



MCC Career Fair Employer Quick Tip & “Day Of” Guide

Welcome to MCC June 2020 Virtual Career Fair. Thank you for your support and partnership! Below are a few quick tips that you may find useful as you prepare for the event.

We recommend that you log in at least **30 minutes** prior to the event start. You will need this time to set up your chat and become familiar with the various functions.

Access the platform at marylandcareerconsortium.vfairs.com

Login using the email and password provided at registration

If you do not have your login credentials, email marylandcareerconsortium@vfairs.com

GETTING TO YOUR BOOTH

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 booth. The Exhibitors Index will list all employers alphabetically. Click on your booth to enter.

RETURNING TO THE EXHIBIT HALL

To leave an employer’s booth and return to the “Exhibit Hall” you can click the “Back to Floor” button found on the upper left-side of the screen or you can click on the “Exhibit Hall” tab found in the red menu bar towards the top of the screen.

EMPLOYER CHAT ROOM - Setup and Use

Once you are in your booth, you may click on the chat button to navigate to a new window: “Live Chat Room”. **This is the feature you will use most during the fair.** There will be a large centerspace on your main chat room page - this is used as a public group chat where anyone can send a message. Messages sent in the public chat area will be **visible to all**, including all job seekers and all of your representatives.

STRONGLY RECOMMENDED Feature Setup We have found that by setting up different color fonts for employers and staff who are communicating in the chat, it is much easier for everyone to follow along. While in your booth, please change the color of your font by clicking on the **eyedropper icon** on the **top right** of the virtual platform. **Staff will use a green font. Employers are being asked to use a purple font.**

MESSAGING YOUR JOB SEEKERS

It is recommended that employers send an introductory group message to all candidates in this space every **20-30** minutes. Here are some examples of what may be relayed based on the time of day and activities going on. Feel free to copy and paste. *Please note the recommendation for: “The live event has ended”.

(Just before the start) Welcome and thank you for attending June 2020 MCC Career Fair and visiting our booth! We will join you shortly.

(During the event- instruct) Hello everyone! Welcome to the June 2020 MCC Career Fair and thank you for visiting our booth. Please introduce yourself by sharing your name, brief

professional background, and what specific positions and/or locations are of interest to you so that we know you'd like to chat.

(During the event- "check this out!") Hello Everyone, thank you for visiting today. We may be having private chats with candidates but will be with you shortly. Thank you for your patience. Please be sure to check out our website for the exciting opportunities that are available.

(During the event- redirect) If you need to leave this chat room and you didn't have the opportunity to connect with us, please click on LEAVE A MESSAGE. We hope to connect with you soon.

("The live event has ended") Thank you so much for joining the June 2020 MCC Career Fair today and visiting our booth! The live event has ended but you can still click on "**Leave A Message**". Don't forget to reference the SPECIFIC position which interests you at our organization. Good luck!

INITIATING PRIVATE CHAT

To initiate a private chat, click on the name of a candidate and start chatting. This will begin your private one-to-one chat. This does not automatically begin video chat; see below for more information on video chatting.

Candidates can only initiate communication in the group chat. Recruiters, however, can direct message candidates if and when they are interested in them.

If you see a candidate you are interested in and are not yet ready to initiate a private chat, you may simply click on that person's name and you will see their profile. In the profile you can see more information about the candidate and start a chat. You also have the ability (in the rare circumstance, should they occur) to block a user should you find someone to be disruptive or inappropriate to your chat.

*Note: While in the candidate's profile, if you look over to the right, you will be able to see if another representative has already reached out to the candidate. This can help to avoid multiple representatives reaching out to the same candidate.

INITIATING VIDEO CHAT

It is recommended to ask the candidate if it is ok with them before initiating the video chat. If it is not preferred, you can opt to do an audio-only conversation.

To initiate Audio/Video chat, click on the small audio/video icon at the top of the private chat. There you will see the option to start Audio/Video chat. **You can only have one video chat running at a time.**

It is recommended to use video chat whenever you can as it tends to be most efficient and most resembles an actual career fair.

IMPORTANT NOTE REGARDING EMPLOYERS COMMUNICATING INTERNALLY

Employers can send direct messages to one another, but the vFairs platform does not allow employers to communicate with their entire team. Employers with multiple representatives may want to set up a group messaging tool such as Webex Teams, Google Hangouts, Discord, WhatsApp or some other platform to

communicate outside of vFairs. This will facilitate your ability to discuss candidates, your roles and timeline throughout the event and share successes and challenges.

Search Applicants

Click on the **Job Applicants Tab** and it will show the list of jobs added to your booth and the applications count of each job. This feature will tell you which attendees clicked on the apply button from the booth, but it does *not* necessarily mean the attendees completed that application.

Search Resume

Click on **Search Resume Tab** on top navigation bar and it will show the profiles of all registered users. You can search the resumes of candidates based on criteria given at the top of Search Resume page. It is recommended that you **use the function before and after the event** to identify candidates of interest. During the event, it may be best to focus on the attendees that are actively in your booth. If your booth is slow, you can visit the booth of other employers to view the group chat or view profiles from the list of online users in that booth to identify and initiate one-on-one chats with candidates.

SUPPORT

Should you need support during the event, please visit the **MCC Student & Employer Information Booth** located in the "Exhibit Hall". For additional technical support, you can also contact marylandcareerconsortium@vfairs.com.

Thank you again for your support and partnership; Have a great event!