



# Virtual Career Fairs & Events: Candidate Quick Reference Guide

## Before Event: Preparing for upcoming events

The screenshot displays the 'Career Fair Example - Documentation' page. The interface includes a left sidebar with navigation options like 'Dashboard', 'Profile', 'Companies', 'Jobs', 'CareerTracker', 'Alumni + Mentors', 'Company Events', 'Interviews', 'Calendar', 'Appointments', 'Report Employment Outcomes', 'Resources', and 'Test Video Call'. The main content area is titled 'Career Fair Example - Documentation' and features a 'JOB FAIR' logo. Below the title, there is a 'Company Event Information' section with fields for 'Event Name' (Career Fair Example - Documentation), 'Zoom/Skype URL', 'Description', and 'Time Zone'. An 'Express Your Interest' section contains a blue 'I'm Interested!' button. To the right, a 'Companies' sidebar lists employers such as ACME, Amazon, and Disney Interactive Media Group, each with details on industry, contact name, and linked jobs. Numbered callouts (1, 2, 3, 4) highlight specific UI elements: 1 points to the 'I'm Interested!' button, 2 points to the 'Companies' tab in the sidebar, 3 points to the 'Test Video Call' link in the top navigation bar, and 4 points to the 'Manage SMS Settings' link in the top navigation bar.

1. Go the lobby and click **I'm Interested** if you are considering attending. This helps your career center gauge candidate participation.
2. Review the attending employers on the **Companies** tab. You can filter/scroll the list and go into company booths to learn more about the employers. You can also review the **Jobs** in a similar manner.
3. Use the **Test Video Call** link to make sure that you are familiar with the virtual meeting interface, and that your camera and microphone are functioning well. On-screen help via guided walkthroughs are also available in the Test Meeting Room.
4. **Manage SMS Settings** to opt-in to the SMS text alerts for the day of the event. These alerts notify you when it is your turn to meet in the employer queue.

## During Event: Review company booths

STATE UNIVERSITY Students Jennifer

Dashboard Profile Companies Jobs CareerTracker Alumni + Mentors Company Events Interviews Calendar Appointments Report Employment Outcomes Resources Test Video Call

Back To Lobby Email Employer Drop Resume Add Note Career Portal Booth

amazon

amazon Amazon

Queue(s)

Start/End Time	Contact Name	# In Queue	Estimated Wait	Join
8:00 AM - 6:00 PM	Eva Recruiter	9	50 minute(s)	Join
8:00 AM - 6:00 PM	John Dagnall	5	30 minute(s)	Join

Earth's Most Customer-Centric Company

Amazon, a Fortune 500 company based in Seattle, Washington, is the global leader in e-commerce. Since Jeff Bezos started Amazon in 1995, we have significantly expanded our product offerings, international sites, and worldwide network of fulfillment and customer service centers. Today, Amazon offers everything from books and electronics to tennis rackets and diamond jewelry. We operate sites in Canada, China, France, Germany, Italy, Japan, Spain and

My Queue Organization Jobs Organization Documents

Sort By Queue Position

Disney Interactive Media Group 1

Industry Entertainment - Leisure / Recreation Estimated Wait 1 minute(s)

Contact Name Also Patty... Go To Booth

ACME 11

Industry Healthcare - Medical Devices / Equipment Estimated Wait 55 minute(s)

Contact Name Scott Simmons Go To Booth

1. Review each organization's **Jobs** and additional **Documents** to better understand what types of positions the employer is looking to fill and what it's like working for that company.
2. If the employer is offering open queues, click **Join** to get in line!
  - **NOTE:** Some employers will be setting up specific schedules with fixed timeslots, in which case there will be another tab in the right panel for **Timeslots**. Pick one that fits your schedule.
3. **Drop Resume** for the employer to review/consider. Even if you do not have time to get in line, this can be used to indicate your interest to the employer.
4. Keep an eye on your upcoming virtual meetings with **My Queue**. You will also get popups and SMS messages when you are #1, but it is good to be aware of your spot in line to better prepare for your next meeting.
5. Have questions? Pop into the **Career Center Booth** and ask your career services team and advisors for advice.

## During Event: Reviewing the event lobby

The screenshot displays the 'Virtual Job Fair' interface for a 'Career Fair - Sprint Demo'. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as Dashboard, Profile, Companies, Jobs, CareerTracker, Alumni + Mentors, Company Events, Interviews, Calendar, Appointments, Report Employment Outcomes, Resources, and Test Video Call.
- Top Bar:** Includes a 'Back' button, 'Test Video Call', 'Manage SMS Settings', 'Print', 'Career Portal Booth', and 'Report' options. A callout '3' points to this toolbar.
- Main Content Area:** Features a large graphic of people silhouettes and the event title 'Career Fair - Sprint Demo'. Below this is a 'Company Event Information' section with details like Event Name, Zoom/Skype URL, Description, and Time Zone.
- Right Panel:** Shows a 'My Queue' section with a 'Sort By' dropdown set to 'Queue Position'. Below this are two company booth cards: 'Disney Interactive Media Group' (1 minute wait) and 'ACME' (55 minute wait). Callouts '1' and '2' point to 'My Queue' and 'My Signups' respectively. Callout '4' points to the 'Hide Sidebar' button.

1. Keep an eye on your upcoming virtual meetings with **My Queue**. You will also get popups and SMS messages when you are #1, but it is good to be aware of your spot in line to better prepare for your next meeting.
2. If you have signed up for fixed timeslots with specific employers/recruiters, they are visible under **My Signups**.
3. As noted on the prior pages, this toolbar allows you to get help from your **Career Center Booth**, **Test Video Call**, and **Manage SMS Settings**.
4. Navigate to various company booths under the **Organizations** tab.

## After Event: Reviewing the event lobby

The screenshot displays the 'Virtual Job Fair' interface for State University. The left sidebar contains navigation options: Dashboard, Profile, Companies, Jobs, CareerTracker, Alumni + Mentors, Company Events, Interviews, Calendar, Appointments, Report Employment Outcomes, Resources, and Test Video Call. The main content area features a 'Virtual Job Fair' banner with a group of stylized human figures. Below the banner is a 'Company Event Information' section with the following details:

Event Name	Zoom/Skype URL
Virtual Job Fair	

**Description**  
Each year, our Virtual Job Fair helps thousands of job-seeking students and alumni find their next career move. Past employers have included ACME, AB InBev, Amazon, Chewy, Disney, Google, Johnson Johnson, and Nationwide plus hundreds of other great employers have hired students for both full-time jobs and internships across a swathe of industries ranging from accounting, to IT, to HR, to sales. On average, more than 7 meaningful connections can be made per hour during this event and historically there are over 120 offers extended per event.

This Virtual Job Fair takes place on our GradLeaders platform, the same tool used to search/post jobs and host other recruiting events for our school.

On the right side, there is a search bar and a list of job listings. The first listing is for 'Account Executive' at 'GradLeaders LLC' in the 'Advertising / Marketing Services' industry. The second listing is for 'Brand Manager/Marketing Research Manager' at 'Johnson & Johnson' in the 'Household / Personal' industry. The third listing is for 'Customer Experience Strategy Programme Manager' at an unnamed organization.

Two callout boxes are present: a yellow circle with the number '2' points to the 'Report' button in the top navigation bar, and a yellow circle with the number '1' points to the 'All Jobs' button in the top right corner.

1. You can continue to review information on the attending **Organizations** and their linked **Jobs** after the event.
2. Use the **Report** function to download a spreadsheet of your event activity.