**EMAILS FROM THE SCHOOL AFTER THE VIRTUAL EVENT**

**Template 6: Tips to Stay Connected**

**To: Employers**

Subject: Tips to stay connected

Hi (Employer Name),

Thanks again for attending this year’s (insert Career Fair Name)! During the event, there were XX virtual meetings between XX candidates and XX employers!

(School Name) wants to ensure that you’re getting the most out of your experience with our virtual career fair. Now that you’ve attended the event and connected with our students, it’s important to stay in contact with them to continue the recruiting and hiring process. Here are two helpful tips on what to do after the career fair.

**Follow up** with every student you talked to at the virtual career fair. If you don’t do this promptly, you can be sure that other organizations already have and are now one step ahead. Send a personalized yet professional email to all students with your next action steps. If you’d like to move forward with a candidate, set up a time for a virtual interview.

**Process all the information** you received from the fair and from your interactions with candidates after the fair. This can be time consuming but should be easier by using the notes you took on candidates during the event. This will determine your next steps in your recruiting and hiring process.

For more tips on how to build relationships with students, contact our career center today!

(insert career centers contact info and link to website)

Best,