

Virtual FAQ

HOW DOES THIS VIRTUAL CAREER FAIR WORK?

- **1-on-1 Appointments.** This career fair will be formatted as individual appointments with recruiters via voice or video chat. Text based chat is also available to support all students and is a fall back for any technical trouble.
- **First-Come, First-Serve.** If there is an employer you want to meet with don't wait to schedule an appointment with them!
- **Group Meeting 'Drop In' Rooms.** Employers have the option to offer a 'drop in' style video/text chat room, BUT not all will. These rooms may also see a high volume of traffic (just as in a live fair) so do not rely on this option. Be aware recruiters may be unable to reach everyone immediately as 50 candidates can access a drop in room at a time. Remember that patience is highly appreciated by the recruiters and the right job is worth the wait.

HOW DO I REGISTER FOR THE CAREER FAIR/ MAKE APPOINTMENTS?

Register here: <https://cfplus.page.link/U9Kn>

Register Now. Build a complete profile that includes your resume as well as other relevant information before the candidate scheduling window opens. This is the profile employers will see when you make appointments to meet them, so you want to make a good impression! Register early to give yourself time to study the list of participating employers and opportunities.

- **Schedule Appointments.**
 - The Candidate Scheduling Window opens **September 27th.**
 - Tap on the employer you are would like to meet with and then tap 'Virtual Appointments' to see the schedules they have available.
 - Select the schedule that you're interested in; employers may have multiple schedules. Select a time that works for you, and hit 'YES' to book the appointment slot
- **Check Back Regularly.** If an employer's schedules are all full, they may add appointments as slots fill up. New companies may register leading up to the live event. Some employers will also have "drop in" rooms day of the fair, so don't lose faith!

HOW SHOULD I PREPARE FOR THE FAIR?

- **Create your Career Fair Plus account.** Visit **Career Fair Plus** to create your account. Then, complete your profile and begin scheduling 1-on-1's with employers. Prepare for the virtual career fair in the same way that you would prepare for an in-person career fair. Research employers and job openings, and prepare to talk about your skills and experiences.
- **Review your documents.** Recruiters will begin screening resumes once you schedule your appointment. Career Advisors are available to help you with your resume. [Click here to schedule an appointment](#) to have yours reviewed before the fair.
- **Review how Career Fair Plus Works.** We encourage you to read the entire **Candidate Checklist** to best understand how the career fair will work.
- **Research Employers.** Review employer lists and express your interest in chatting with these employers before the fair. Review available jobs, browse the company website, and prepare questions as you would for an in-person career fair. Have questions prepared for the recruiters!
- **Check your Account.** The day before the Virtual Fair open the app and log into your account. Make sure you can access your virtual appointment schedule. Check the interaction type listed under the schedule for each of your appointments. You can view this by clicking through to the schedule, and checking under the employer name.
- **Check your Browser.** Ensure you have Google Chrome or Mozilla Firefox installed on your computer. For the best experience, participants should log on using an up-to-date version of Google Chrome (preferred) or Firefox from a desktop/laptop.
- **Dress Professionally.** Although this is a virtual fair, employers can request a video chat, so make sure you are well groomed and dressed professionally.

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WHAT TECHNOLOGY DO I NEED TO ATTEND THE FAIR?

- Participants need only a computer and internet access to participate. For the best experience, participants should log on using an up-to-date version of Google Chrome (preferred) or Firefox from a desktop/laptop.
- It is acceptable to indicate to an employer that you are unable to video chat and to request voice or text chat, if this is not an option for you at the time of the request.

PRIOR TO THE FAIR:

- Plan an IT dress rehearsal the day before to avoid last minute surprises.
 - Make sure you check the interaction type for each appointment, whether it's a phone call, or an external link (Zoom, Skype, etc). If there are additional instructions provided on the schedule for candidates, these might give further details about how you can expect the recruiter to contact you.
 - **IMPORTANT:** If the interaction type says Video Meeting, the appointment will take place on our integrated video meeting platform. In this case, please click Join Meeting from one of your scheduled appointments and test that your video and microphone are working. You may need to grant/request permissions if it is the first time you are using the platform. If you have issues, please contact support@careerfairplus.com
- Leave yourself enough time to clarify any troubleshooting questions you may have.
- Choose your device wisely. To avoid shaky camera syndrome, use a desktop, laptop or propped-up tablet rather than a smartphone that you'll need to hold throughout the conversation.
- Choose your location ahead of time. Choose a quiet space with a backdrop that has minimal distractions. Consider using headphones if you cannot attend from a quiet, private location.
- For a more in-depth introduction to the Career Fair Plus built-in video room, review the [video here](#).

WHAT EMPLOYERS WILL ATTEND?

- Check out the list of employers for each day: [HERE](#)
- Employers will continue to register leading up to the days of the fair, so make sure to check back frequently for an updated list.

WILL THERE BE JOB POSTINGS?

- Job Postings can be found on Handshake
- Review job postings and be informed about available positions and how to apply.
- Not all employers post positions, so make sure to also check the career pages of employer websites for the most updated information.

HOW DO I FOLLOW UP AFTER THE FAIR?

- The list of employers you spoke with will be available to download through your account after the fair. The list of all employers will also remain active in the platform so you can click any employer's name on the list and review the employer profile for any contact details that may have been given (not all employers will give direct contact details.)
- Employers will also have access to your uploaded documents and may contact you directly.

MORE QUESTIONS?

- Contact at careerfair@cc.gatech.edu