

CareerCenter at UMBC

UMBC Virtual Fair Employer Quick Reference Guide

Welcome to UMBC's Virtual Career Fair. Thank you for your support and partnership! Below are our 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.

It is strongly recommended to use a **Google Chrome or Firefox** browser. Internet Explorer does not work well with the platform.

- Access the platform at <https://umbc2021fallfair.vfairs.com/>
- Login using your email and the password you created when you set up your account.
- Should you or your representatives forget their passwords, they will need to select the "Forgot Password" button on the login screen to reset their password.
- *On the day of the fair, if you do not have your login credentials, email umbc2021fallfair@getvfairs.io*

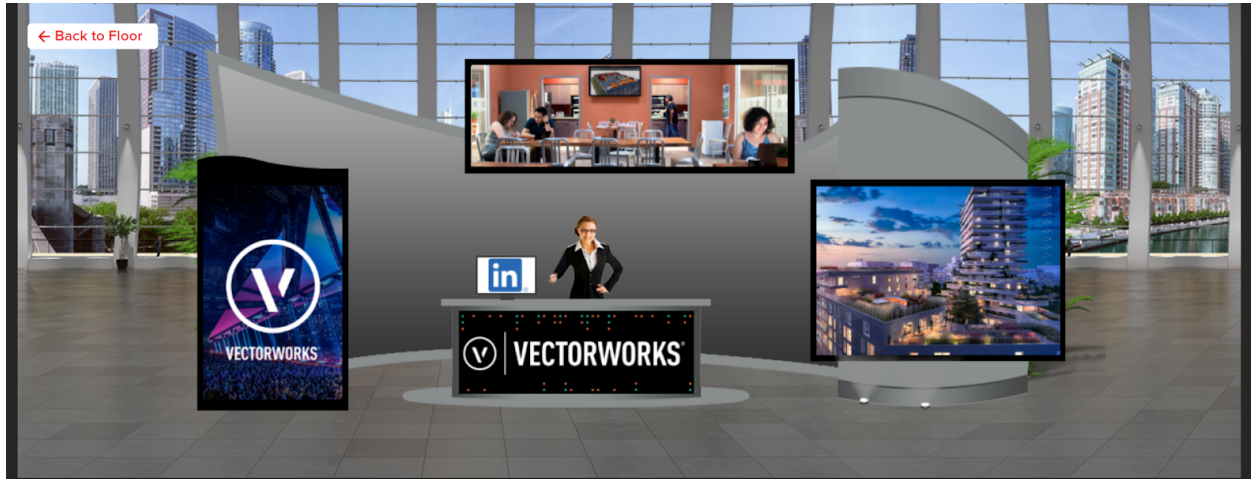
GETTING TO YOUR BOOTH

The first page that will appear when you login to your account is the "Lobby". To get to your booth, click on "Exhibit Hall" and select "Exhibit Hall 1 (A-L)" or "Exhibit Hall 2 (M-Z)" from the drop down menu. 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 in that specific hall alphabetically. Click on your booth to enter.

The screenshot displays the virtual fair interface. At the top, a red navigation bar contains the following menu items: Lobby, Exhibit Hall, Video Vault, Resources, Swag Bag, Networking, Information Booth, and Jobs. The main area shows a virtual lobby with several booths. On the left, there is a booth for 'MCC CAREER FAIR 2020'. In the center, there is a booth for 'Achieving True Self'. On the right, there is a booth for 'Maryland Career Consortium'. Below the lobby view, there are three panels: 'Exhibitors Index' listing employers like 'Achieving True Self', 'Anne Arundel County Police Department', 'Anne Arundel County Public Schools', 'Arundel Lodge, Inc.', and 'Baltimore Corps'; 'How It Works' with instructions on how to navigate and use chat; and the 'Maryland Career Consortium' logo.

EXITING YOUR BOOTH

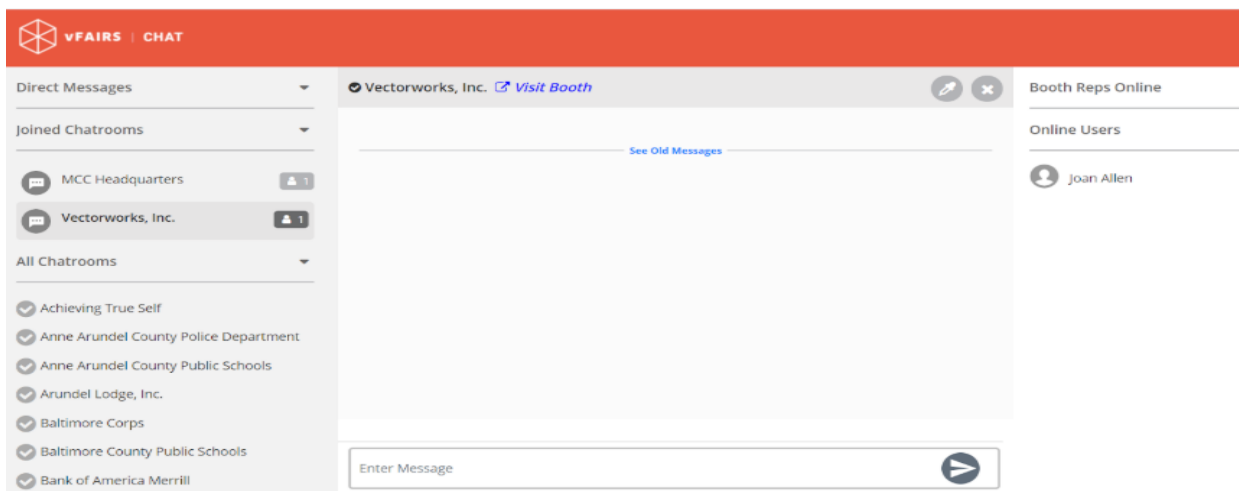
To leave your employer booth, you can click the “Back to Floor” button found on the upper left-side of the screen or you can click on the “Exhibit Hall” or “Lobby” tabs found in the menu bar towards the top of the screen (as seen in image above).



EMPLOYER CHAT ROOM

Once you are in your booth, click on the “Chat” button found in the gray menu bar below your booth to navigate to a new browser window: “Live Chat Room”. This is the feature you will use most during the fair. You can also access this screen by clicking on the “My Chats” tab found on the menu bar at the top of your screen.

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 SET UP FEATURE

Font Color: It is much easier for everyone to follow along in the chat when employer representatives are using a different font color than candidates. While in your booth, please change the color of your font by clicking on the **eyedropper icon** on the **top right** of the group chat, **next to the “x”** (refer to image above). **UMBC staff will use a green font. Employers are being asked to use a blue 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.

(Just Before Start) Welcome and thank you for visiting our booth! We will join you shortly.

(During Event - Guide) Hello everyone! Welcome 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 we can get to know you.

(During 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 booth and website to learn more about the exciting opportunities that are available.

(During Event - Temporarily Unavailable) Our recruiters needed to step away, but we will be right back. Thank you for your patience.

(At the End - “The live event has ended”) Thank you so much for joining us today! The live event has ended but feel free to review the resources in our booth.

Chat Assistance: UMBC staff will be present in your chat to aid with the flow of the event. They may add group messages to your chat feed to assist. If you prefer that they do not do this, please just let us know!

INITIATING A PRIVATE CHAT

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

Click on a candidate’s name to do the following:

- view their profile and learn more about them
- see if someone from their organization has already connected 1:1 with the candidate (right)
- see which representatives have already connected with the candidate (bottom)
- read fellow representative notes (learn more below),
- to initiate a one-to-one chat

We recommend publicly notifying the candidate that you will be inviting them to participate in a one-to-one chat in your public group chat. This will give the candidate an extra moment to prepare and also allows other candidates who are waiting to know that you are busy communicating in one-on-one conversations not otherwise visible.

Once you’ve clicked on the candidate’s name and initiated the one-to-one chat, this does not automatically begin video chat. See below for instructions on initiating a video chat.

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/audio** 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: Your one-to-one chats will appear in list format on the left-hand side of your chat screen and will stay there unless you remove them from the list. To more easily manage your current one-to-one conversations, we recommend removing the chat listing from your list of conversations once they've concluded. You can do this by hovering over the candidate's name in the list and then pressing the "x" button that will appear on the right of their name.

NOTEWORTHY PLATFORM FEATURES

Candidate Profile Notes: You may type notes directly into a candidate's profile so that other representatives from your company may see them or so you can refer to them later. These notes are only visible to you and your team. To get started, simply click on the candidate's name to enter their profile and scroll down to the "Notes" section.

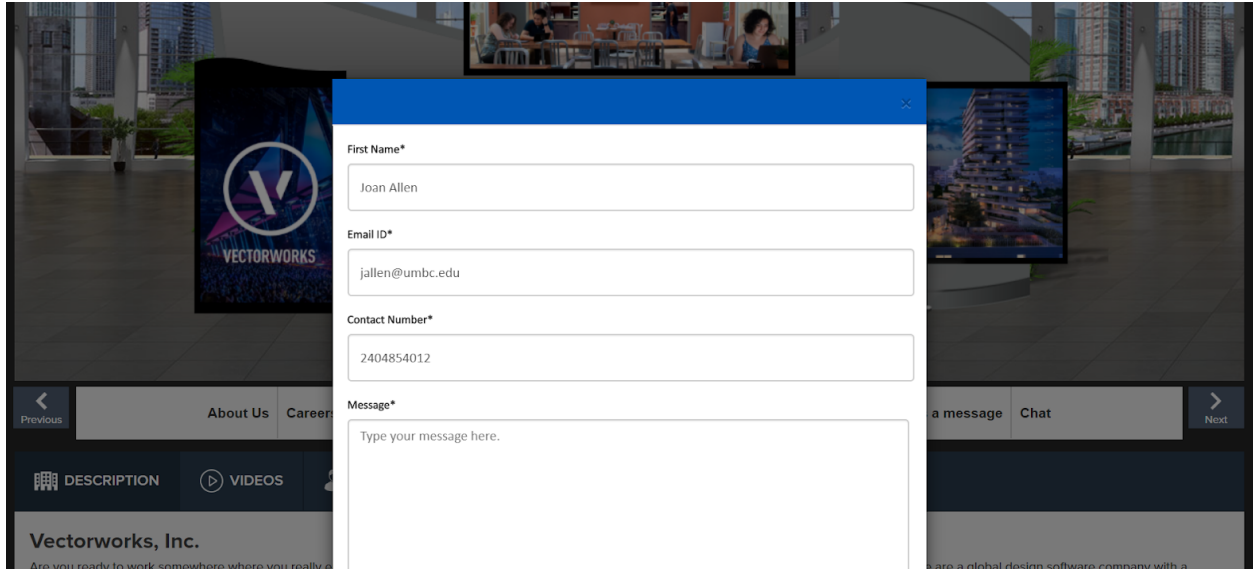
Candidate Profile Tags: You may create a tag or multiple tags directly in a candidate's profile so that other representatives from your company may see it or so you can refer to them later. These tags are only visible to you and your team. To get started, simply click on the candidate's name to enter their profile and scroll down to the "Tags" section and click "Add".

IMPORTANT: Internal Communications Among Representatives

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.

Candidate Profile Ratings: You can rate a candidate on a scale of 1-5 stars directly in their profile. This rating can only be seen by you. To add your rating, simply click on the candidate's name to enter their profile and scroll to the "Rating" section.

Search Resume: Click on **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.



CONCLUSION OF THE FAIR

At the conclusion of the fair, the chat feature will no longer be available. You will have access to the platform after the fair until **Friday, October 24, 2021** to retrieve notes, resumes and candidate information stored in the platform.

SUPPORT

Should you need support during the event, Career Center staff members will be present in your chat room. Feel free to direct message us!

Additionally, you can click on the “Information Desk” tab located on the menu bar at the top of your screen. You will have the option to connect with Career Center Staff support (left) or vFairs platform staff for technical support (right) who will be happy to assist you! For technical support, you may also click on the red “Technical Support” button located at the bottom left of your screen.

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