



Virtual Career Fair Student Walkthrough

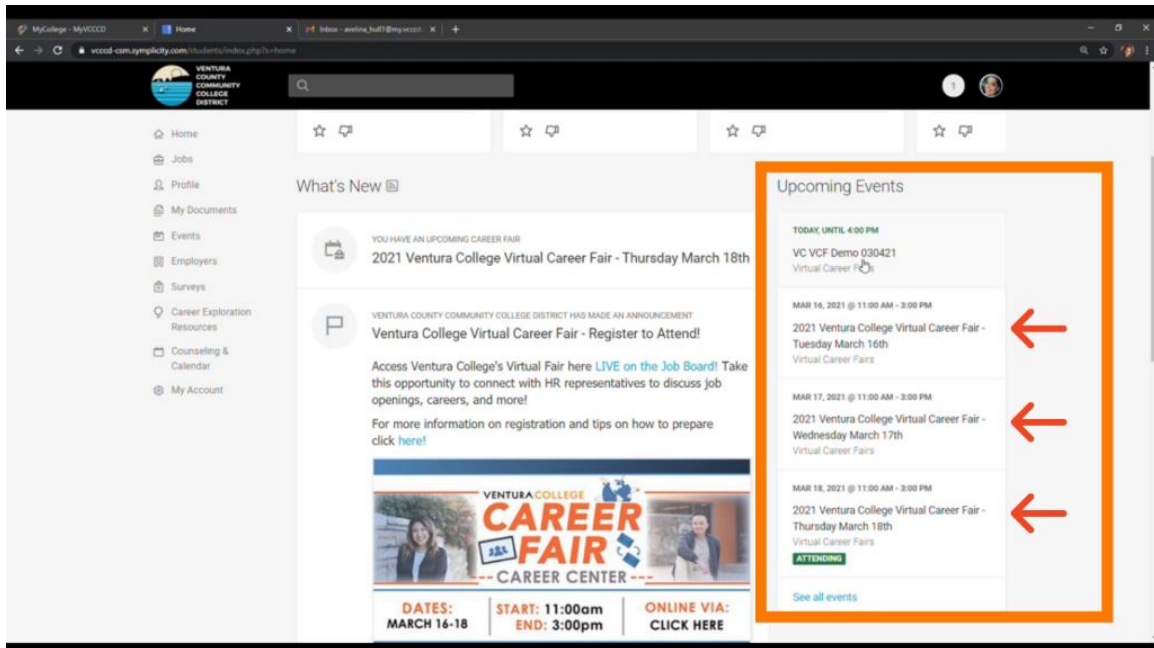
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Career Center staff will be available the duration of the Fair by:

1. Symplicity/Ventura County Works: Ventura College Chat room
2. Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/94877918428>
3. Phone 805-289-6024
4. Email: vccareer@vcccd.edu

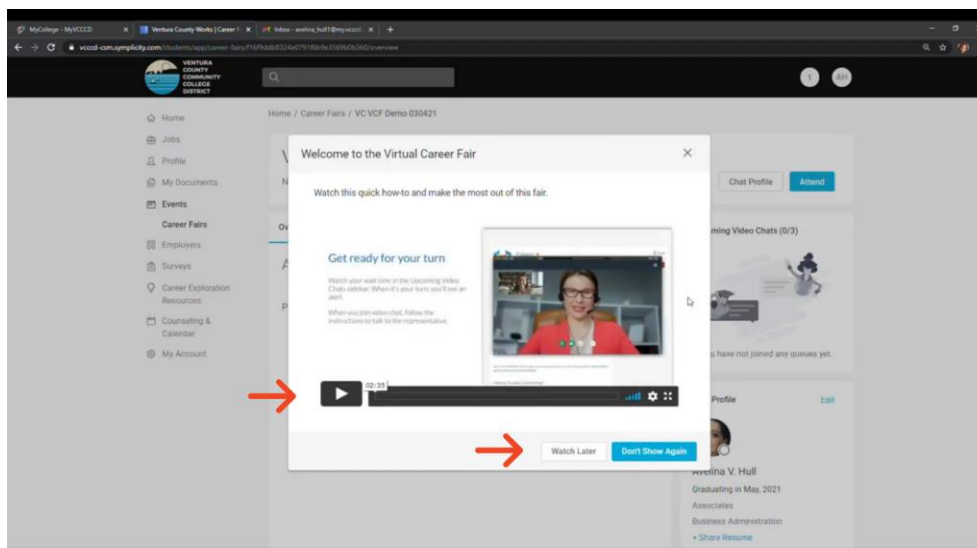
How to Register and Setup



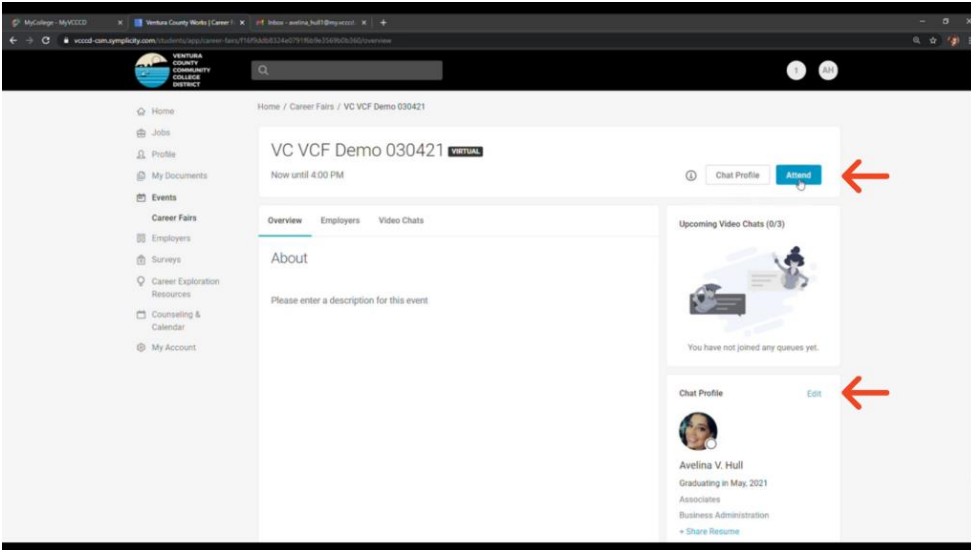
After logging into the Symplicity site with your MyVCCCD login credentials, scroll down to the “Upcoming Events” section and:

To Register: select 1 or all 3 of the dates that you wish to attend and click “Attend.”

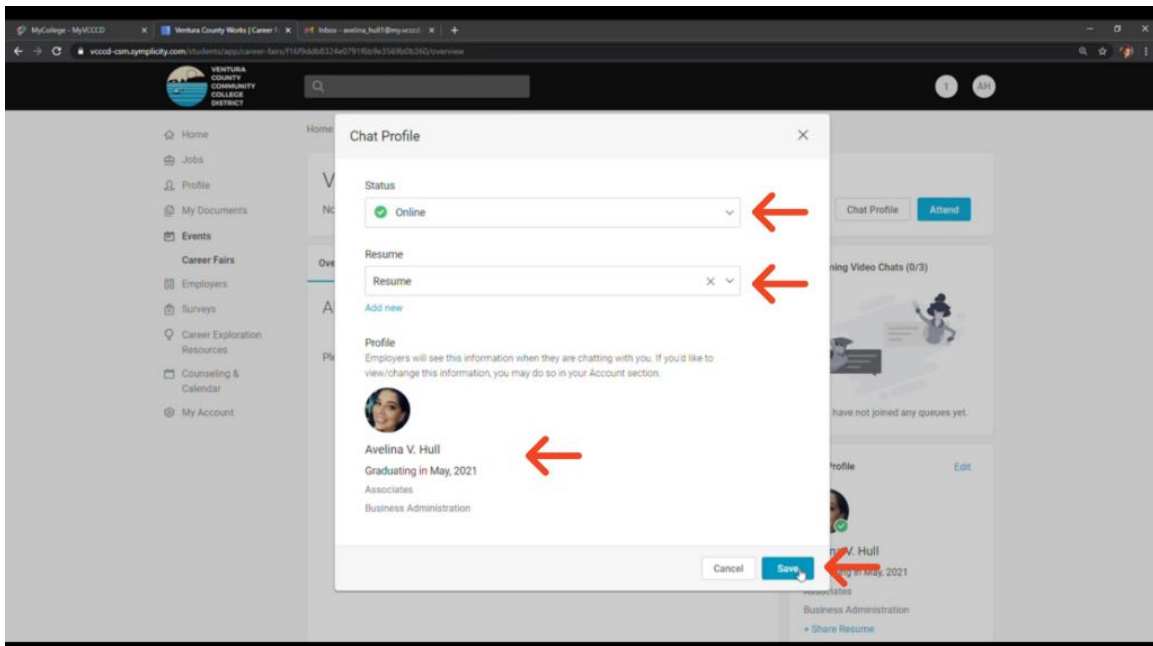
To Attend the Fair: click on whichever day of the Career Fair you are attending, either Tuesday, Wednesday, or Thursday.



Next, a short video on how to make the most out of the fair will pop up, which you can watch now or save for later.

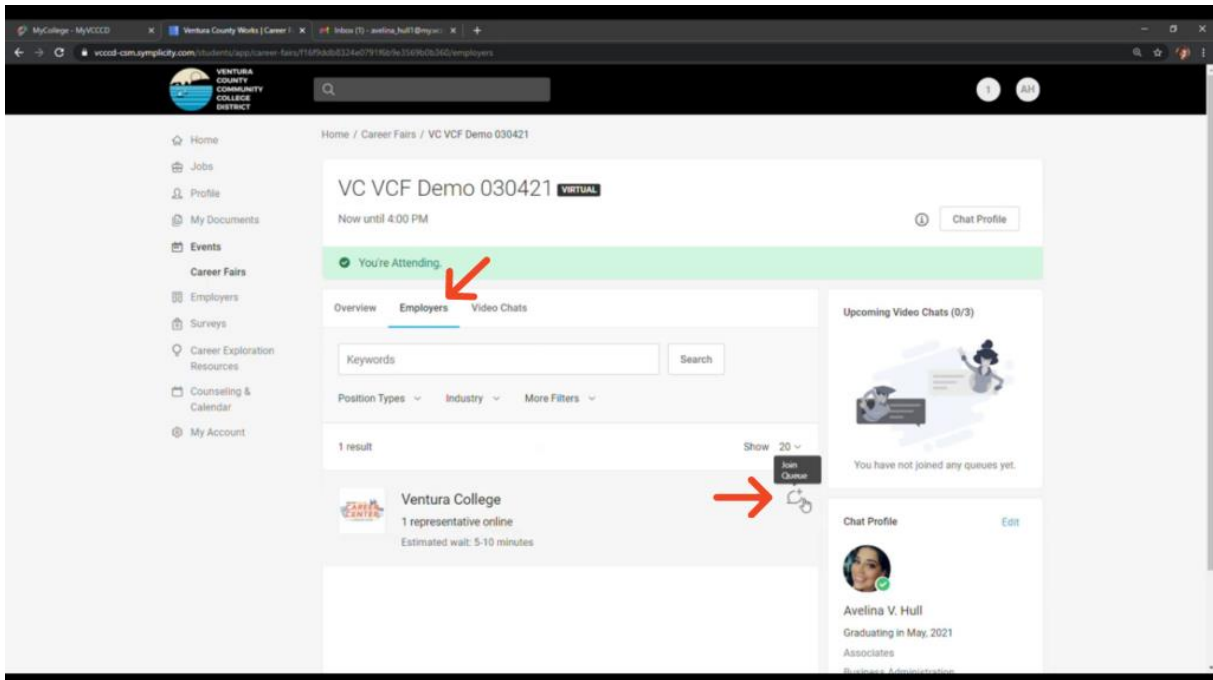


If you haven't already registered, now is the time to click the "Attend" button in the upper right corner. Once you're attending, edit your **Chat Profile** in the bottom right corner.

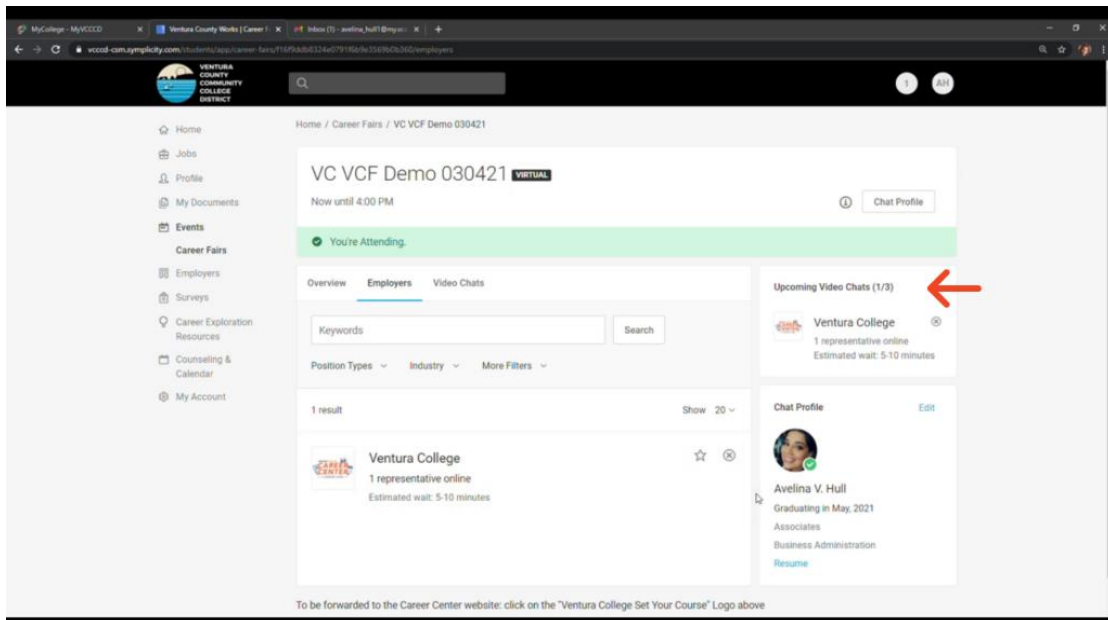


Under the Chat Profile, make sure your status is set to "Online" during the fair. If you need to step away from your computer for any reason, you can return here to change your status until you return. You should also upload your **resume** and update your **profile** with a photo and your education information, if you haven't already.

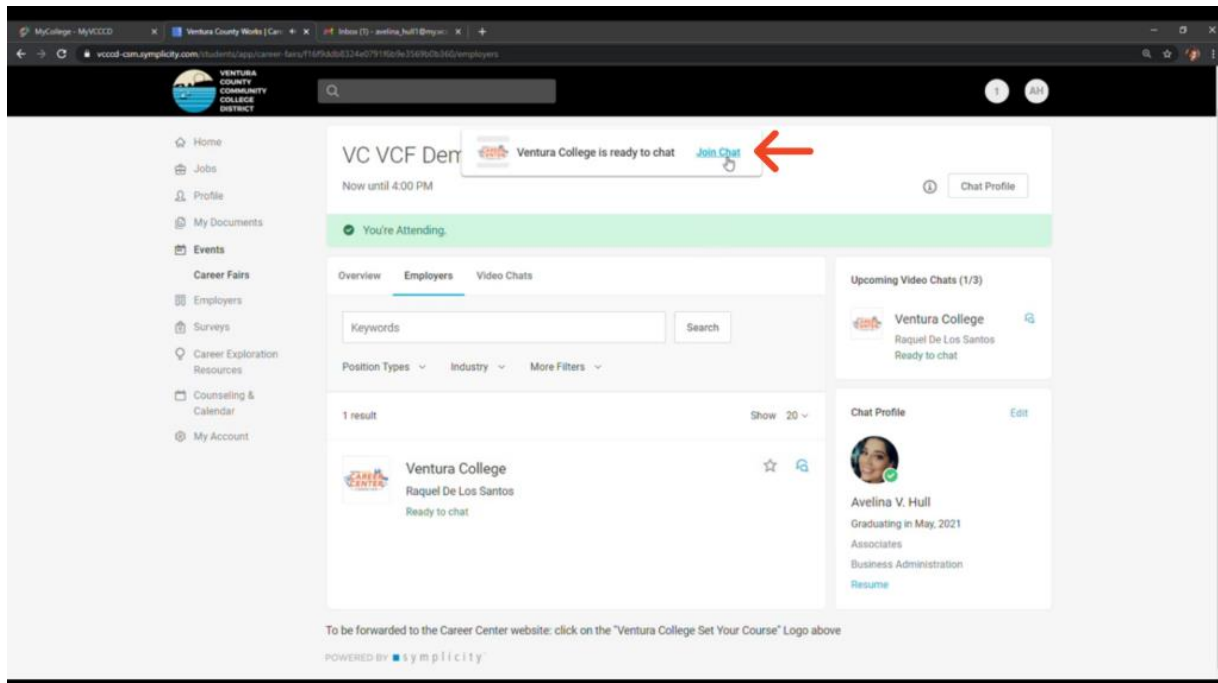
How to Chat



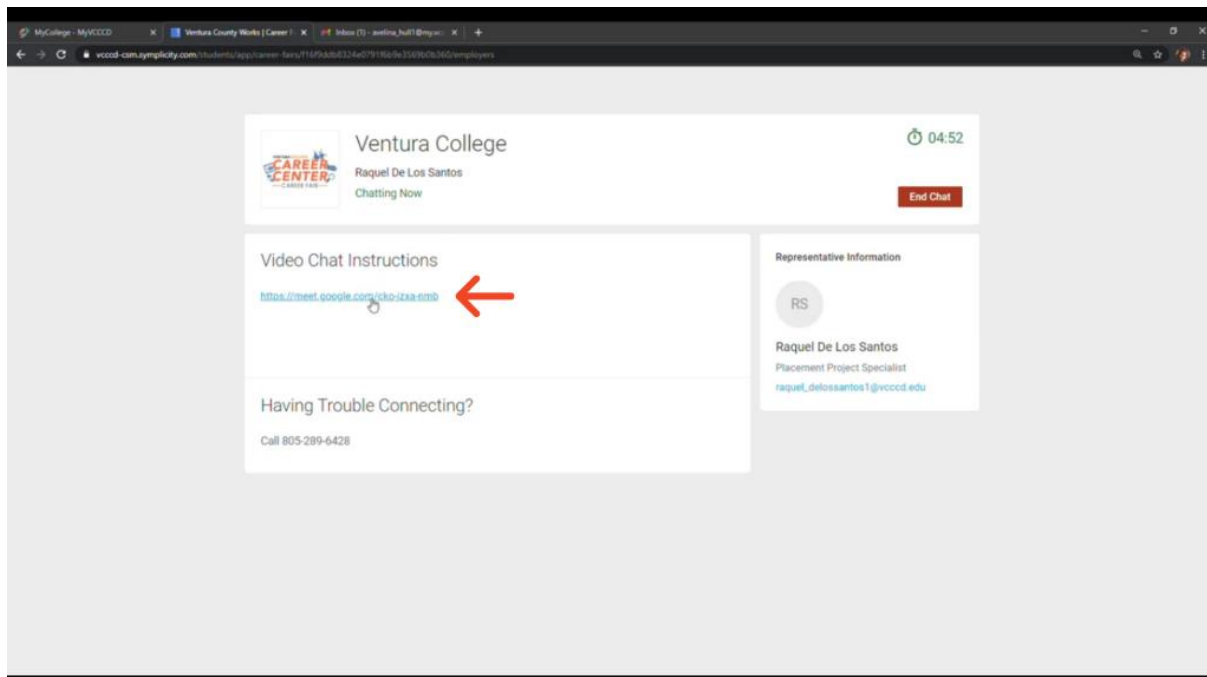
Under the “**Employers**” tab, you’ll see the full list of employers who are attending the fair that day and how long the estimated wait time is to talk to them. When you find one that you would like to chat with, **click the word bubble** to the right of the employer’s name to **join their queue**. You can join multiple queues at a time.



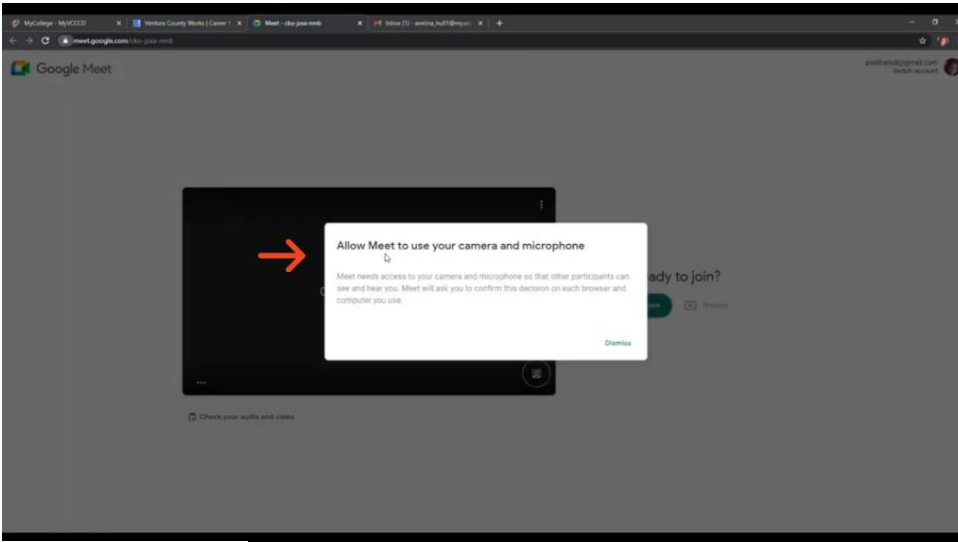
On the upper right corner of the screen you will see the list of queues you are in and the estimated wait time for each employer.



When an employer is ready to chat with you, a pop-up will appear at the top of your screen. Click **"Join Chat."**

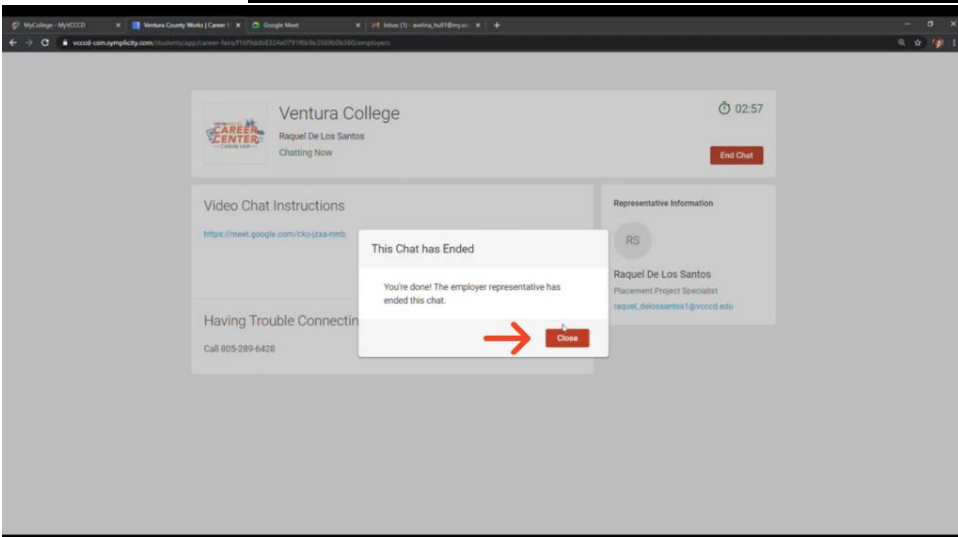
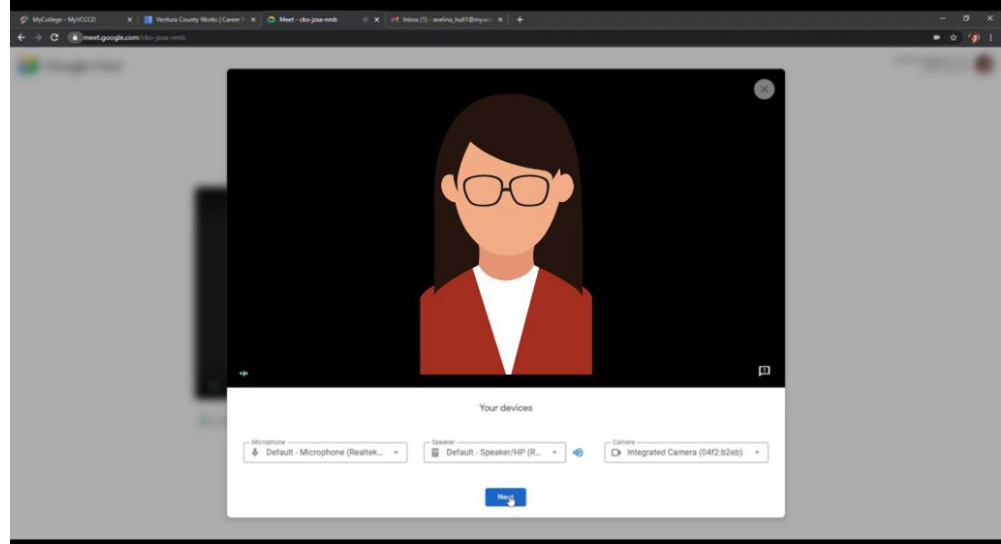


A new page will open with a link to the employer's chosen method of video chatting. Don't worry about downloading any software, you will be able to chat with employers whether you have their software on your computer or not. **Click the link to begin the chat.**



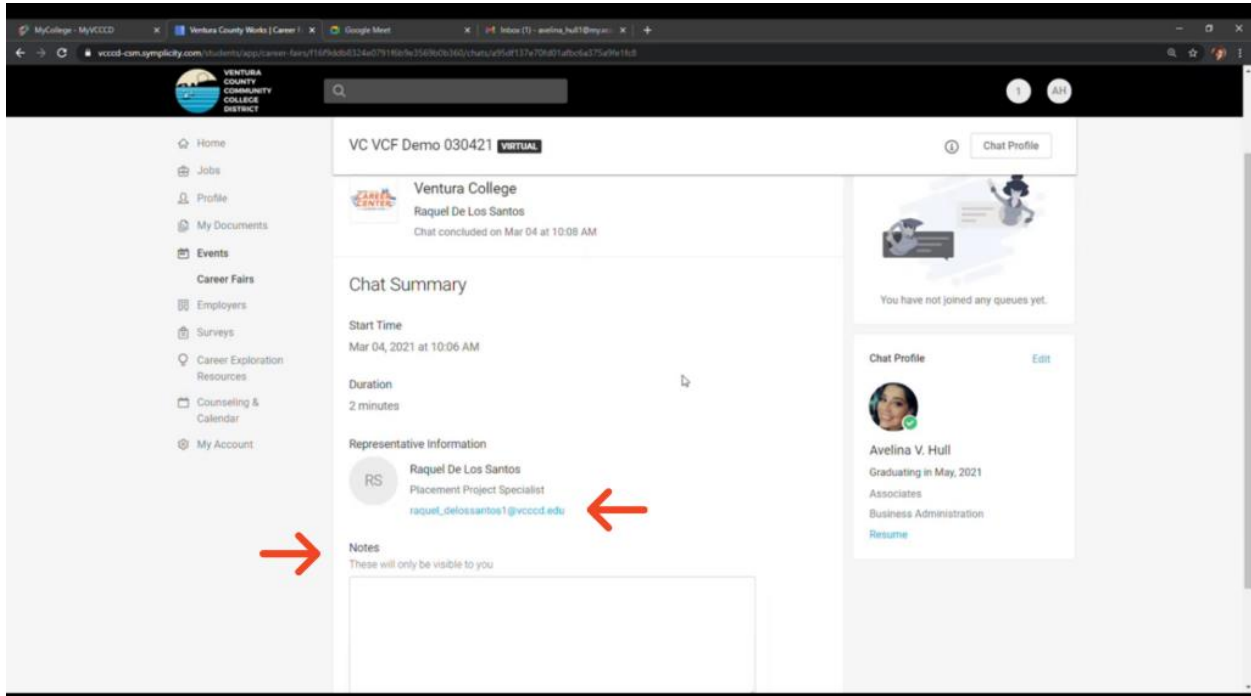
Follow any on-screen instructions to **allow the application use of your camera and microphone.**

Now you can chat with potential employers. Remember to use professional language and ask questions.

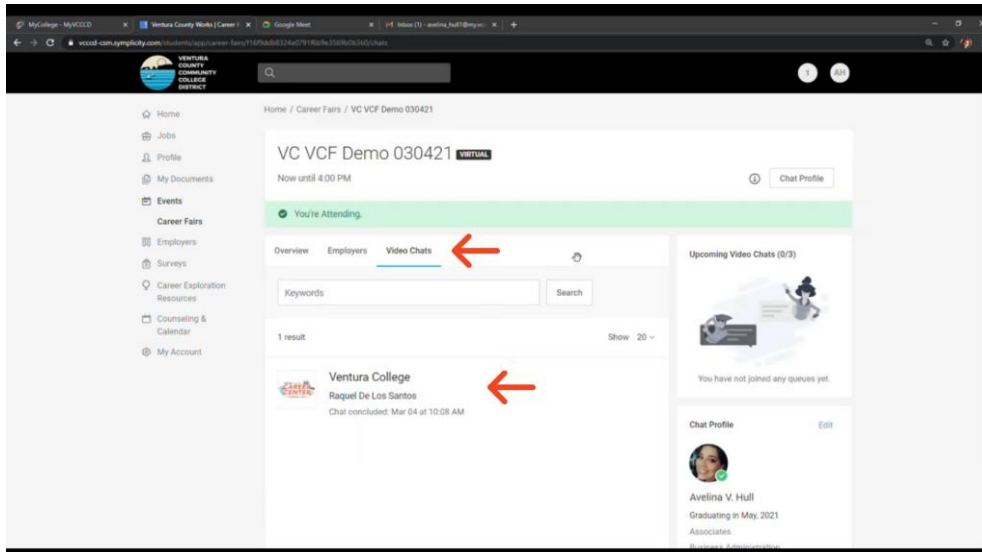


When you are finished talking with the employer you will see a box that says “This Chat has Ended.” Click the box that says “**Close.**”

After the Chat Concludes

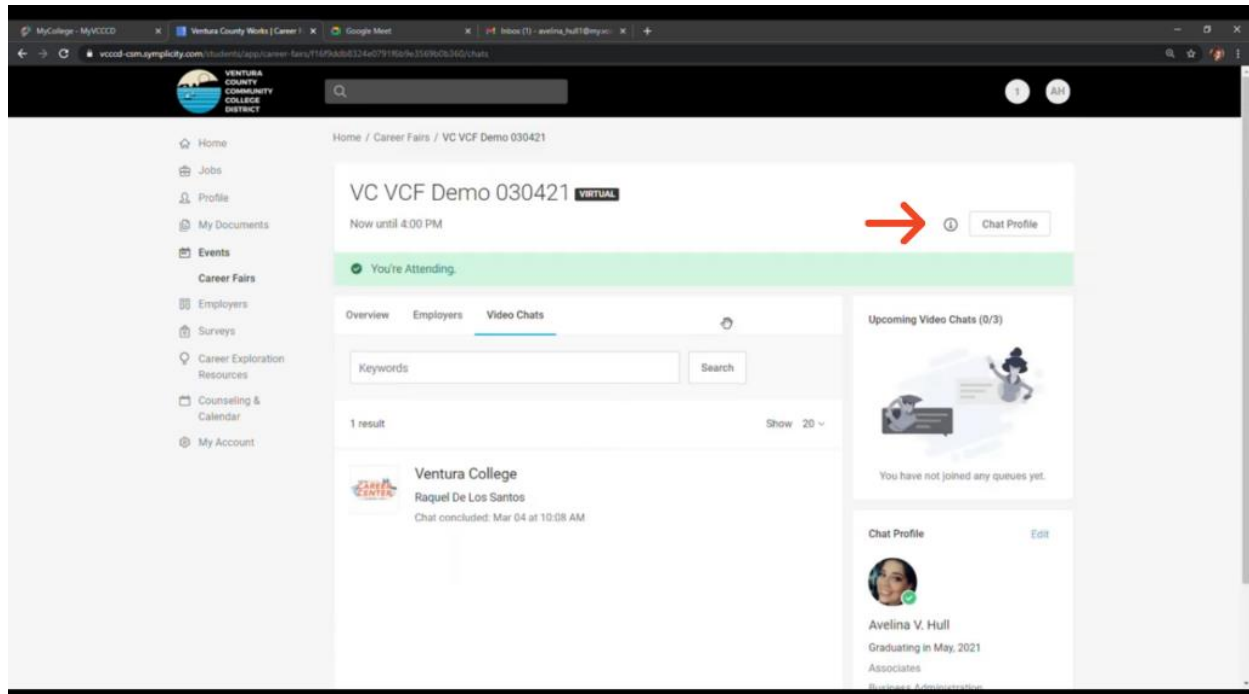


After closing out of the chat window you will see the “**Chat Summary**” with information about the meeting you just had and the representative you just spoke to, including their title and email address you can use to **follow up**. You will also be able to make **notes** about the interview that are only for you and will not be shared with the employer.



If you ever want to refer back to your notes, click on the “**Video Chats**” tab and you will find a list of all your previous interactions. Simply click on the employer you would like to revisit and your Chat Summary will pop up again.

Technical Assistance



If at any point you need assistance, **click on the small “i” in the upper right corner**, and follow the onscreen prompts.

For More Information:

[Virtual Career Fair Instructions](#)