

## **California Center on Teaching Careers**

### **Agency/COE Virtual Fair**

#### **FAQ**

**November 27-30, 2018**

#### **What is a Virtual Career Fair?**

*By providing a 3D online platform, employers and teacher candidates can connect in a virtual setting, mimicking the feel of a physical event, but without the restricting attributes, such as travel, booth set up, space, interruptions, time away from work site, etc. Agencies and teacher candidates interact through technology with a mobile device or laptop/desktop.*

#### **What virtual platform is the Center using?**

*We are contracted with vFairs.com, a global organization that facilitates successful virtual fairs for companies such as Gerber and National Urban League. Their clients include job fairs for pilots, medical staff, universities, etc.*

#### **What is the preferred web browser to use to access the Virtual Fair platform?**

*We recommend you use Google Chrome, Safari, or Firefox for best performance.*

#### **What is the cost to participate in this Virtual Fair?**

*There is no cost to agencies for the November 27-30, 2018 event.*

#### **What technology does our agency need to participate?**

*You will need to have dependable Wi-Fi, and a mobile device, tablet, laptop, or desktop with camera capabilities to interact with candidates. If you plan to video conference, be aware of background images that may interfere with a teacher candidate's ability to focus on the conversation.*

#### **What does a Virtual Fair look like?**

*You can visit vFairs.com to see what a virtual event looks like. There will be a main lobby when visitors login to the event, with a "help desk". Other options for visitors will be to access to live webinars, and to enter the exhibit hall, all with a click. Once candidates enter the Agency exhibit hall, they can view all agency booth displays. Your agency will be represented by one booth, which will include your promotional materials.*

#### **What should we include in our booth?**

*vFairs will provide a representative that will train and assist you in building your booth design. Consider using your agency map, (map of school sites, geographic location), agency logo, promotional videos, interactive tours, any pdf documents that provide salary schedule, benefits, signing bonus, professional development, mentoring, agency size, agency highlights, housing costs, local recreation venues, community traditions, etc. Include any social media channels your agency has, such as Facebook, Twitter, and YouTube.*

**Who in our agency will be responsible for booth design?**

*Your agency can select a staff member(s) with the ability to submit documents and assist vFairs with booth design.*

**Who should we contact if we need technical assistance before or during the event?**

*You will have access to technical support from a vFairs representative before the event and real-time technical support during the event. An email will be provided to you at the time booth design is initiated.*

**As this Virtual Fair is in November, is our agency expected to post open positions for 2018-2019? Is this a requirement to participate?**

*The November Virtual Fair will provide the opportunity to fill mid-year openings, as well as openings for 2019-2020. Teacher candidates and credentialed teachers will be able to view your booth and will look at current and anticipated job openings. Most likely, the level of interactive booth activity (candidate views) will be based on this key job information provided by all agencies.*

**The Virtual Fair runs for 4 days from 3:00pm-7:00pm. What are recommendations for staffing the event?**

*We recommend that you assign recruiters over the 4-day event. The more staff you have participating, the more chats (interviews) you can conduct. Candidates will browse and request chats with your representatives. You will be able to pre-schedule chat hours or video conferencing. You can also indicate you are not available for chats during a specific time if you are not able to accommodate chat requests from candidates. Ample staffing will create an environment encouraging proactive communication and information exchange. The Center asks that you maintain a live presence at your booth during the entire 4-day event.*

**How can we recommend non-credentialed teacher candidates to a credential program, as this is a Virtual event?**

*We are very excited that several IHEs from the CSU, UC, and private systems will be present at this event to facilitate candidates looking for a pathway to becoming a teacher. Before the event goes live, you will be able to access the platform to see which IHEs will be participating. We ask that you direct teacher candidates to IHE representatives.*

**Can I access the Virtual Fair before the event goes live on November 27 at 3:00 pm.**

*Yes. You will be able to login and browse the platform prior to the event. We encourage all agencies to take advantage of this and to familiarize yourself with applicants, participating agencies and IHEs, and resources available.*

**Will we be able to review and contact applicants before the event?**

*Yes. As mentioned above, this information will be available to you prior to the event. You will also be able to view resumes and other documents that candidates upload with their registration. Additionally, you can initiate a chat invitation from the applicant registration page*

*instead of waiting for candidates to visit your booth. You will also be able to filter applicants for a specific interest or subject area.*

**Do we need to let the Center know if we hire candidates during or after the Virtual Fair?**

*Yes. Please indicate on the Applicant tab if you hired a participant.*

**Will we have access to the Virtual Fair platform after the event?**

*Yes. You will be able to login and view resources and applicants after the event on November 30 at 7:00 pm. Please indicate from the Applicant tab if you have hired event participants.*

**Will our agency be able to provide feedback during and following the event?**

*Yes. You can chat with a vFair representative during the event. You will also be asked to submit an event survey following the event. Your input will be valuable as the Center plans for future Virtual Fairs with California agencies.*