Virtual Fair System Tutorial For Candidates

Click to Register for the Event

Questions: 770-980-0088 or virtualfairs@careereco.com

IMPORTANT NOTE:
Google Chrome (preferred browser) or Firefox are required if you want the option to participate in video chats or view chat room broadcasts.
If using Internet Explorer – you MUST update to IE Version 11
New to CareerEco? Click “Register as a Student or Alumnus/a” to create your account.

If you already have an account with CareerEco, login to register.

New Users: You will receive an email after registering and Must verify your email address to access your account.

IMPORTANT NOTE: When registering for a Virtual Fair, you may need to answer fair-specific questions or add your school/degree details to complete your registration (screens not shown).
VERY IMPORTANT!
Update school information and other profile details

Upload your Resume
Note: Optional for grad school fairs

For Employment Opportunities, Uploading your resume is Required
Update Personal Details including important contact information

Return to Fair List After Completing Profile

Update profile details

Add or modify School information

Set Email preferences

Upload Resume and other related Documents
Resume is only required for Career Fairs

Include your LinkedIn profile
Organizations may send messages to your account. The number of unread messages waiting for you will appear next to “Messages” so click to review.
Click the Subject to review a message. Any unread messages will be in bold.

**Note:** You may have the opportunity to reply directly to the email received based on the messaging settings chosen by the organization rep.
Click “Fair Details” to review each Organizations’ Profile, express your interest in specific organizations, and access the Chat Schedule.

PREPARE FOR THE FAIR:
Review the Organizations’ profiles and formulate quality questions before joining the Chat Sessions.
Click to review Organizations’ Profiles and Express Interest in specific organizations (see following slide)

Review Organizations’ chat hours
Use drop-down menus to filter through the organizations listed that best fit your criteria.

Important: Click an organization’s name and review their profile before chatting.

Express interest in an organization by clicking the check mark (it will turn blue). Organizations will see you indicated interest.
Review job listings and be informed about available positions of employers that interest you, then formulate quality questions to ask in their chat sessions. (Not all employers post positions in the Virtual Fair system.)
Note: Chat icons indicate a person’s chat status (Click “x” to hide this chat hint)

Select Chat Room & Click “Join Chat”

You may enter a maximum of 3 rooms at a time. To enter additional rooms, you must exit existing rooms to enter new ones.
Be Informed – Review the Organizations’ Profile pages

Organization Reps Listed Here

Click icon to left of Organization Rep’s Name to see more details

You and other Chat Visitors are Listed Here. For confidential reasons, Chat Visitors are unable to see one another’s full Last Name. (Your name only appears to other chat visitors with your First name and Last name initial)

Click the 📻 icon to manage your sound settings. You may choose to mute all sounds, or vary the way that the chat room alerts you to chat room activity.

Main Chat: Messages Typed Here are visible to all Chat Room visitors.
If invited to a Private Chat, you will receive a notification (yellow box). Click on the Rep’s name to accept and open the private chat window.

**Note:** A number next to a Rep’s name indicates the missed message count.

**Important:** Private Chats are shown in between the Light Blue section and these chats are ONLY visible to that Organization Rep.
Click “Maximize View” to see only your Private Chat on the screen. “Minimize View” to see Main Chat Room responses simultaneously.

After accepting a Private Chat, a new chat window opens below. (Enter and send text in this area)
If invited to a **Private Group Chat** you will receive a notification. Click “Private Group Chat” tab to enter that private group chat room.
When switching between different chats (Main, Private, or Private Group), visual alerts and/or sound alerts will inform you where to focus your attention.

Example: While you’re in the main chat room, an alert (Blinking & Number) notifies you a new message awaits in the Private Group Chat.
IMPORTANT: To receive video/audio broadcasts or join a video chat, you MUST log in using Google Chrome or Firefox!

You may need to adjust microphone/camera settings. Click camera icon in your url bar (may vary by browser).

Organization Rep’s video appears here. Reps may broadcast video and/or audio content to the entire room without viewing you or other chat visitors. Note: Reps may also request a Private Video Chat with you. (see note above) You will be able to be seen and heard only by the person who requested the video chat.

Your video appears here if you “Allow” a Private Video Chat.

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