to call)</b>	
Join an Accountability Group --- View list at <a href="http://career-prospectors.com/useful.html">http://career-prospectors.com/useful.html</a>	
Be Active in an industry Round Table group	
RVA Career Expo: Register as a candidate and upload your resume and LI Profile <a href="https://richmondhokies.org/careerexpo">https://richmondhokies.org/careerexpo</a>	
Volunteer & RSVP on <a href="#">Meetup March 10</a> . Review peers attending and help each other	
Create a professional Nametag use Link <a href="https://goo.gl/sCTCsc">https://goo.gl/sCTCsc</a>	
Promote the Expo to build your brand and move to Top of Mind (We've Got Talent)	
Distribute RVA Career Expo Business Cards to friends, neighbors and colleagues	
<b>Use LinkedIn for connections and move to top of mind</b>	
1) Learn to navigate LinkedIn	
2) Use LinkedIn to make Connections, Recommendations and gain Positive Exposure	
3) Follow Targeted Employers and the Career Prospectors LinkedIn company pages <a href="https://www.linkedin.com/company/career-prospectors?trk=biz-companies-cym">https://www.linkedin.com/company/career-prospectors?trk=biz-companies-cym</a>	
4) Join appropriate LinkedIn groups and <b>Post Jobs</b> and info of value.	
4a) <a href="#">Career Prospectors</a> and <a href="#">St Michael's LI Group</a>	
4b) Join LinkedIn groups in your profession	
4c) Find and join your LinkedIn alumni groups (Both Local and National)	
5) Refine your LinkedIn profile as you learn more about your targets and Keywords	
<b>Twitter --- for Research and to make connections</b>	
Follow <a href="#">@RVACareerExpo</a> on twitter	
Subscribe to RVA Career Expo Employer Twitter list <a href="https://twitter.com/RVACareerExpo/lists/rvacexpo-03-17-employers">https://twitter.com/RVACareerExpo/lists/rvacexpo-03-17-employers</a>	
Subscribe to RVA Career Expo Volunteer Twitter List <a href="https://twitter.com/RVACareerExpo/lists/rvacexpo-03-17-volunteers">https://twitter.com/RVACareerExpo/lists/rvacexpo-03-17-volunteers</a>	
Follow, Tweet and Re-tweet recruiter and employer jobs, etc.	
Connect with peers in CP, JAM and the volunteers in the group.	
Developed and internalized your introduction	
Use your Business cards <a href="http://www.staples.com/sbd/content/copyandprint/businesscards.html">http://www.staples.com/sbd/content/copyandprint/businesscards.html</a>	
Review your Resume to apply for your job. For help contact <a href="mailto:ed.landry@verizon.net">ed.landry@verizon.net</a>	
Look for ways to help others – It builds your network and attitude	
Stay motivated, confident, focused & make positive impression	
Network --- Network --- Network	