

CALIFORNIA CENTER
ON TEACHING CAREERS

Tulare County
Office of Education

Tim A. Hire, County Superintendent of Schools

VIRTUAL JOB FAIRS

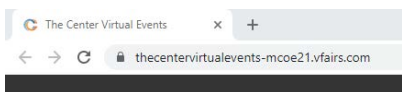
A GUIDE FOR AGENCIES



GETTING TO YOUR BOOTH



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



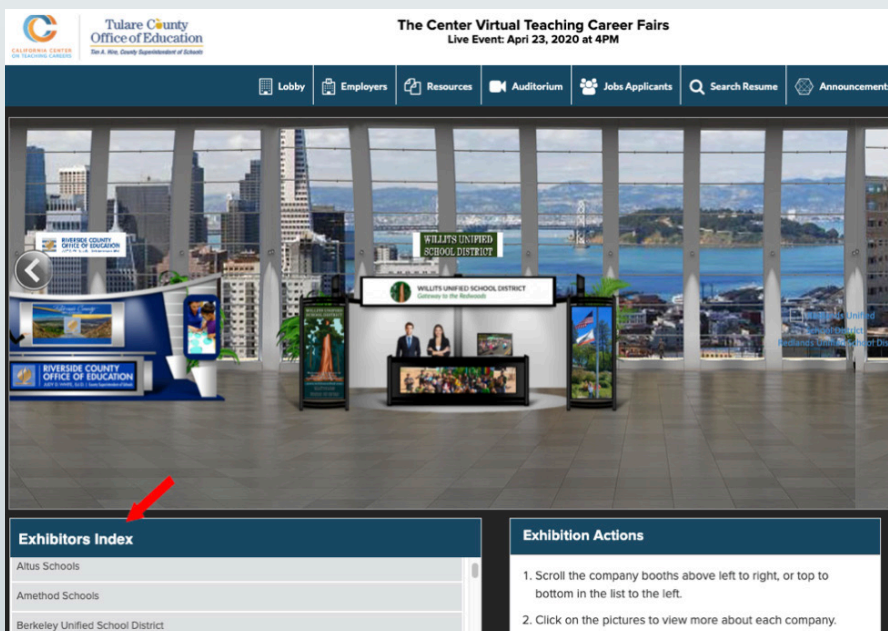
2. Click "Login"



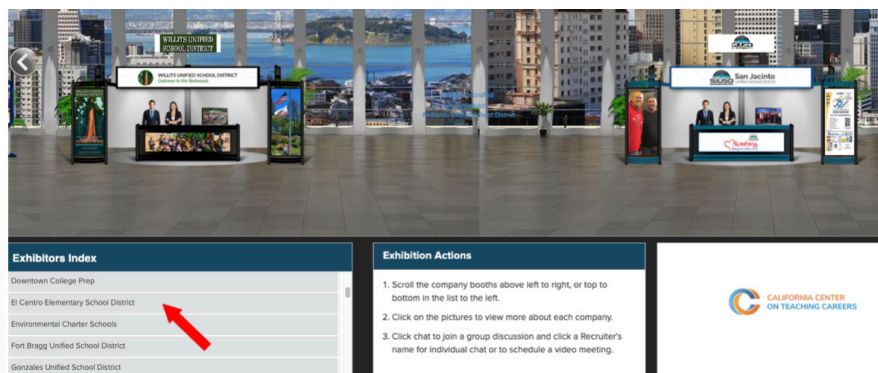
3. Go to Employers tab. *Here you'll find the exhibit hall where you can browse other booths and access your own.*



4. Find your booth. *Your agency's name should be listed in alphabetical order in the Exhibitors Index.*



5. Click on your booth name.



6. Go to Chat. *This is where you'll be stationed throughout the fair. When a candidate seeks to ask a question or get to know your team, they'll enter your chatroom, which is akin to speaking to you at your booth.*



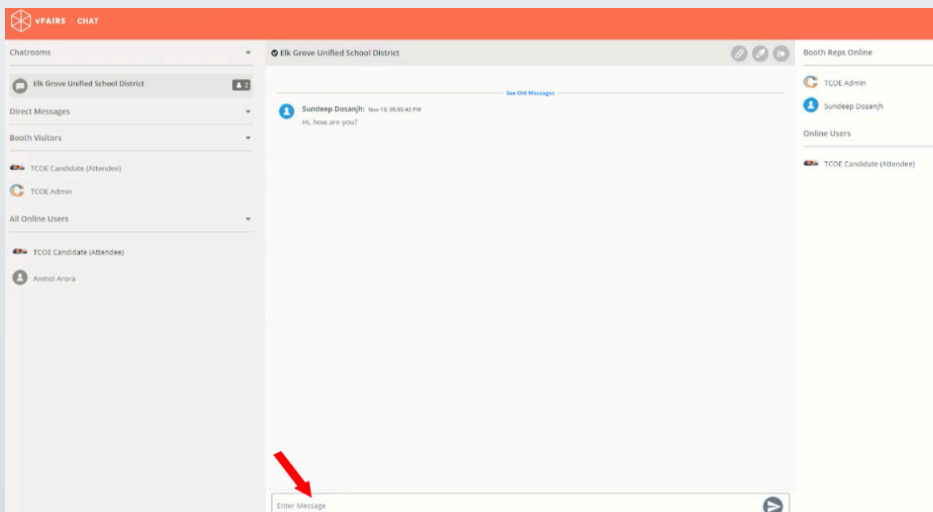
WHAT TO DO DURING THE FAIR OPERATING YOUR CHAT ROOM



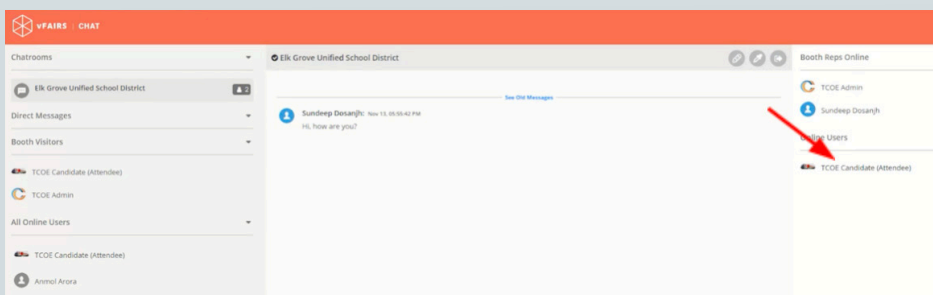
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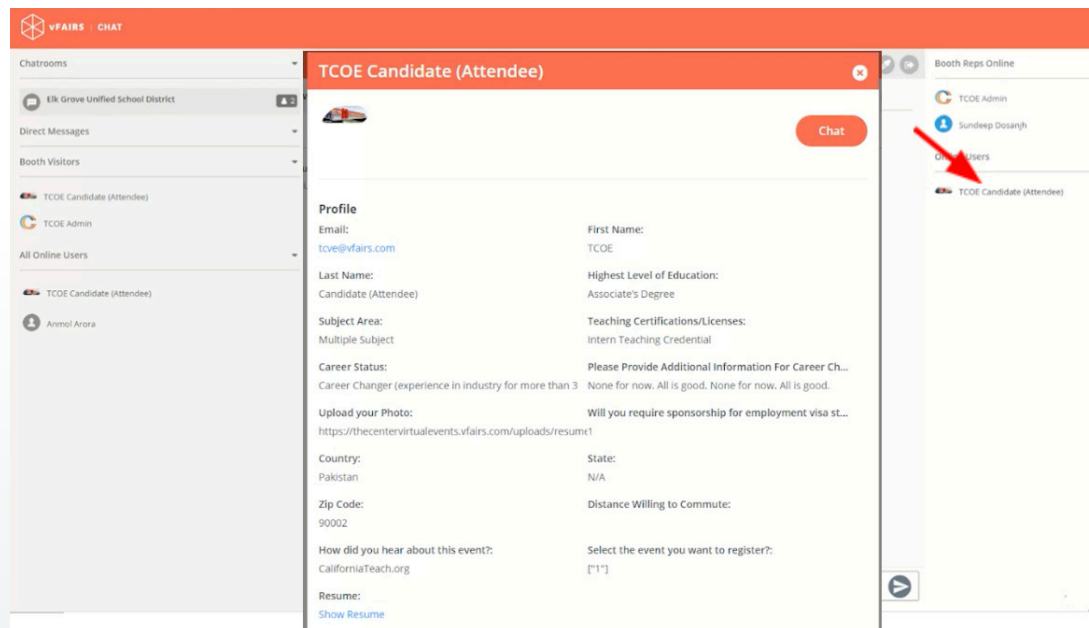
2. Engage teacher candidates visiting your booth - as a group. *To speak with booth visitors, enter a message in the text bar. Anything you say here will be displayed to everyone in the chat. This is best for answering common questions and welcoming folks. This is known as a chatroom.*



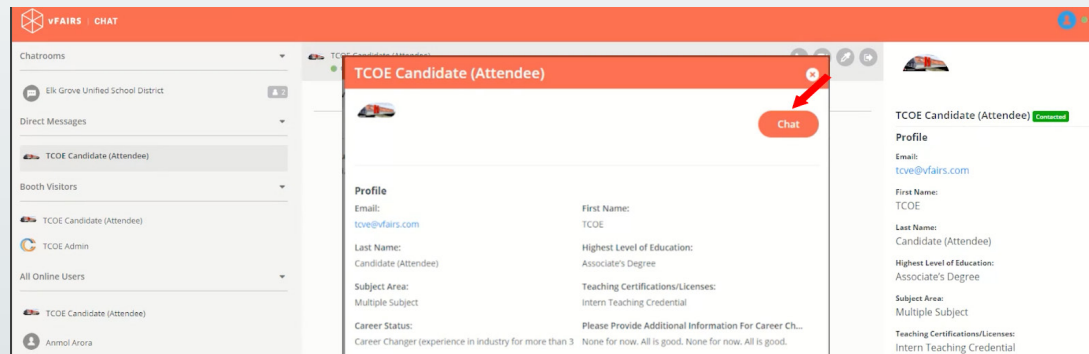
3. Get information about teacher candidates at your booth. *Click on a candidate's name to see their profile.*



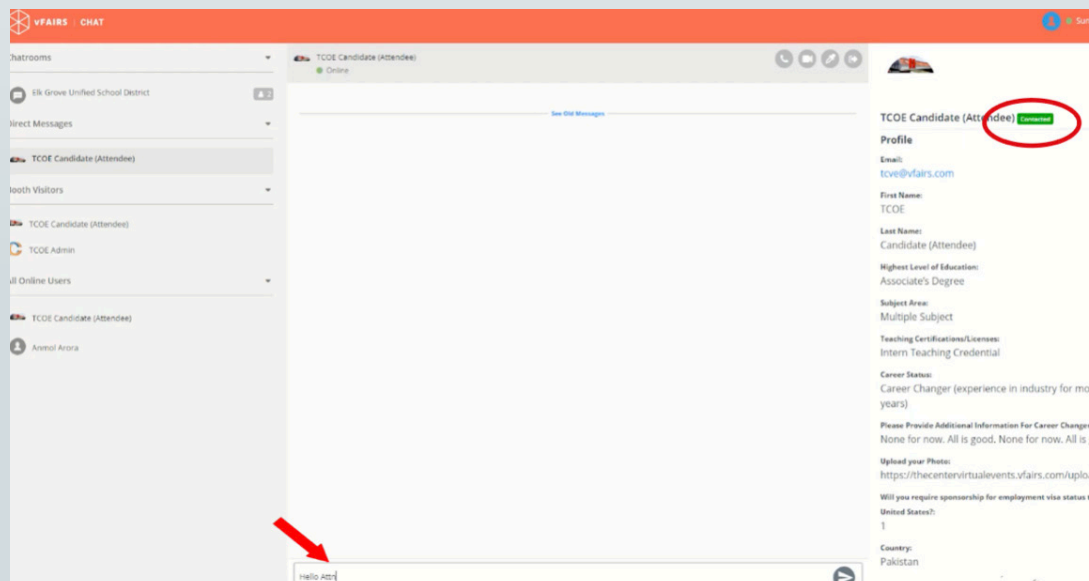
A pop-out screen will appear with the candidate's profile. You can see their name, contact information and resume link here.



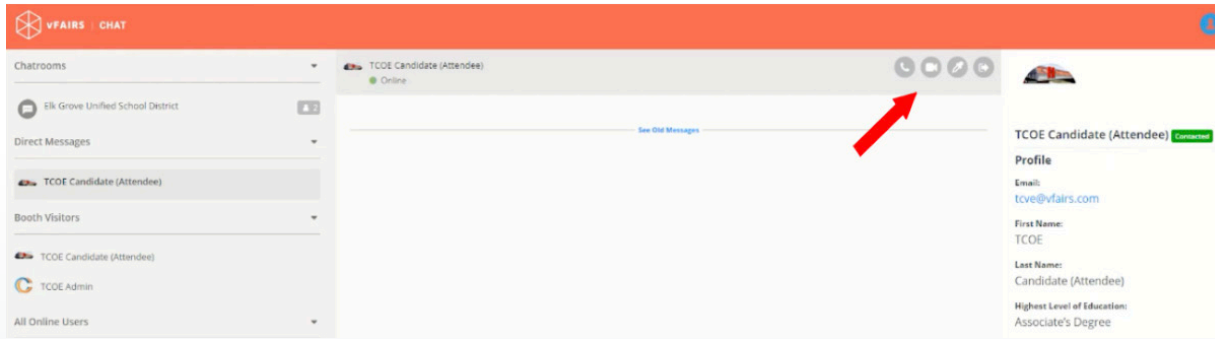
4. Chat with teacher candidates individually. Click on the chat button to connect with teacher candidates privately. We call this a Direct Message. The messages here will only be seen by you and the candidate.



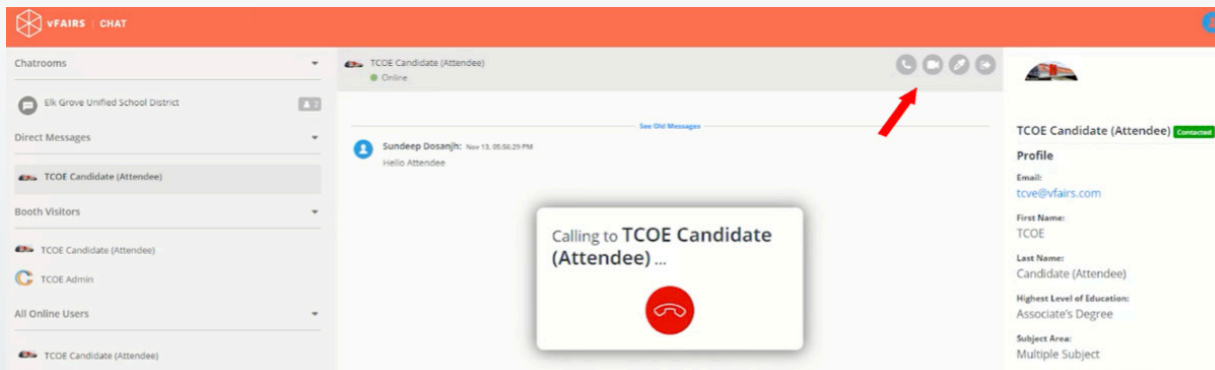
Type your message to the teacher candidate in the text bar. If a candidate has already been contacted by someone on your team, a green box will appear next to their name (right).



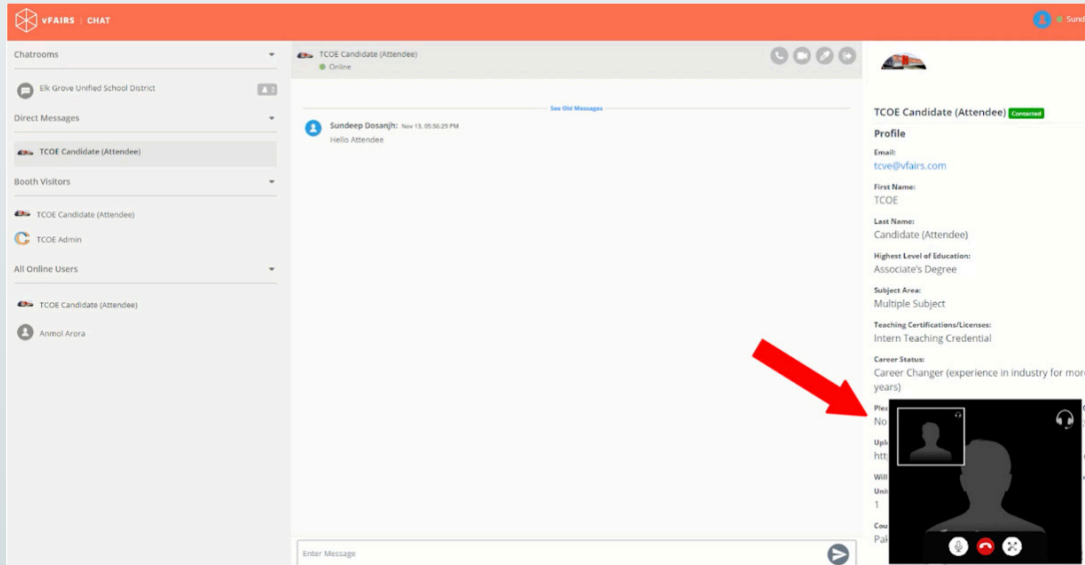
5. Call or video chat with a teacher candidate. *You can place an audio or video call to a teacher candidate here. Speaking to a candidate directly **will help you stand out** by putting a name and face to your agency. Be proactive.*



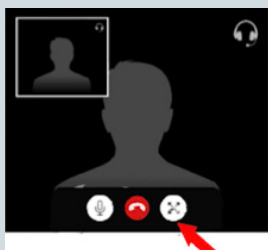
An audio or video call will take place directly in the platform.



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



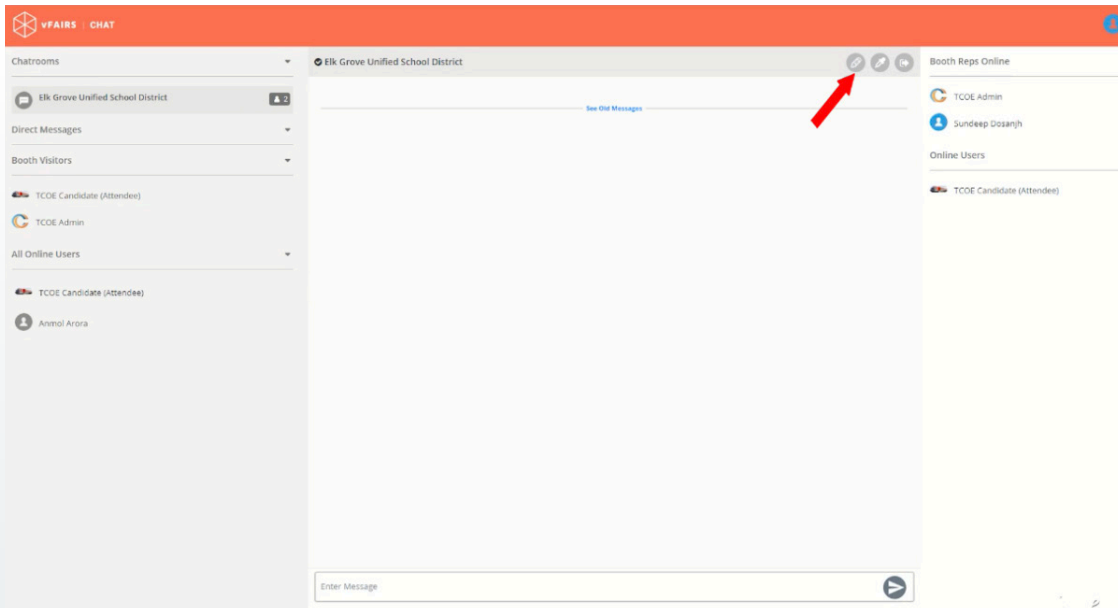
Enlarge the audio or video call window. This is particularly useful for video calls.



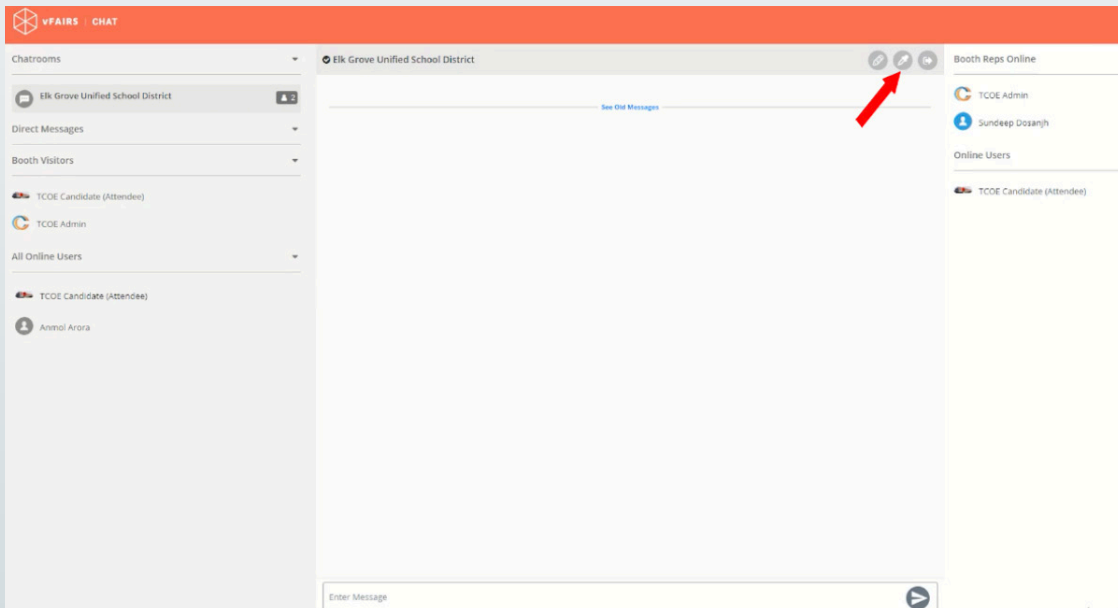
POST ANNOUNCEMENTS (NEW)



1. Post announcements in your chatroom for all your booth visitors to see. *This is especially good for answering questions that keep coming up in the chat.*



2. Pin announcements to top of chat.



To learn more, visit
CaliforniaTeach.org



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