

# **VIRTUAL JOB FAIRS**

## *A GUIDE FOR CANDIDATES*



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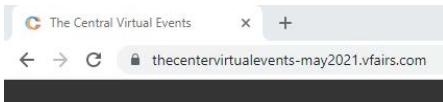
### **TABLE OF CONTENTS**

<i>Logging In</i> .....	1
<i>Visiting Booths</i> .....	1
<i>Interacting in Chatroom</i> .....	3
<i>Speaking with Education Agencies</i> .....	3
<i>Meeting One-on-one with Education Agencies</i> .....	4
<i>Finding Open Positions</i> .....	6
<i>Using Job Bank</i> .....	6

## LOGGING IN



1. Go to <https://thecentervirtualevents-may2021.vfairs.com/>



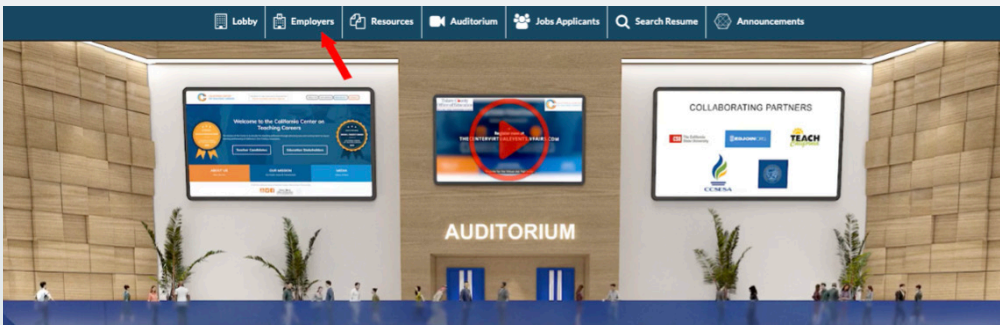
2. Click “Login”



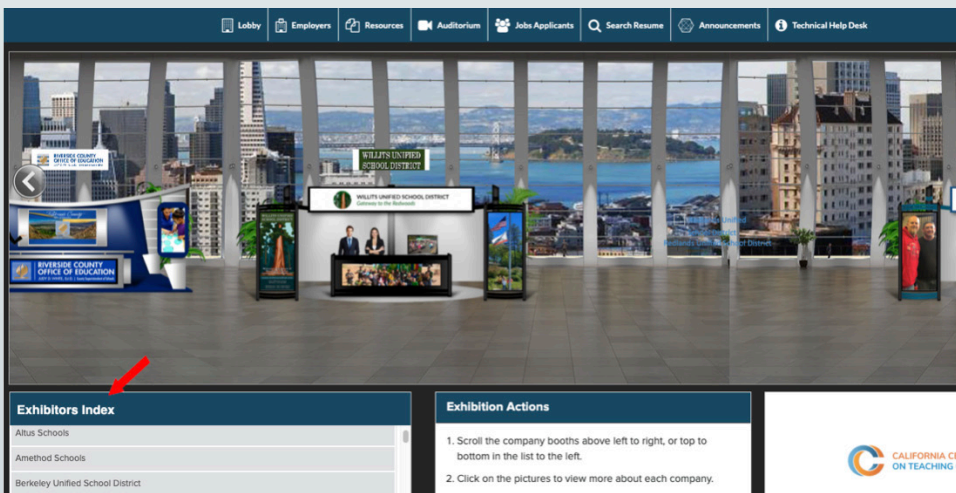
## VISITING BOOTHS



1. Go to Employers tab. *Here you'll find the exhibit hall where you can browse education agencies' booths.*



2. Find education agencies that interest you. *Use the scroller at the right or the Exhibitors Index to find agencies whose booths you'd like to visit.*



3. Click on an education agency's name to visit their booth.



4. Peruse information about the education agency.



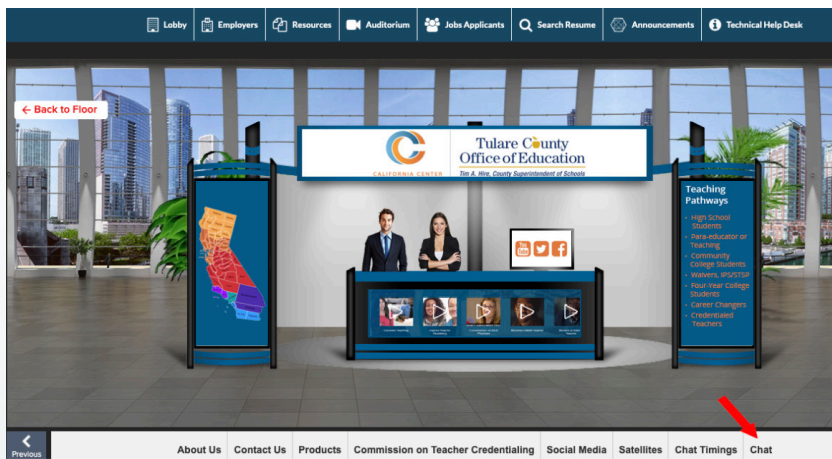
5. Go to Chat. The chat button will appear and become active only when the event is live. *To ask a question or learn more about the agency, enter their chatroom, which is akin to speaking to representatives at a physical booth. (Please remember to refresh your screen when event goes live)*



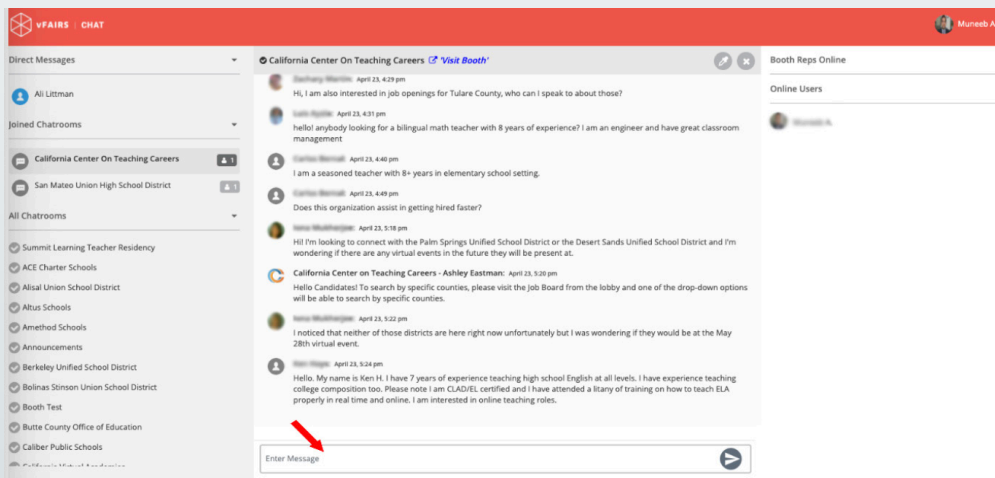


# INTERACTING IN CHATROOM SPEAKING WITH EDUCATION AGENCIES

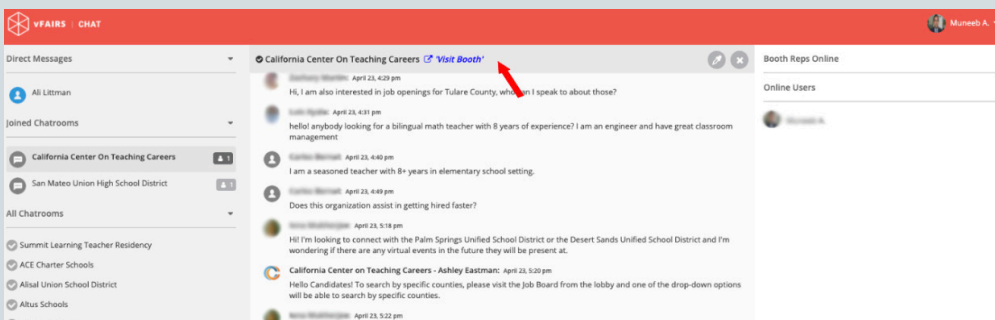
1. Go to Chat. The chat button will appear and become active only when the event is live. *(Please remember to refresh your screen when event goes live)*



2. Engage with education agency representatives. *To speak with representatives, enter a message in the text bar. Anything you say here will be displayed to everyone in the chat. This is known as a chatroom. This is the best venue for more general questions about openings, demographics, locations, etc.*



3. Check to see if your question has already been answered. *Announcements will be pinned to the top of the chat, which is typically where frequently asked questions are answered.*

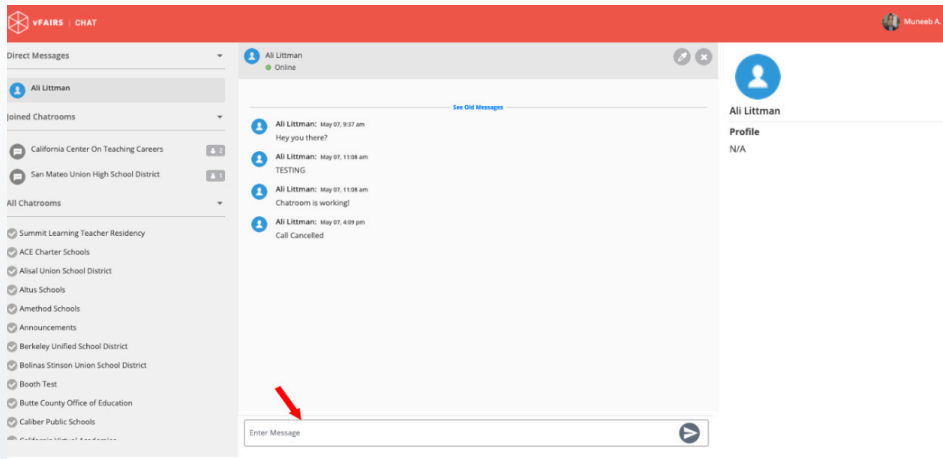


# MEETING ONE-ON-ONE WITH EDUCATION AGENCIES

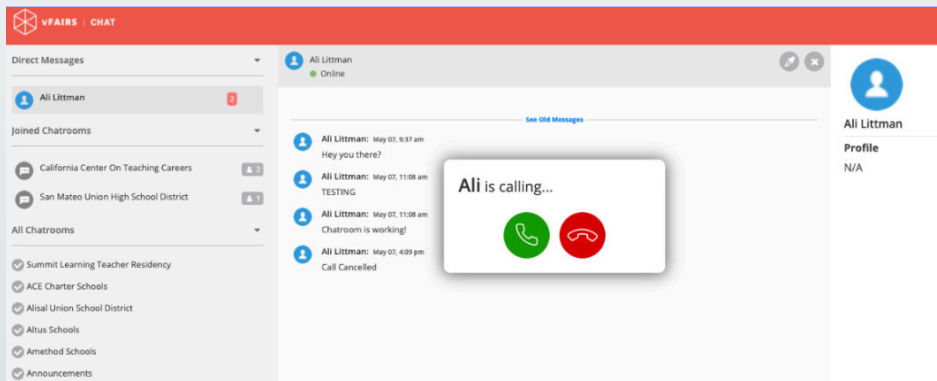


4. Chat with education agencies individually. *Education agency representatives will initiate an individual chat with you. We call this a Direct Message. The messages here will only be seen by you and the education agency representative.*

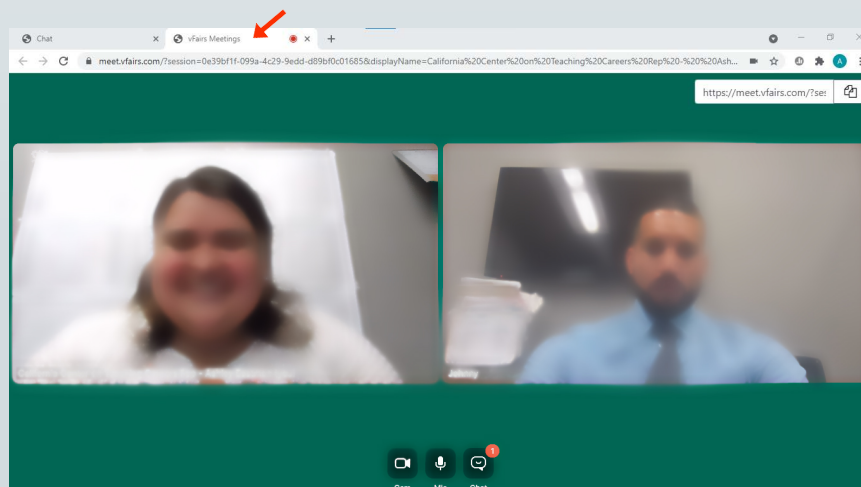
Type your message to the education agency representative in the text bar.



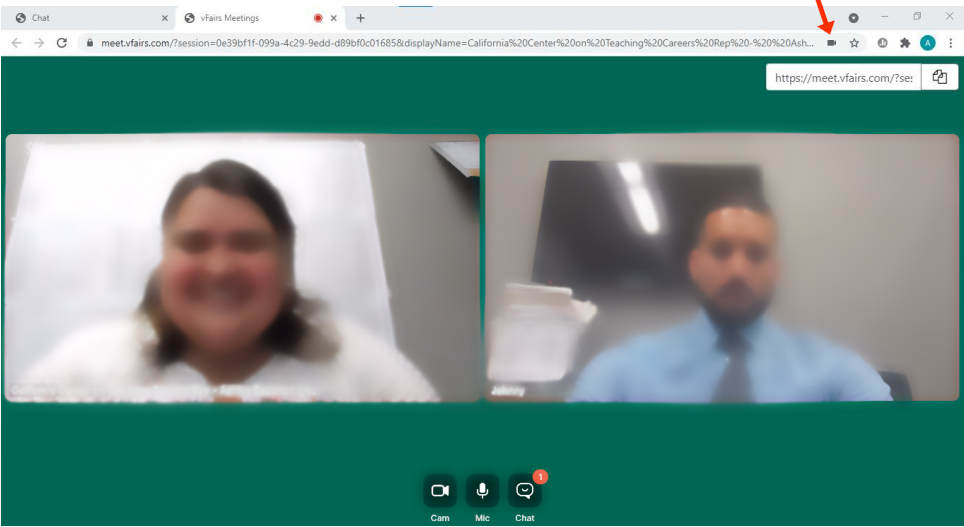
5. Accept a call or video chat initiated by an education agency representative.



Once connected, your audio or video call will open a new tab. Tab titled vFairs Meetings.



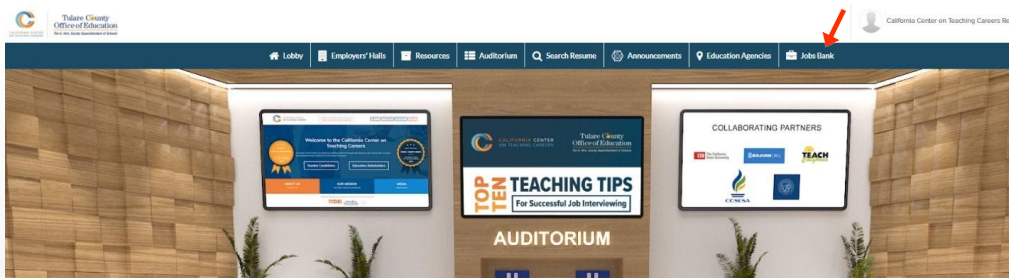
If you are prompted, please allow for use of the Microphone and Camera on your device. We recommend using Chrome as your web-browser and in case you need to change the settings, you can do so by clicking the little camera icon at the right side of your URL.



# FINDING OPEN POSITIONS USING JOB BANK



1. Seek out open positions at education agencies participating in the job fair. Click on the "Jobs Bank" tab



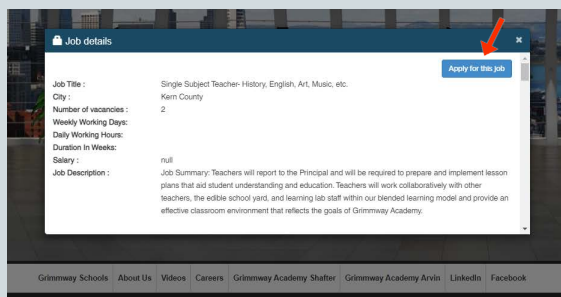
2. After you click the tab, a PDF with a list of all jobs vacancies will be displayed
3. After you find a job opening of interest, go back to the exhibit hall and find the agency's virtual booth. Select the booth and click on "Job Vacancies" to view job openings.



4. Click on view details:



5. Once you are ready to apply, click "Apply for this job"





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