

CALIFORNIA CENTER  
ON TEACHING CAREERS

Tulare County  
Office of Education

Tim A. Hire, County Superintendent of Schools

# VIRTUAL JOB FAIRS

## *A GUIDE FOR CANDIDATES*



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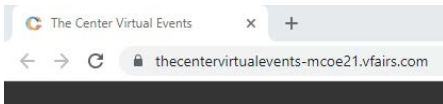
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## LOGGING IN



1. Go to <https://thecentervirtualevents-mcoe21.vfairs.com/>



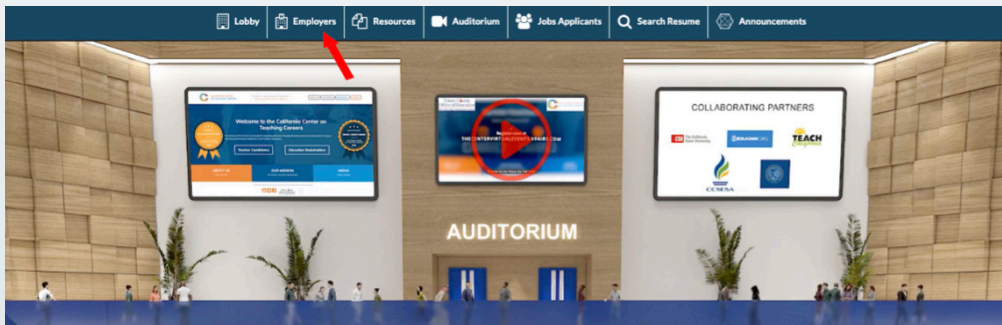
2. Click “Login”



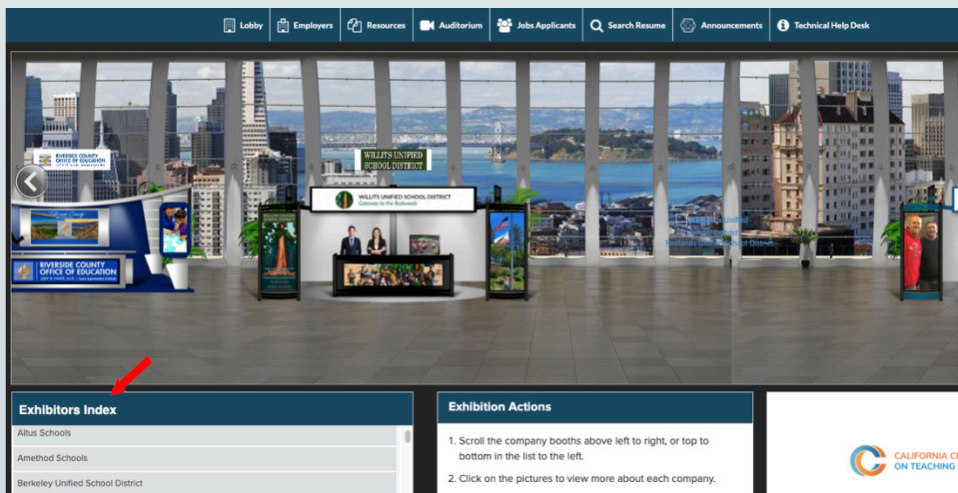
## VISITING BOOTHS



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.



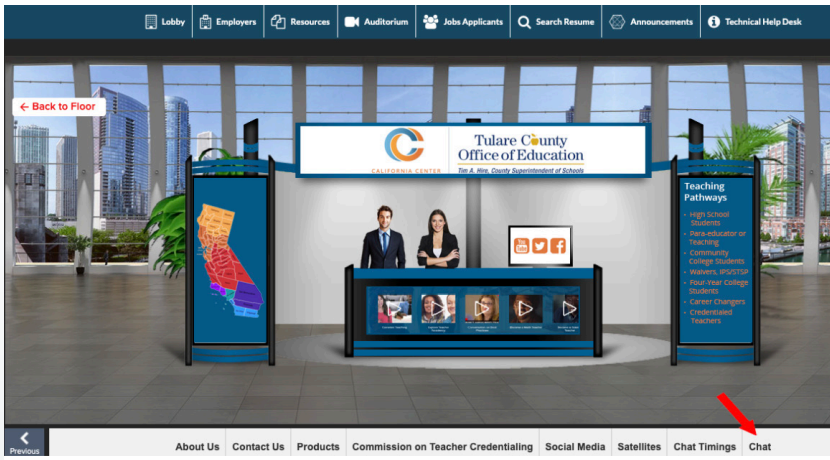
5. Go to Chat. To ask a question or learn more about the agency, enter their chatroom, which is akin to speaking to representatives at a physical booth.



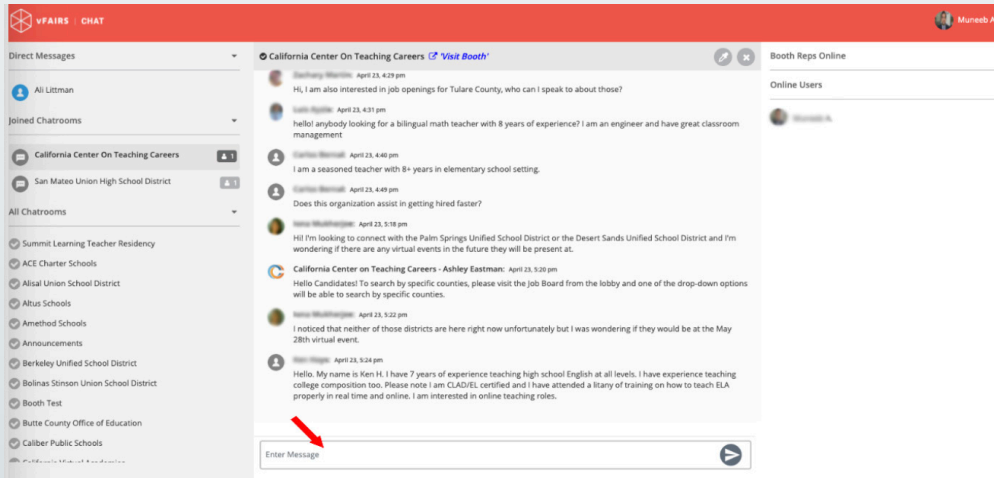


# INTERACTING IN CHATROOM SPEAKING WITH EDUCATION AGENCIES

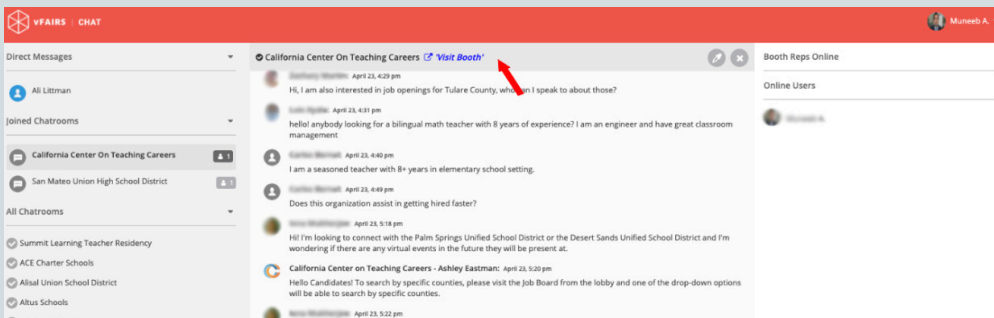
1. Go to Chat.



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.*



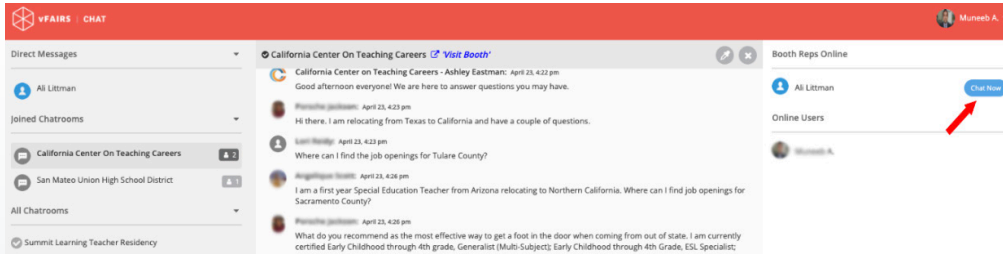
3. Check to see if your question has already been answered. *Announcements will be pinned to the top of the chat, which is typically where frequently asked questions are answered.*



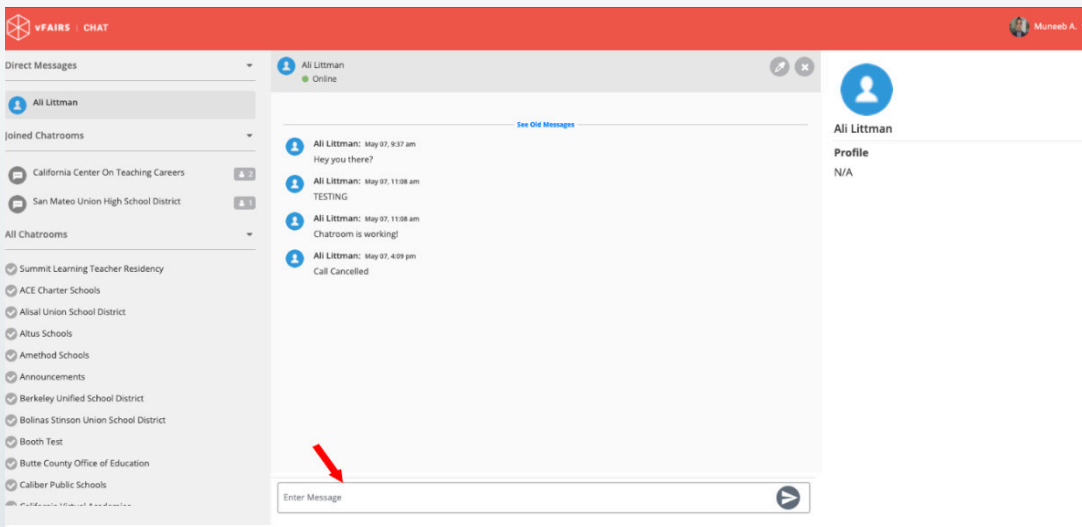
# MEETING ONE-ON-ONE WITH EDUCATION AGENCIES



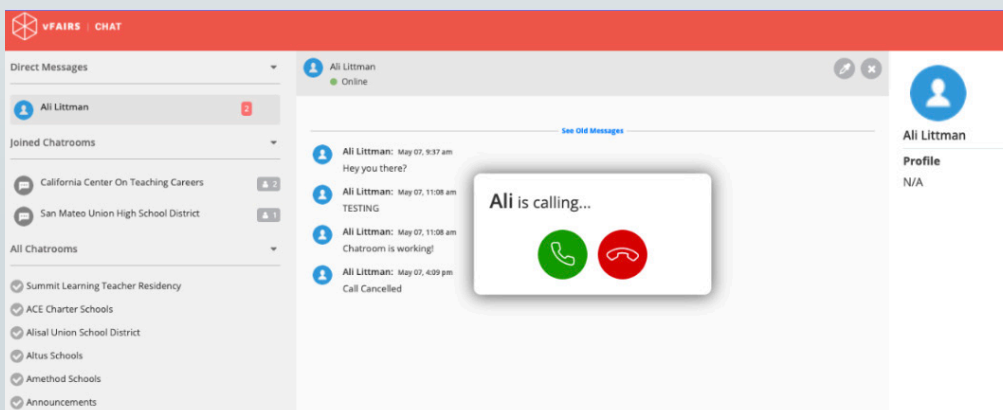
4. Chat with education agencies individually. *Click on the chat button to connect with someone from the education agency privately. We call this a Direct Message. The messages here will only be seen by you and the education agency representative.*



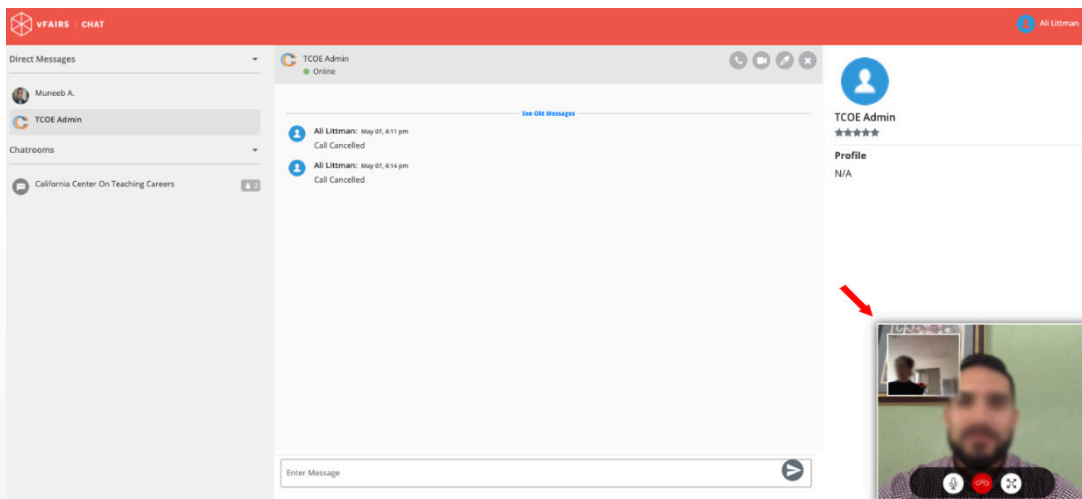
Type your message to the education agency representative in the text bar.



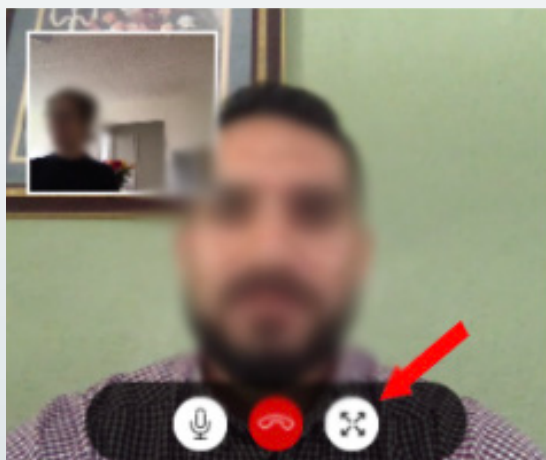
5. Accept a call or video chat from an education agency representative. *An education agency may want to connect with you via phone or video chat. They can initiate this on their end, and the call will take place directly on the platform. Speaking to an education agency directly **will help you stand out** by putting a name and face to your resume. Be proactive.*



Once connected, your audio or video call will appear on your screen.



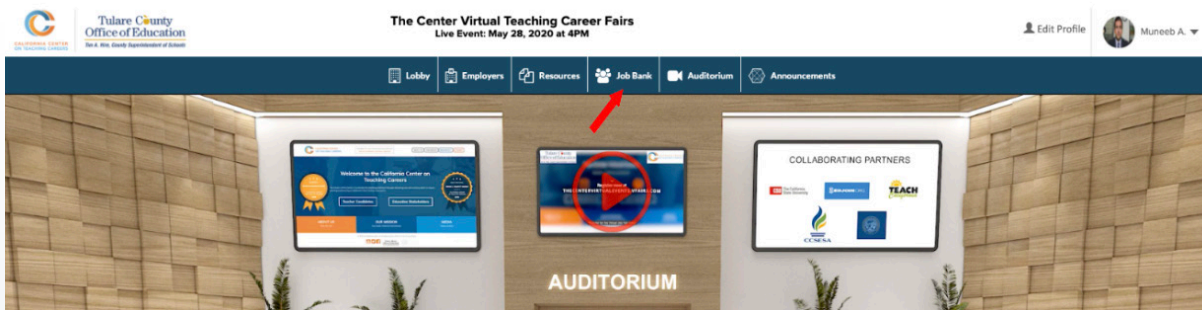
Enlarge the audio or video call window. This is particularly useful for video calls.



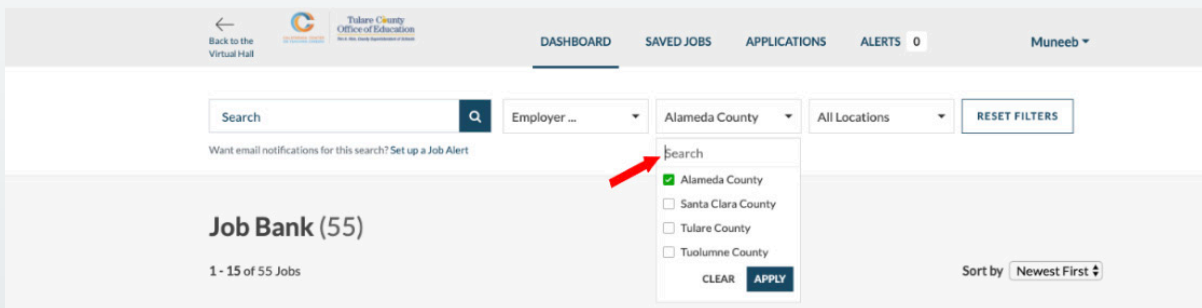
# FINDING OPEN POSITIONS USING JOB BANK



1. Find jobs. Seek out open positions at education agencies participating in the job fair.



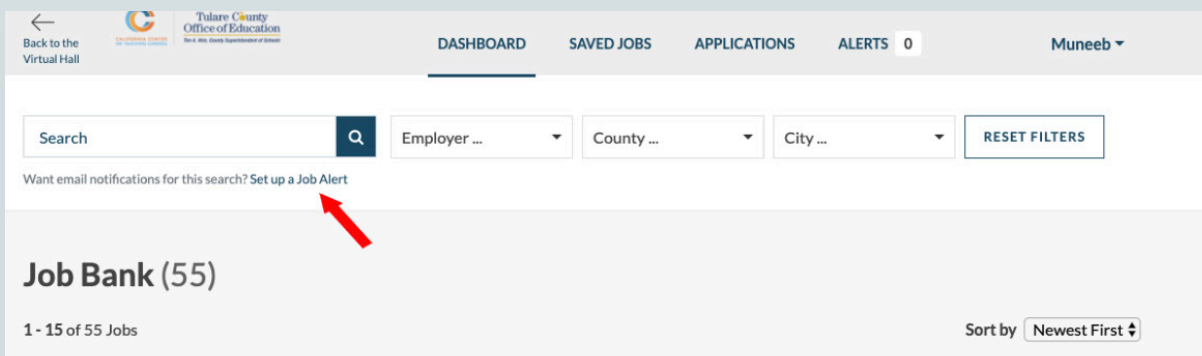
2. Search for positions based on keywords, employer and location.



3. Save job or apply online. If a job is saved, it will be logged in the platform for you to access. Typically you will be taken to the education agency's site to apply online to any job openings.



4. Set up job alerts. For email updates on jobs that match your search criteria.





To learn more, visit  
*CaliforniaTeach.org*



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