



Virtual Career & Internship Fair
Employer Training
Fall 2021

Presented by:
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Employer Relations & Recruitment Programs

Thank you!

What We're Going to Cover

1. Logging In
2. Navigating the Platform
3. Employer Main Chat Room
4. Group Sessions
5. Private Chats
6. Support & Resources
7. Q&A

vFairs:

Logging In

IMPORTANT:

It is recommended to use
Google Chrome or Firefox

Internet Explorer does NOT work well

Access the platform at
umbc2021fallfair.vfairs.com

Login Credentials

Username: **Your Email**

Password: **Created By You**
(via email invitation)

Assistance

- Prior to Fair - Email Us!
- Day Of - Contact:
umbc2021fallfair@getvfairs.io

vFairs:

Navigation

A RECOMMENDATION:

Login early to become familiar with the platform and be ready for candidates!

Lobby

This is where you will start.

Booth

To find/explore your booth:

- Enter YOUR “**Exhibit Hall**”
- Use the “**Exhibitors Index**” - Lists employers alphabetically.

Chat Room

Use “**Chat**” button in your booth OR use the “**My Chats**” tab on the main menu bar

Lobby:



Exhibit Hall:

Lobby

Exhibit Hall

Video Vault

Resources

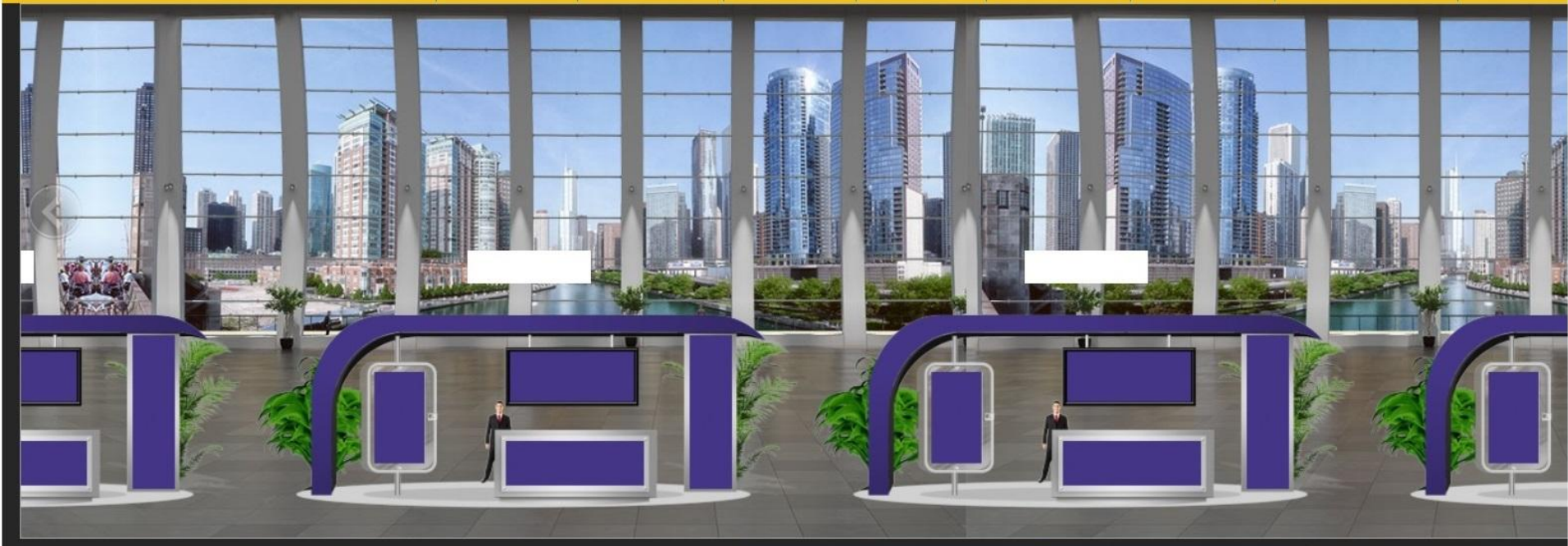
Swag Bag

Auditorium

Networking

Information Desk

Resume



Exhibitors Index

U.S. Environmental Protection Agency

U.S. Food and Drug Administration, Center for Drug Evaluation & Research

UMBC Career Center

How it Works

1. Scroll the exhibitor booths above from left to right, or top to bottom in the Exhibitor's Index to the left.
2. Click on the pictures to learn more about each exhibitor.
3. Click "Chat" to join a group discussion and click on a user name

Resume Tab:

Filter Resumes by:

Search by Keyword :

First Name*:

Last Name*:

Major/Area of Study:

Military Affiliation:

Do you hold an active security clearance?:

Search

Export to CSV

Download Resumes

Search Results: 1-1umbc



Anna Pittinger

First Name*:

Anna

Last Name*:

Pittinger

Email Address (University email pref...)

anna.pittinger@yahoo.com

Major/ Degree Program*:

None- Dummy Account

Resume*:

[View Resume](#)

Booth Example:

← Back to Floor



Previous

About Us

Careers at Kennedy Krieger

Staff Benefits

Career Search



DESCRIPTION



VIDEOS



DOCUMENTS



JOB VACANCIES

Group Sessions

POTENTIAL BENEFIT:
This feature may benefit companies who are recruiting for multiple areas with different credentials for each area.

Allows organizations to host small group sessions during the fair at a specific time

- **15-20 minutes sessions**
- **Any format, any platform**
- **Advertising includes**
 - **Directory***
 - **Pop-Up Notification**
 - **Candidate Guide & Training**

To opt in, just let us know!
Deadline for Directory is 9/13

Main Chat Room:

Important Information

NOTE:

Your Chat Room will open in a new browser tab called "Live Chat Room"

Strongly Recommended Feature:

Use the eyedropper icon  to change the colors of the chat

Employers to BLUE

Career Center Staff will be GREEN

Messages in the main group chat can be **seen by all.**




Candidates can **only** initiate conversation with employer representatives via the **public group chat.**

Main Chat Room:

Direct Messages ▾

Chatrooms ▾

 Gold sponsors 

 Gold sponsors  

[See Old Messages](#)

Enter Message



Booth Reps Online

 Paige Bauder

Online Users

Public Chat Messages

(Just before the 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.

A RECOMMENDATION:
Introduction messages be sent
in group every 20-30mins

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

Individual Chats:

Initiating Private Chats

To initiate a private chat:
Click on the name of a candidate
and use the “chat” button

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

- View their **profile** and learn more about them
- See which representatives have already communicated with them
- Read fellow representative **notes** and **tags** or add your own
- Add a Candidate Rating
- **Initiate a one-to-one chat**

Individual Chats:

Initiating Private Chats

Note:

1:1 chat conversations appear on the left-hand side of main chat screen

Important Recommendations

Publicly notify the candidate that you will be inviting them to participate in a individual chat in your public group chat.

To more easily manage your current individual conversations, we recommend **removing chat windows** from your list of individual conversations when they have concluded.

Individual Chats:

Initiating Video Chats

Important:

You can only have one video/audio chat initiated at a time.

Use video chat whenever you can.

Ask the candidate before initiating the video chat.

*If it is not preferred, the candidate can opt to have an **audio-only** conversation.*

To initiate a video chat, click on the **small video icon** at the top of the private chat.

Platform Capability:

Important
Reminder

Internal Communication

Representatives **can direct message** one another.

They can **NOT** **group message** with their team.

We recommend using another **group messaging tool** (ex. group texting or using a group messaging app)

Day-Of Support

Employers & Candidates can seek support at the **Information Desk**

Career Center Staff Assistance will be on the left

Technical Assistance will be on the right

Additional Support:

Career Center Staff (green font) will be present in your public group chat for the duration of the fair.

Resources

Sent via Email

- Recording of this Presentation
- Booth Set-Up Instructions
- Employer Quick Reference Guide (for the day of)
- Group Chat Instructions (if opted into)

Resources will also be made available here:

<https://careers.umbc.edu/employers/vfairs/>

Thank you again for
your support &
partnership!

Questions?