

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.vfairs.com/

C The Center 2021-2022 Virtual Fai × + ← → C ■ thecentervirtualevents.vfairs.com

2. Click on event date you registered for:



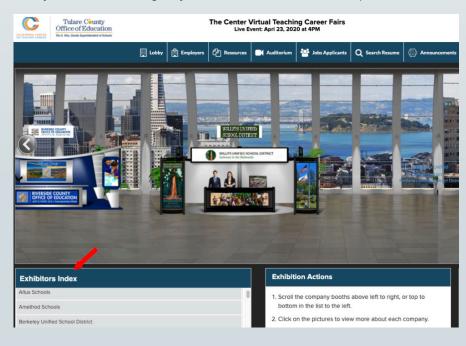
3. Click "Login":



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



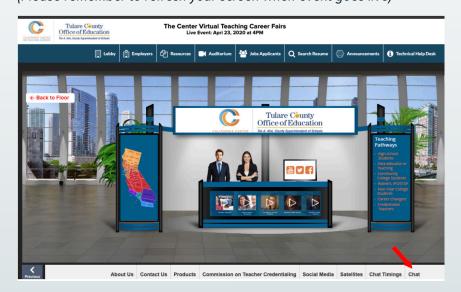
5. Find your booth. Your agency's name should be listed in alphabetical order in the Exhibitors Index.



6. Click on your booth name.



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



WHAT TO DO DURING THE FAIR OPERATING YOUR CHAT ROOM



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



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.*

hatrooms	Elk Grove Unified School District	000	Booth Reps Online
Fik Grove Unified School District irect Messages both Visitors	Sandeep Dosanjit: No 11, ISSE 2719 Mit, Ion are you?	000	C TCOE Admin Sundeep Dosanjh Online Users
			COE Candidate (Attendee)
	N		
	Enter Message	Θ	

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

Chatrooms	•	Elk Grove Unified School District	000	Booth Reps Online
C Elk Grove Unified School District		- Jan Die Metsages		C TCOE Admin
Direct Messages	-	Sundeep Dosanjh: Nov 13, 05:55-42 PM Hi, how are you?		Sundeep Dosanjh
Booth Visitors	-			Colline Users
TCOE Candidate (Attendee)				TCOE Candidate (Attendee)
C TCOE Admin				
All Online Users				
TCOE Candidate (Attendee)				
Anmol Arora				

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

Chatrooms TCOE Candidate (Attendee) Itooh Reps Online Interst Messages Itooh Visitors Itooh Visitors Intoch Candidate (Matendee) Profile Intoch Candidate (Matendee) Profile Intoch Admin Itooh Admin	
Direct Messages Dorot Visitors Dorot Visitors Drofile Profile Chat Chat Chat Chat Chat Chat Chat Chat	
Direct Messages Booth Visitors Profile Profile Chat Chat Chat	
Booth Visitors TCOE Candidate (Attendee) Profile	ijh.
Profile Profile	
All Dolline Users TCCE Lobine Users TCCE Candidate (Attendee) Last Name: Highest Level of Education: Candidate (Attendee) Associate's Degree Subject Area Teaching Certifications/Licenses: Multiple Subject Teaching Certifications/Licenses: Multiple Subject Please Provide Additional Information For Career Chan. Career Changer (experience in industry for more than 3 None for now. All is good. None for now. All is good. Upload your Photo: Will you require sponsorship for employment visa st https://thecentervirtualevents.vfairs.com/uploads/resurvt Country: Pakistan NAA 2jp Code: Distance Willing to Commute: 90002 Plow did you hear about this event?: Select the event you want to register?; CaliforniaTeach.org [11]	(Attendee)
Resume: Show Resume	· ,†

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.*

Chatrooms	*	TCOE Candidate (Attendee)		
Elk Grove Unified School District	A 2	reor candidate (Attendee)	<u> </u>	
Direct Messages		- A.	Chat	TCOE Candidate (Attendee) Contacted
				Profile
TCOE Candidate (Attendee)				Email: tcve@vfairs.com
Booth Visitors	•	Profile		First Name:
TCOE Candidate (Attendee)		Email: tcve@vfairs.com	First Name: TCOE	TCOE
C TCOE Admin		Last Name:	Highest Level of Education:	Candidate (Attendee)
Il Online Users		Candidate (Attendee)	Associate's Degree	Highest Level of Education: Associate's Degree
		Subject Area:	Teaching Certifications/Licenses:	Subject Area:
TCOE Candidate (Attendee)		Multiple Subject Career Status:	Intern Teaching Credential Please Provide Additional Information For Career Ch	Multiple Subject
Anmol Arora		Career Status: Career Changer (experience in industry for more than 3		Teaching Certifications/Licenses: Intern Teaching Credential

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).

atrooms	-	TCOE Candidate (Attendee)	0000	
Elk Grove Unified School District				\frown
ect Messages	*		See Old Messages	TCOE Candidate (Attendee)
TCOE Candidate (Attendee)				Profile Email: tcve@vfairs.com
oth Visitors	•			First Name: TCOE
TCOE Candidate (Attendee) TCOE Admin				Last Name: Candidate (Attendee)
Online Users				Highest Level of Education: Associate's Degree
TCOE Candidate (Attendee)				Subject Area: Multiple Subject
Anmol Arora				Teaching Certifications/Licenses: Intern Teaching Credential
				Career Status: Career Changer (experience in industry for mor years)
				Please Provide Additional Information For Career Changer None for now, All is good, None for now, All is g
				Uplead your Photo: https://thecentervirtualevents.vfairs.com/uploa
				Will you require sponsorship for employment visa status to United States?:
				1 Country:
		Helio Attra	0	Pakistan

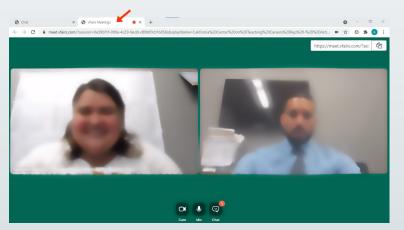
 Call or video chat with a teacher candidate. You can place an audio or video call to a teacher candidate here. Speaking to a candidate directly will help you stand out by putting a name and face to your agency. Be proactive.

Chatrooms	-	TCOE Candidate (Attendee) Online		0000	
Bik Grove Unified School District	128	• Unite		1	
Direct Messages			See Old Messages		TCOE Candidate (Attendee) Correc
n eri messages					Profile
TCOE Candidate (Attendee)					Email: tcve@vfairs.com
ooth Visitors	*				First Name: TCOE
 TCOE Candidate (Attendee) TCOE Admin 					Last Name: Candidate (Attendee)
Il Online Users	-				Highest Level of Education: Associate's Degree

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

					0
Chatrooms		TCOE Candidate (Attendee) Online		0000	
Elk: Grove Unified School District Direct Messages COC Candidate (Attendee)		Sundeep Dosanjh: Nov 13, 05.06.29 PM Hello Attendee	- See Till Manages	1	TCOE Candidate (Attendee) Constant Profile Email:
Booth Visitors TCOE Candidate (Attendee) TCOE Candidate (Attendee) TCOE Admin All Online Users	•	- (Calling to TCOE Candidate (Attendee)		tove@vfairs.com FirstNeme: TCOE LastNeme: Candidate (Attendee) HighestLevel of Kaustins: Associate's Degree
TCOE Candidate (Attendee)					Subject Area: Multiple Subject

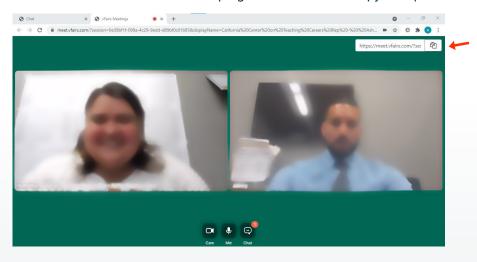
Once connected, your audio or video call will open a new tab. Tab titled vFairs Meetings.



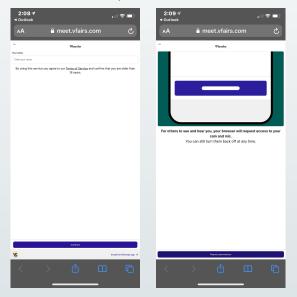
If you are prompted, please allow for use of the Microphone and Camera on your device. We recommend using Chrome as your web-browser and in case you need to change the settings, you can do so by clicking the little camera icon at the right side of your URL.



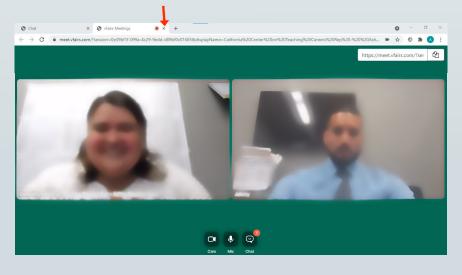
6. In order to conduct a group video chat you will need to invite other admin team members by sharing the video chat link. You will find this at the top right corner with the copy icon (see arrow location).



Once you receive the group video chat email invitation from your team member, click on the link provided and make sure to accept the terms and conditions and submit your name.



When the group video chat is completed, make sure to close out the tab.



At this point you may return to your virtual event booth chatroom.

POST ANNOUNCEMENTS (NEW)

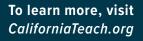


1. Post announcements in your chatroom for all your booth visitors to see. *This is especially good for answering questions that keep coming up in the chat.*

Chatrooms	-	CElk Grove Unified School District	000	Booth Reps Online
Elk Grove Unified School District	2	See Old	Messages	C TCOE Admin
Direct Messages	*		•	Sundeep Dosanjh
Booth Visitors	*			Online Users
TCOE Candidate (Attendee)				TCOE Candidate (Attendee)
C TCOE Admin				
All Online Users	*			
TCOE Candidate (Attendee)				
Anmol Arora				
		Enter Message	Θ	. 2

2. Pin announcements to top of chat.

Chatrooms	-	CEIk Grove Unified School District	000	Booth Reps Online
Its Grove Unified School District Direct Messages Booth Visitors Image: Constraint of the state of the sta	-	Exe Out Massages		C TODE Admin Sundeep Dosangh Online Users TCOE Cansidate (Attendee)
		Enter Message	Θ	





CALIFORNIA CENTER ON TEACHING CAREERS

EXECUTIVE DIRECTOR: Donna Glassman-Sommer, donnags@tcoe.org **PROGRAM COORDINATOR:** Marvin Lopez, marvinl@tcoe.org