



UMBC Virtual Fair Candidate Quick Reference Guide

Friday, September 24, 2021

11:30 AM – 3:30 PM

STEP 1: PRE-REGISTRATION REQUIRED

We recommend registering early for this event as employers will begin searching for candidates from the list of registrants on **Monday, September 13, 2021**.

As soon as you register, employers have access to view your registration information, including your uploaded resume. Participating representatives may choose to contact candidates of interest prior to the fair encouraging them to visit their booths and to apply early to their open positions.

STEP 2: PRE-EVENT PREPARATION

Below is a snapshot of some of the ways you can best prepare for the upcoming fair and make the most of your time on the day of the event. For additional guidance on preparation, check out the [Student Resources Page](#) and/or make an appointment with your career counselor [HERE](#).

Log Into vFairs Platform - Monday, September 20th!

All registered candidates will have access to log into the vfairs platform beginning Monday, September 20th. We highly encourage you to take advantage of this early access so that you can best prioritize employers of interest to you and plan your schedule for the upcoming event.

Website: <https://careers2.umbc.edu/calendar/fairs/fallcareerfair2021.php>

Username: Email You Registered With

Explore Content in EMPLOYER BOOTHS

Do your research and apply early to the latest positions being promoted by employers by exploring the content in each employers' booth.

Watch the Presentations in the AUDITORIUM

There are several presentations provided by Career Center Staff available to help you prepare including a **Candidate Training Session** presented by Career Center Director, Christine Routzahn, that will cover everything you need to know to put your best foot forward!

Do Your Research!

Before you have access to the platform, there are a few ways you can begin to prepare -

REVIEW [List of Attending Employers](#) and begin to select which employers you would like to prioritize.

EXPLORE the [Career Fair Directory](#) to learn more about each employer and plan your day around any employers hosting **Group Sessions** (see information below for details).

SEARCH [UMBCworks](#) for attending employers' latest opportunities available and begin applying to open positions.

VISIT company career webpages to learn more about the organization and their current opportunities.

For the opportunities that you are most interested in to be sure that you can demonstrate to the employer that you have done your homework and are prepared to ask knowledgeable questions about the positions you are interested in. When preparing questions that may be most suitable for your time with an employer, please consider:

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?"

Group Sessions

Some employers have opted to host "Group Sessions". All Group Sessions will occur at scheduled times during the fair. If an employer is hosting a group session, it will be visible in the bio on the [List of Attending Employers](#) as well as in the [Career Fair Directory](#). Additionally, on the day of the event all employers who are hosting a group session will have a button called "Group Session" on the menu bar in their virtual booth. To enter a Group Session, simply navigate to the employer booth at the scheduled time, and click on the "Group Session" button in that booth.

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 Video Chats

Be sure you are set-up for video and/or audio one-on-one conversations with employers. Dress professionally. Also, 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.

STEP 3: ENTERING THE CAREER FAIR

To enter the fair, log onto the vFairs platform at umbc2021fallfair.vfairs.com using the email address you registered with.

It is strongly recommended to use a [Google Chrome or Firefox](#) browser. Internet Explorer does not work well with the platform.

Don't forget: Candidates will have access to the platform starting **Monday, September 20, 2021**. We recommend you log in early to become familiar with the platform and explore employer booths of interest to best prepare for your interactions!

If you do not have your login credentials, email umbc2021fallfair@getvfairs.io for assistance.

STEP 4: NAVIGATING THE EVENT

LOBBY

The first page that will appear when you login to your account is the “**Lobby**”. Below you can find some features of the lobby space and the platform highlighted.

Partner & Event Sponsor Logos - These link you directly to their booths.

MENU BAR BUTTONS

Exhibit Halls - This is a drop down for quick access to the Exhibit Hall 1 & Exhibit Hall 2 where the employer booths are located.

Video Vault - This is a list of all the videos employers have uploaded into the platform for candidates to explore and add to their “Swag Bag”.

Resources - This is a list of all the documents that employers have uploaded into the platform for candidates to explore and add to their “Swag Bag”.

Swag Bag - This is where electronic employer materials you add are stored for easy retrieval.

Auditorium - This is where candidates can view quick helpful videos on how to best navigate a virtual recruiting environment.

My Chats - This will take you to the chat interface of the platform.

Information Desk - This will take you to support should you need assistance from Career Center Staff or Technical Assistance.

Jobs - This tab allows candidates to search all the opportunities employers have listed. Candidates can also filter opportunities by **Majors/Areas of Study** - be sure to select all that apply to you!

Be sure to explore the rest of the Lobby - there are a number of helpful resources such as the [Career Fair Directory](#). The directory will allow you to learn more about the registered employers and their opportunities. It includes a list of **Employers By College** which will allow you to easily see which employers have opportunities for candidates of the different UMBC Colleges.

EXHIBIT HALLS

To explore the booths in the Exhibit Hall, candidates can navigate left and right using the arrows on the screen or they can use the **"Exhibitors Index"** on the bottom left of the screen. The Exhibitors Index will list all employers **in that specific hall** alphabetically. Click on a booth to enter and explore.

Important Note: The employers in Exhibit Hall 1 are different from the employers in Exhibit Hall 2. Be sure to visit BOTH exhibit halls to explore all employers.

EMPLOYER 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. If an employer you're interested in is hosting a **Group Session** (see above), be sure to plan your day around this.

EMPLOYER MAIN CHAT ROOM

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!

A Career Center Staff member 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 for the duration of the event. The chat room interface makes it easy to navigate swiftly between chat rooms you've entered.

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 - we recommend that you read all comments posted by employers (in blue) and staff (in green) because it may help give a picture of what employers are currently doing. For example, recruiters may be actively engaging in multiple one-on-one conversations with candidates with plans to return to the public group chat shortly.

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

Individual Chats with Representatives

Additionally, employer representatives can see your resume and contact information while in the Main Chat Room. They may choose to invite you to participate in a one-on-one private text, audio or video chat. We recommend that you treat this interaction like an interview so take a deep breath and be prepared to put your best foot forward!

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.

BE AWARE: Candidates can not initiate a one-on-one conversation with representatives. Only the representatives can initiate one-on-one conversations.

Also 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.

SUPPORT

For support during the event, visit the **UMBC Career Center Booth** located in the "Exhibit Hall 1" of the event. Career Center Staff will be available to assist you! If you are having technical difficulties during the event, please visit the **Information Desk** and click on the **Technical Support** banner to be connected with vFairs support or click on the red "Technical Support" button located at the bottom left of your screen.

UMBC Career Center is here for you! If you would like support prior to the event such as resume assistance, interview practice, etc. please feel free to [contact us to schedule an appointment](#).