

Virtual Fair System Tutorial For Candidates



An easy and efficient way for candidates and organizations to meet online

Registration
Register Now!

Organizations
Learn More

Candidates
Learn More

QUESTIONS: 770-980-0088 or events@careereco.com

IMPORTANT :

Chat is available on multiple browsers and mobile devices.

Video chat and event-related broadcasts are **only** available from a desktop or laptop using **Google Chrome** or **Firefox**.

***New Users:* Click "Register as an Individual" to create your account**

Log in if you already have an account.

Email Address

Password

[Forgot your password?](#)

Create a New Account Now!

By creating an account, you agree to the ([Terms of Service](#))

***New Users:* You will receive an email after registering and **must** verify your email address to access your account**

You may be required to answer fair-specific questions or add your education details to complete your registration for some events

Jane
Welcome Back

Jane Candidate [Edit Profile](#)

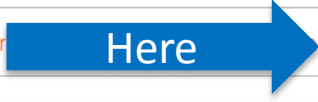

Select if you are using a screen reader

- My Meetings
- My Events
- Upcoming Events
- Past Events
- Job Board

Missing Resume **Urgent:** Recruiters will be reviewing resumes so upload yours now! [Upload Resume](#)



Incomplete Profile **Important:** Update your [profile details](#)

Sample Virtual Event
October 1, 2019

[Event Details](#)

[Chat Now](#)

For all events: Update your profile

**For career fairs only:
Uploading your resume is expected**

Update personal details including important contact information

Update profile details

Jane Candidate
Candidate Profile

To Return to Event List

Jane Candidate
Edit Profile

- Personal Details
- Education
- Resume/Documents
- Portfolio Samples
- Email Preferences

Add or modify School information

Modify email preferences

Upload Resume and other related documents
Only expected for Career Fairs

Upload samples from your Portfolio (if applicable)
Portfolio samples can be any file type up to 50 MB in size

Include your LinkedIn profile

Personal Information

First name

Jane

Middle Initial

Last name

Candidate

Primary Phone

333-333-3333

Secondary Phone

Languages

French x

German x

LinkedIn Url

https://www.linkedin.com/profile/view?id=6357422

Address 1

Address 2

City

State/Province

Georgia

Zip

30339

Country

United States

Countries of Permanent Residence

Canada x

United States x

Time Zone

(UTC-05:00) Eastern Time (US & Canada)

Jane
Welcome Back

[Jane Candidate](#)

[Edit Profile](#)

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Sample Virtual Event
October 1, 2019

[Event Details](#)

[Chat Now](#)

Organizations may send messages to your account.

The number of unread messages waiting for you will appear next to “Messages”, so click to review.

Virtual Event Messaging Center

[Jane Candidate](#) [Edit Profile](#)

Inbox Sent

Overview Organization	Come chat with us during the Virtual Fair!	Jun 5 03:07 pm
Overview Organization	We're looking forward to chatting with you during the Virtual Fair!	Jun 4 08:07 pm
Overview Organization	Please come to our chat session on March 17!	Jun 4 07:41 pm

Click the Subject to review a message
* Unread messages will appear in bold

You may have the option to reply directly to the message based on the settings chosen by the sender

Jane
Welcome Back

Click “Event Details” to review each Organization Profile, express your interest in specific organizations, and access the Chat Schedule

- My Meetings
- My Events
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Sample Virtual Event
October 1, 2019

Event Details

Chat Now

PREPARE FOR THE FAIR:

Review the Organizations’ profiles and formulate quality questions before joining the Chat Sessions

Sample Virtual Event

October 1, 2019

[Jane Candidate](#)

Edit Profile



Get Prepared



Chat Now
Join A Live Session

Event Details
Learn More

Schedule
View Fair Schedule

Review Organization Profiles and Express Interest in organizations of interest (see following slide)

Review Organizations' chat hours since they typically vary

Sample Virtual Event

October 1, 2019

[Jane Candidate](#) [Edit Profile](#)

Chat Now
Join A Live Session

Use the search filters to find organizations that best fit your criteria

Be sure to show all filters

Use the filters below to refine your search

Organization Name

Show All Search Filters

[Employers](#) [Academic Institutions](#) [Chat Schedule](#)

Organization	Interest
ABC Enterprises	<input type="checkbox"/>
CareerEco Virtual Events	<input type="checkbox"/>
Corporation USA	<input checked="" type="checkbox"/>
Sample Employer	<input type="checkbox"/>
Sample Organization	<input type="checkbox"/>

Click an Organization's name and review their profile before chatting

Click the check mark (it will turn blue) to let organizations know you are interested in learning more

[Corporation USA](#)

1 50 items per page

Jane
Welcome Back

VIRTUAL CAREER FAIRS ONLY

[Jane Candidate](#)

[Edit Profile](#)

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Sample Virtual Event
October 1, 2019

[Event Details](#)

[Chat Now](#)

Review job listings and be informed about positions that interest you

Formulate quality questions to ask about job postings in employer chat sessions

* Not all employers post positions in the Virtual Fair system and may refer you to their website

Jane
Welcome Back

[Jane Candidate](#) [Edit Profile](#)

Select if you are using a screen reader

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- [Job Board](#)



Sample Virtual Event
October 1, 2019

Click to Join Chats

[Event Details](#)

[Chat Now](#)

Click "x" to hide chat icon hints

Search by Organization Name/Topic

Chat hours

- User Menu
- In Private Chat
- Available for Private Chat
- Busy
- Typing
- Online
- Idle
- Offline
- Sound Preferences
- Student Advisor


Organization	Topic	Status	Times	
ABC Enterprises	Engineering Internship Positions	Offline	No chat times posted for today	Join Chat
CareerEco Virtual Events	Hosting an Event	Offline	No chat times posted for today	Join Chat
Corporation USA	Full-time and Co-op positions across all majors	Offline	No chat times posted for today	Join Chat
Example University	Preview Organization - Engineering Positions	Offline	No chat times posted for today	Join Chat
Sample Employer	Sales Opportunities	Offline	No chat times posted for today	Join Chat
Sample Organization	Exploring Graduate School	Offline	No chat times posted for today	Join Chat
Sample Organization	Connect with Current Employees	Offline	No chat times posted for today	Join Chat
Sample Organization	Computer Science Jobs	Offline	No chat times posted for today	Join Chat

Click to Join Chats

Depending on the event, you may be able to join multiple rooms at the same time

The screenshot shows a chat room interface for 'Sample Organization' on the topic 'Connect with Current Employees'. The interface includes a top navigation bar with 'Rooms', 'Sample', and user options like 'Need Help?', 'Chat Icons', 'My Account', and a muted speaker icon. The chat area displays a welcome message, a system message 'You just entered Connect with Current Employees', and messages from 'Bob Smith' and 'Aiden C'. On the left, there are sections for 'Organization Representatives' (listing Bob Smith) and 'Chat Participants (2)' (listing Jane Candidate and Aiden C). A message input field at the bottom contains the text 'Hello! I am excited to learn more about your organization!' and a 'SEND' button. Three callout boxes provide instructions: one points to the muted speaker icon, another points to the 'Organization Representatives' list, and a third points to the message input field.

Be Informed – Review the Organization’s Profile

Click the  icon to manage your sound settings. You may mute all sounds or vary the settings to alert you to chat room activity.

Organization Reps Listed Here

You and other Chat visitors are Listed Here.
For confidentiality, Chat visitors are unable to see one another’s full name.
* Your name only appears to other chat visitors with your first name and last initial.

Messages typed here are visible to all Chat Room visitors

Topic : Connect with Current Employees

Main Chat Room

Exit Room x



Organization: Sample Organization Topic: Connect with Current Employees

Welcome! Please feel free to ask us any questions you have about what it is like to work with our organization. We are excited to give you insight into our company culture! If you would like to reach out to us directly after the events, send us an email to events@careereco.com. Thank you for joining us today!

You just entered Connect with Current Employees

Bob Smith Hello and welcome to our chat session! 4:52 PM

Aiden C just entered the room

IMPORTANT - A number next to an Organization Rep's name indicates the missed number of messages, so make sure to respond in a timely way.

Organization Representatives

2 Bob Smith

Chat Participants (2)

- Jane Candidate
- Aiden C

Private Chat
You have received a private message. Click the user's name to join the conversation!



If you invited to a Private Chat, you will receive a notification (*yellow box*). Click on the Rep's name to accept and open the private chat window.

Type message to main room SEND

Topic : Connect with Current Employees

Main Chat Room

Exit Room x



Organization: Sample Organization Topic: Connect with Current Employees

Welcome! Please feel free to ask us any questions you have about what it is like to work with our organization. We are excited to give you insight into our company culture! If you would like to reach out to us directly after the events, send us an email to events@careereco.com. Thank you for joining us today!

You just entered Connect with Current Employees

Bob Smith Hello and welcome to our chat session! 4:52 PM

Aiden C just entered the room

Click "Maximize View" to view *only* your Private chat on the screen and "Minimize View" to see both Main and Private chats

Organization Representatives

Chat Participants (2)

Type message to main room SEND

After accepting a Private Chat, a new chat window opens

Private Chat Room Bob Smith - Sample Maximize View Close

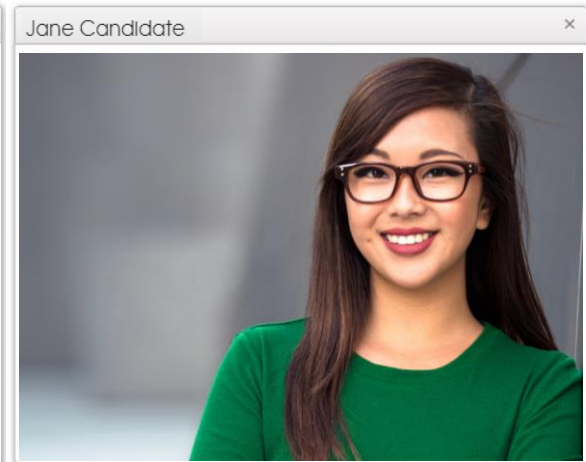
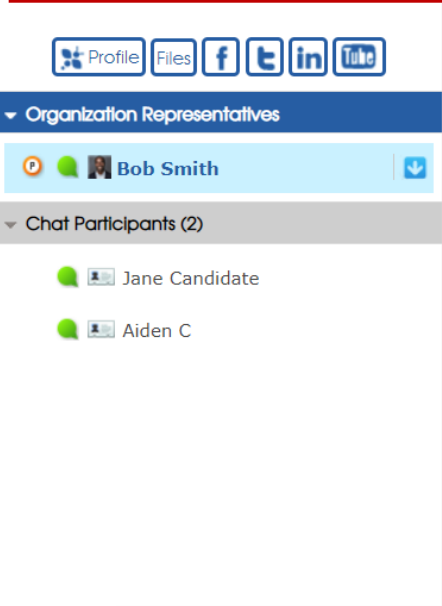
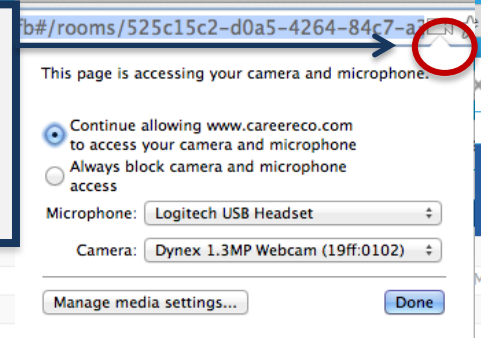
Bob Smith How are you doing today? I'm happy to answer any questions that you might have. 5:00 PM 5:00 PM

I'm doing well, thank you! SEND

Private chats are shown in between the light blue area of the chat and are ONLY visible to that Organization Rep

IMPORTANT: All audio/video features require you log in on a desktop or laptop using Google Chrome or Firefox as your browser

You may need to adjust microphone/camera settings. Click camera icon in your URL bar (may vary by browser).



Organization Rep's video appears here. Reps may broadcast video and/or audio content to the entire room without viewing you or other chat visitors.

Note: Organization Reps may request a Private Video chat exclusively with you, which you can accept (click "allow") or deny.

Your video appears here if you choose "Allow" when a Private Video chat is requested by an Organization Rep.

Video/Broadcast windows may be resized and moved around the screen.



QUESTIONS:

770.980.0088

Events@CareerEco.com

Thank you for taking the time to review the tutorial!