CALIFORNIA CENTER
ON TEACHING CAREERS

Tulare County
Office of Education
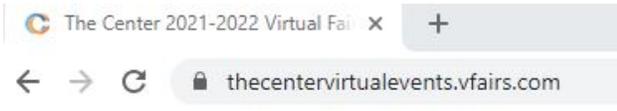Tim A. Hire, County Superintendent of Schools

# VIRTUAL PK-12 CLASSIFIED JOB FAIR
*A GUIDE FOR AGENCIES*

# GETTING TO YOUR BOOTH

1. Go to *https://thecentervirtualevents.vfairs.com/*

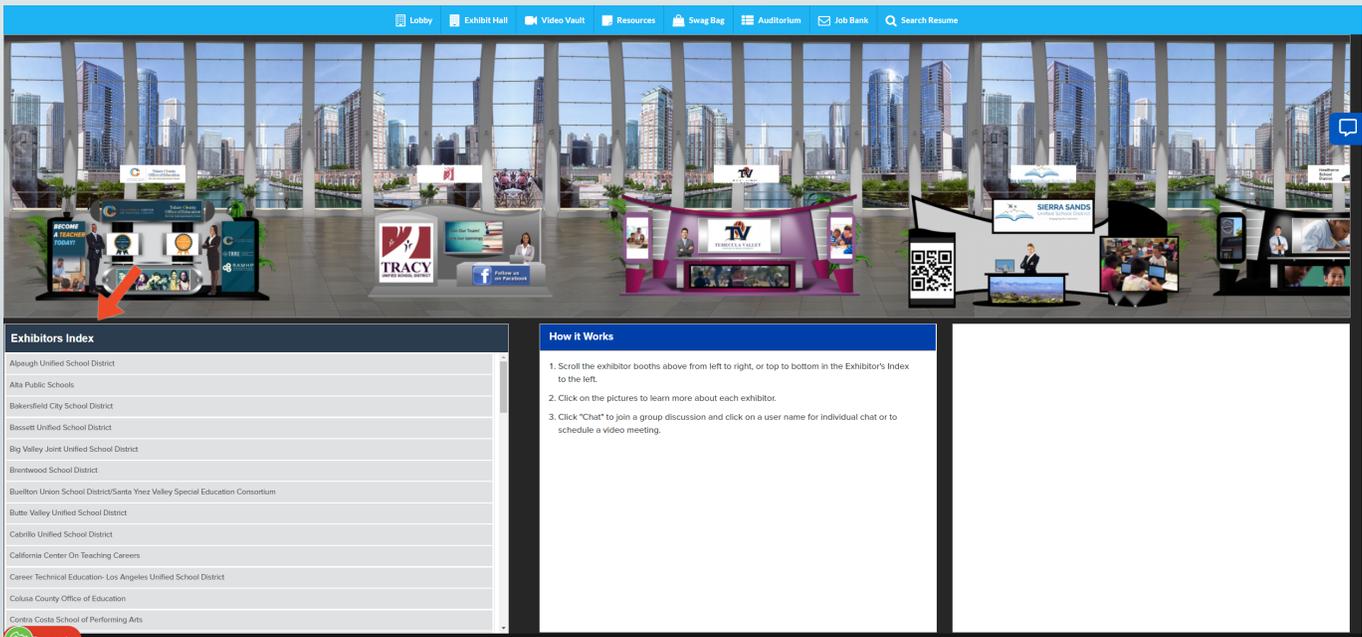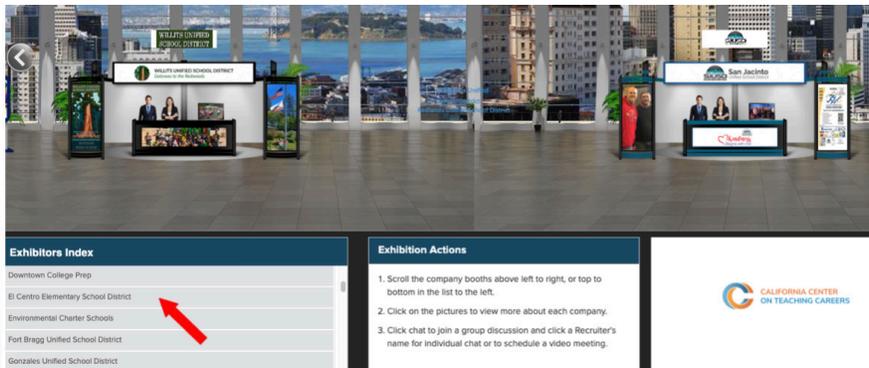2. Click on event date you registered for:

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.



7. 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)*
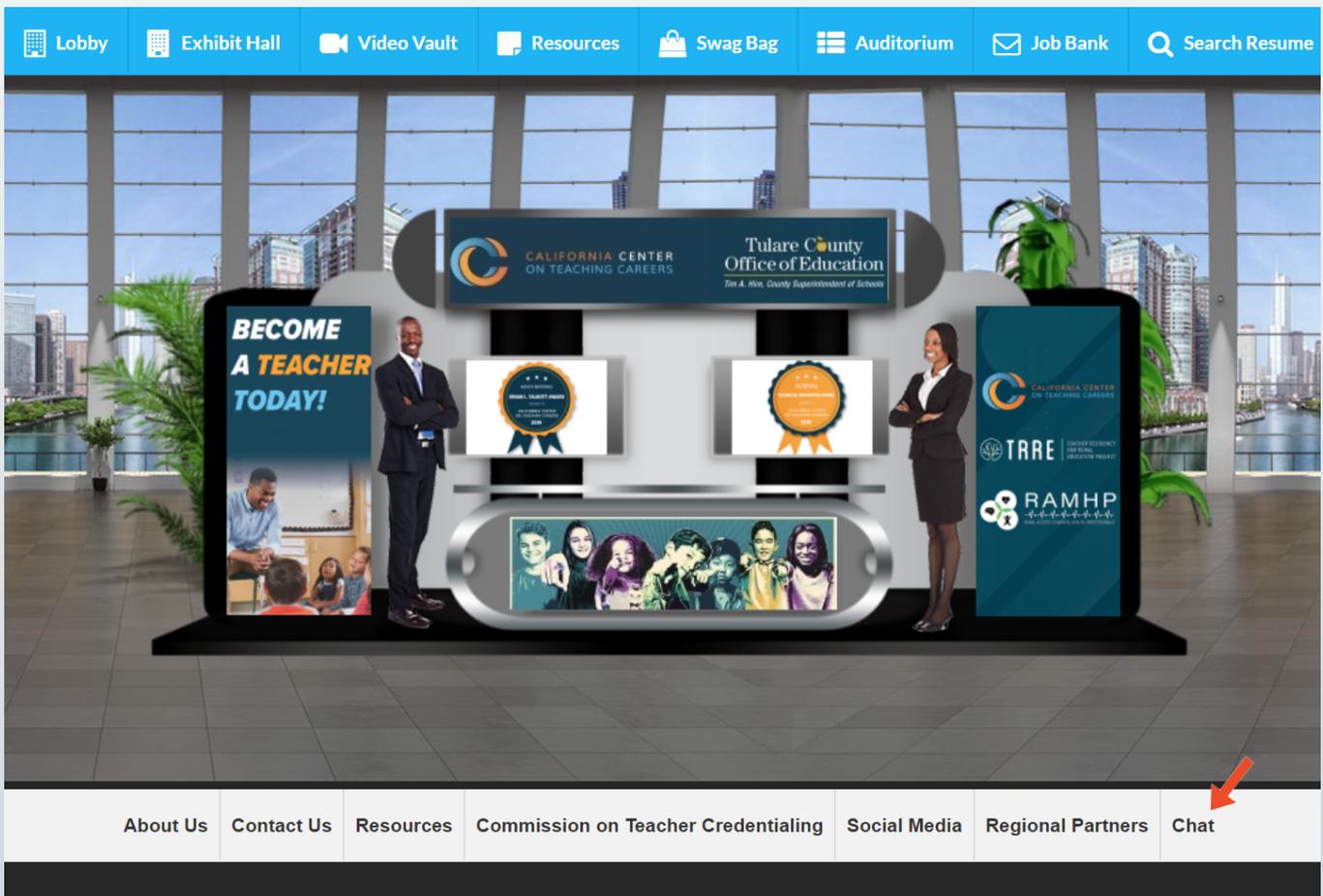
# WHAT TO DO DURING THE FAIR
## OPERATING YOUR CHAT ROOM

1. 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.*
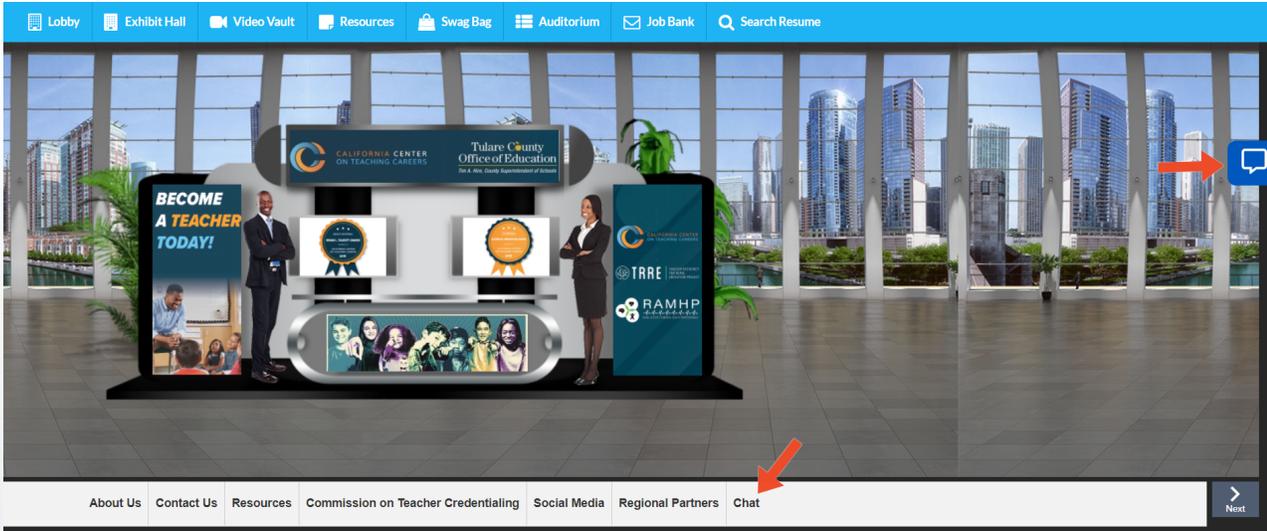


2. Engage teacher candidates visiting your booth - as a group. A pop up chat window will appear. *To speak with booth visitors, enter a message in the text bar. Anything you say here will be displayed to everyone in the chat. This is best for answering common questions and welcoming folks. This is known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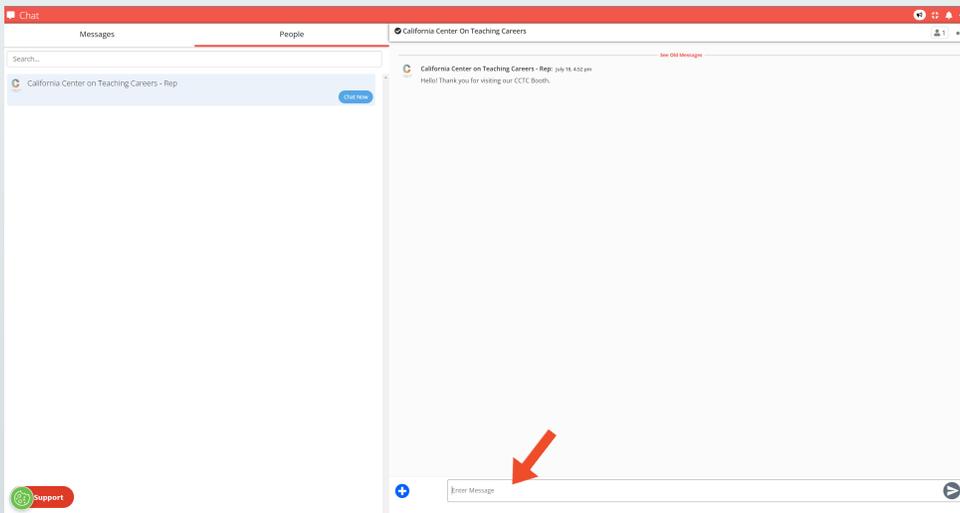


3. Get information about teacher candidates at your booth. *Click on a candidate's name to see their profile.*
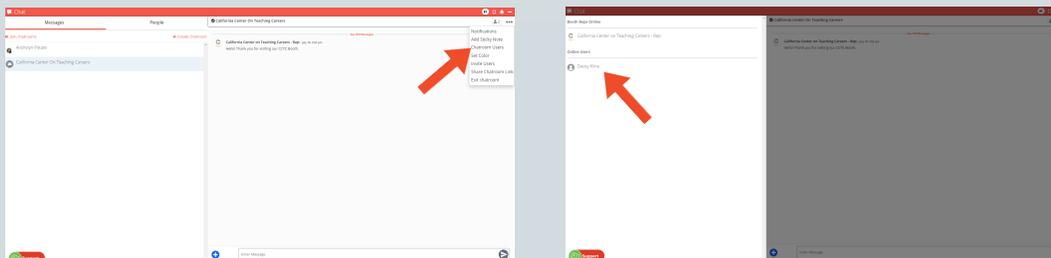
*A pop-out screen will appear with the candidate's profile. You can see their name, contact information and resume link here.*



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.*

5. Call or video chat with a teacher candidate. *You can place a 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.*
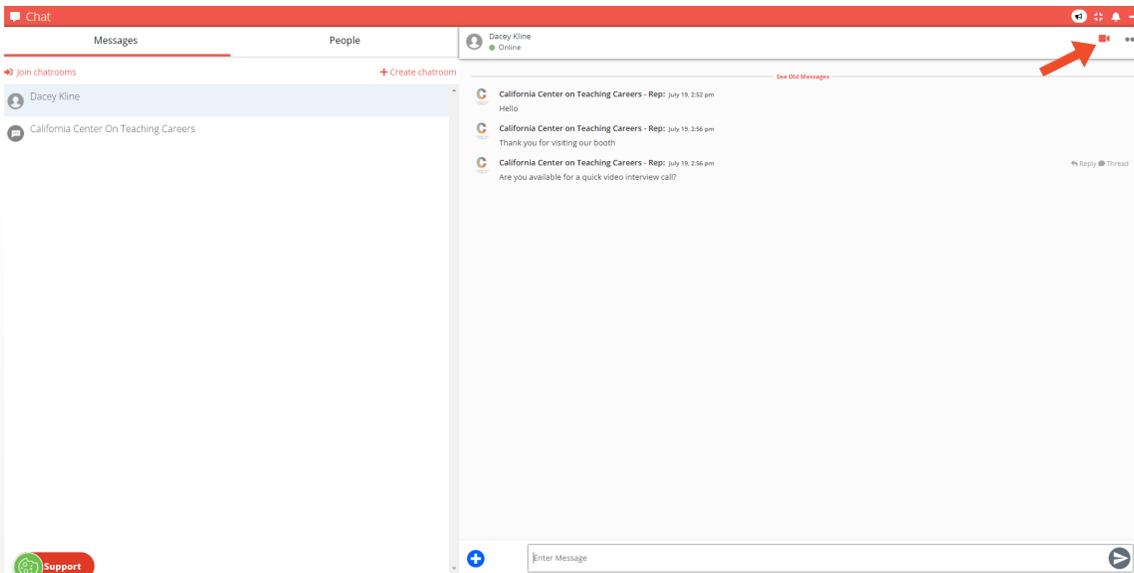


Once connected, your audio or video call will open a new tab. Tab titled vFairs Meetings.
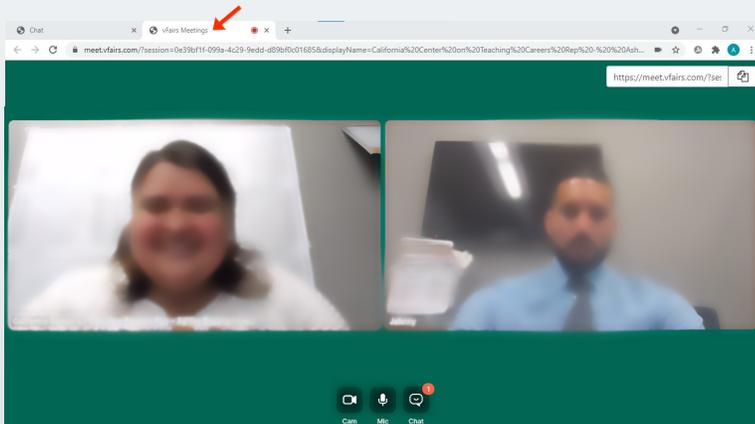


If you are prompted, please allow for use of the Microphone and Camera on your device. We recommend using Chrome as your web-browser and in case you need to change the settings, you can do so by clicking the little camera icon at the right side of your URL.
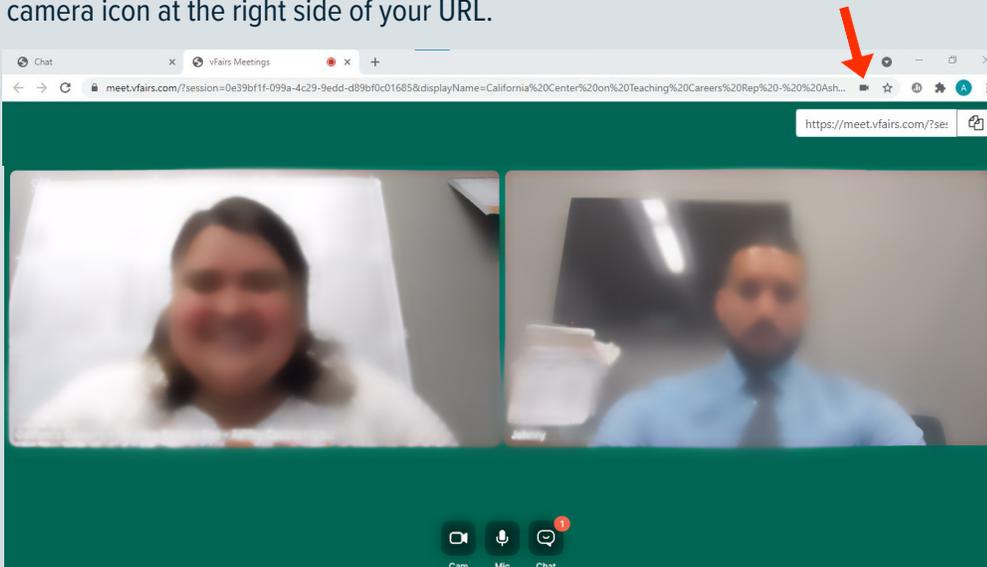
6. In order to conduct a group video chat you will need to invite other admin team members by sharing the video chat link. You will find this at the top right corner with the copy icon (see arrow location).
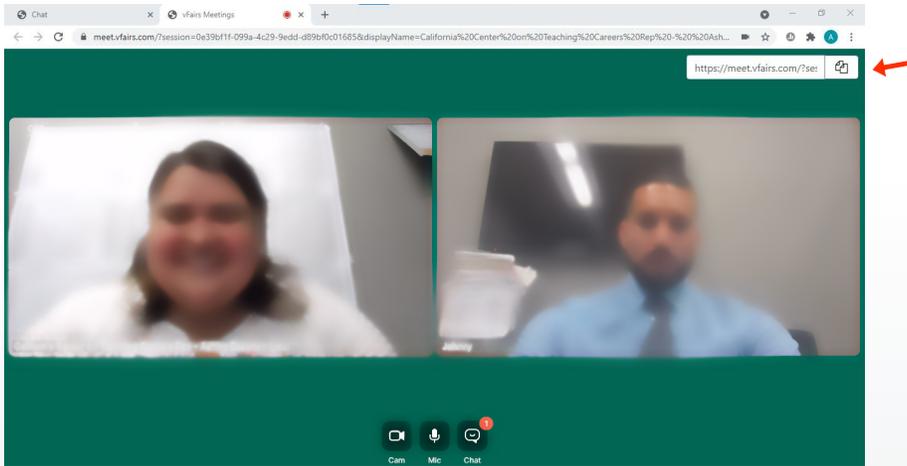


Once you receive the group video chat email invitation from your team member, click on the link provided and make sure to accept the terms and conditions and submit your name.
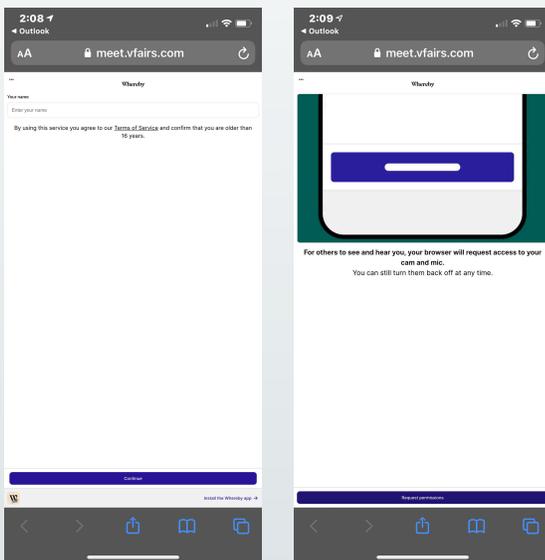


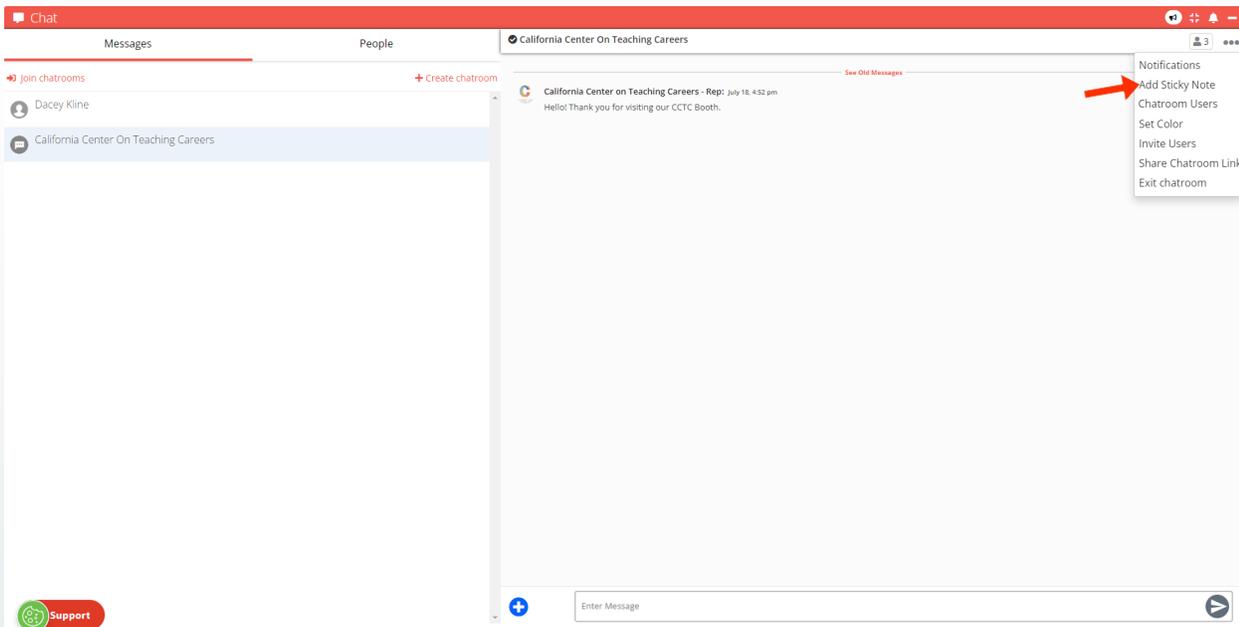When the group video chat is completed, make sure to close out the tab.
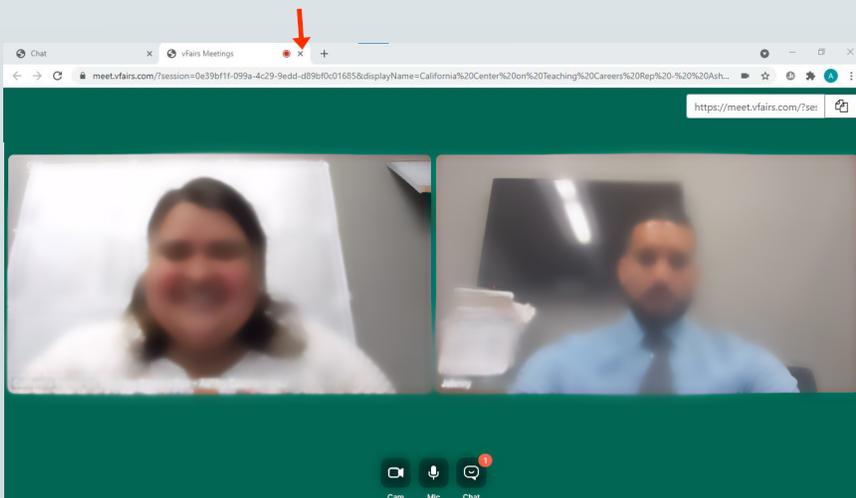


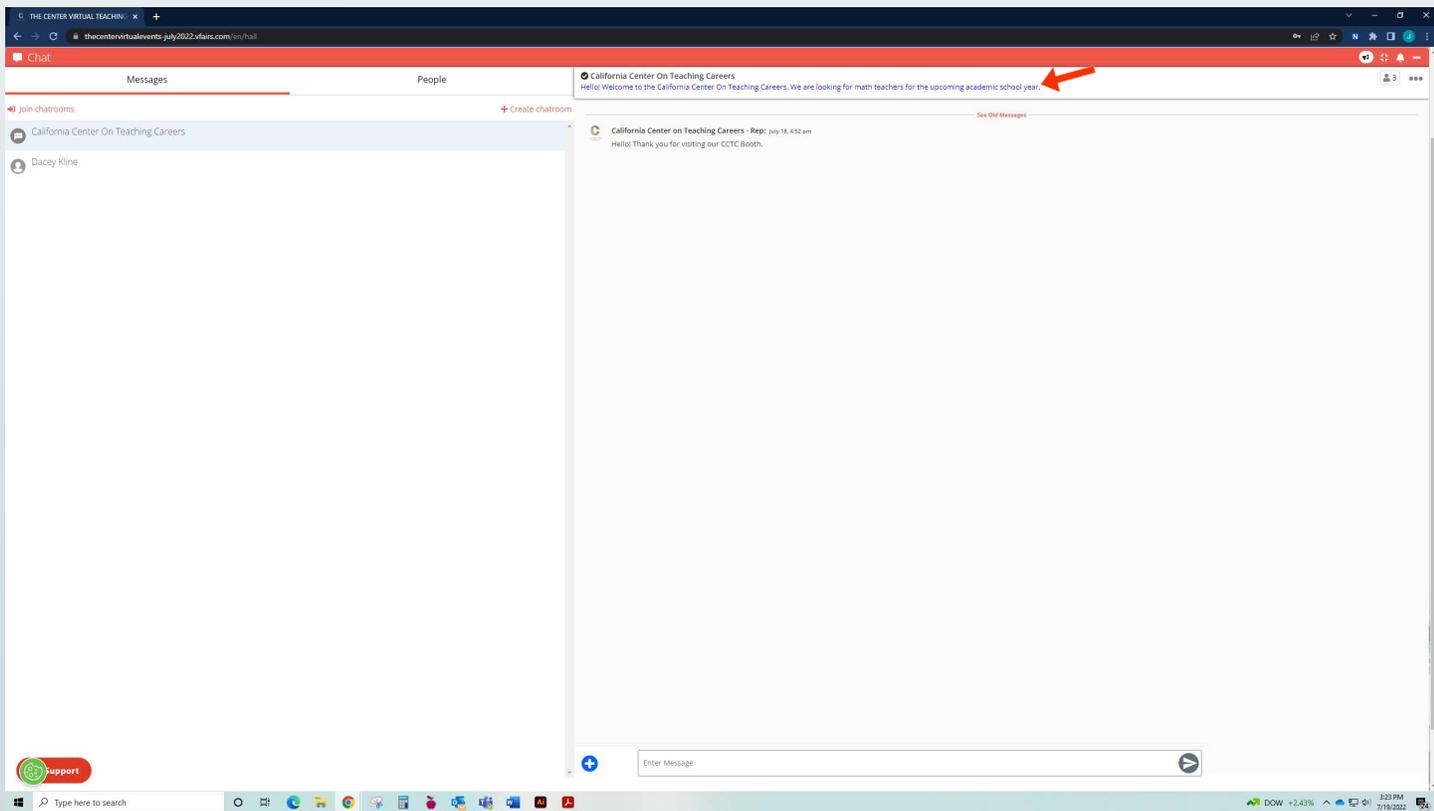At this point you may return to your virtual event booth chatroom.

# 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.*



2. Pin announcements to top of chat.

**To learn more, visit**
*CaliforniaTeach.org*

## CALIFORNIA CENTER ON TEACHING CAREERS

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