



CANDIDATE Quick Reference Guide - 2020 MCC Virtual Career Fair

ENTERING THE CAREER FAIR

To enter the fair, log onto vFairs [HERE](#) using the email address you RSVP'ed with. We recommend that you log in **the day before** to become familiar with the platform and explore employer booths of interest to best prepare for your interactions!

If you have an issue logging in, contact MCC Headquarters at (410) 931-8100 or by email at admin@marylandcareerconsortium.org

A MESSAGE FROM THE MARYLAND CAREER CONSORTIUM (MCC): CELEBRATING JUNETEENTH

As we enter our virtual job fair, we ask our students, alumni, staff and employers to take a moment to reflect on the significance of this date, June 19. Barack Obama put it best in 2015, when he said:

“On this day 150 years ago, more than two years after President Lincoln signed the Emancipation Proclamation, the slaves of Galveston, Texas finally received word that the Civil War was over. They were free. A century and a half later, Americans still recognize this occasion, Juneteenth, as a symbolic milestone on our journey toward a more perfect union. So, no matter our color or our creed, no matter where we come from or who we love, today is a day to find joy in the face of sorrow, to count our blessings and hold the ones we love a little closer. And tomorrow is a day to keep marching.”

June 15, 2015 President Barack Obama United States in observance of Juneteenth, June 19.

MCC celebrates this day. We are in solidarity with our Black students, alumni, faculty and staff, and disavow the structural racism that persists to this day. Through today's career fair and all of our programs, we remain committed to economic justice and equitable access to employment opportunities.

To learn more about Juneteenth, we direct you to the following resources:

1. <https://www.tolerance.org/magazine/teaching-juneteenth>
2. <https://www.pbs.org/wnet/african-americans-many-rivers-to-cross/history/what-is-juneteenth/>
3. <https://obamawhitehouse.archives.gov/the-press-office/2015/06/19/statement-president-observance-juneteenth>

2020 MCC Virtual Career Fair: Candidate Guide

PRE-EVENT PREPARATION

Do Your Research

Take a look at the [List of Attending Employers](#) and explore the opportunities available. Take advantage of logging in the day before to explore employer booth content and job opportunities. Prioritize the list of participating employers to make the most of your time at the fair. Finally, come prepared with questions that show you've done your research and convey your level of interest in the company's opportunities.

Don't Ask These!

"How much do you pay?/What benefits are included?"

"So what does your organization do?"

"Do you have any [major/career] positions?"

"What are you hiring for?"

"What do you have for me?"

Perfect Your Pitch

Your first connections with employers will be via text chat so take some time to perfect your "elevator pitch" prior to the event. Have it handy so you can easily modify it for each employer. Make sure your pitch addresses specific position types and how your interests and skills align with the employer's needs.

Good Pitch Examples

"Hello Danielle and James, I'm Louis John. I am a junior in Data Analyst with an interest in Data Science and Cloud Computing. I have completed several Data science projects with SurePrize LLC including sentiment analysis, first party data collection and last Spring, I won the IMF World Economic Outlook Hackathon. I am also a Certified AWS developer as of last November. I'd be honored to bring my analytical, dedication to servicing the customer and teamwork skills to Collins Aerospace. I am interested and applied for the Data Engineer position. May I give you the REQ ID to look into it?"

"My name is Irene Doe. I am a Senior Technical Writer for a defense contractor, specializing in HTML and TM production. I am finishing my Masters in Supply Chain Management with an active Secret security clearance. I'm interested in your positions in logistics and quality assurance, utilizing my 12+ yrs military spec and TM development experience."

Set-Up For 1:1 Chats

Be sure you are set-up for video and/or audio one-on-one conversations with employers. Dress professionally, choose a location with bright lighting, a plain background to minimize distractions, and minimal background noise. **If you do not have access to a video-enabled computer to participate, you can opt to connect via audio only.**

Check Your Digital Footprint

Start by making sure your profile is updated and scrub your online profiles of any "unprofessional" or potentially offensive posts on Facebook, LinkedIn and Twitter. Untag yourself as needed.

If you need guidance on preparation, contact your university's Career Center!

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NAVIGATING THE EVENT

The first page that will appear when you login to your account is the “**Exhibit Hall**”.

You can navigate left and right using the arrows on the screen or you can use the “**Exhibitors Index**” on the bottom left of your screen to locate your employers’ booths. The Exhibitors Index will list all employers alphabetically. Click on a booth to enter and explore.

Exploring the Booths

Browse the employer booth for informative videos, documents and powerpoint presentations. You can store this information in your virtual “**Swag Bag**” to download and view later. **Apply** for open positions directly at each booth.

Employer Group Chats

Inside a booth click on the chat button to navigate to the “Live Chat Room”. This is a public group chat where you can send messages that will be visible to everyone in the chat room. You can use this space to introduce yourself to company representatives with your “elevator pitch” and ask your researched questions!

An MCC Staff Volunteer will be present in each employer booth and monitor the group chat. They will have the ability to initiate a private message with you to provide guidance as appropriate.

Candidates can participate in multiple employer group chats at once and stay as long as they like.

1:1 Chats with Representatives

Employer representatives can see your resume and contact information while in the chat. They may choose to invite you to participate in a one-on-one private text, audio or video chat. Candidates can **not** initiate a one-on-one conversation with representatives. Only the representatives can initiate one-on-one conversations.

We recommend communicating via video/audio chat when invited to do so - it’s another way to make a lasting professional impression (and helps to limit the chance for typos!). However, if you do not have the capability to participate in a video chat, you can opt for audio-only or text-only one-on-one conversations when invited.

Note: Candidates can participate in only one video/audio conversation at a time. However, there is no limit to the number of one-on-one text conversations nor is there a time limit on the duration of these.

PROFESSIONAL TIPS

- Avoid emoticons when communicating with employer representatives.
- Watch for typographical errors - especially when tailoring your “pitch” for each employer introduction.
- Be patient for a response - recruiters may have multiple conversations going at once.

- Don't forget to ask recruiters for the best way to follow-up with them after the fair and thank them for their time!

Leave A Message Feature

If you need to leave an employer chat before you've had the opportunity to speak with an employer representative (e.g. if the event is ending), you can use the "Leave A Message" feature located in each employer booth. This will allow you to send an email directly to the employer representatives so that they might be able to follow up with you and answer your questions.

Support

For support visit the **MCC Student & Employer Information Booth** located in the Exhibit Hall of the event. MCC staff will be available to assist you! If you are having technical difficulties during the event, please contact marylandcareerconsortium@vfairs.com