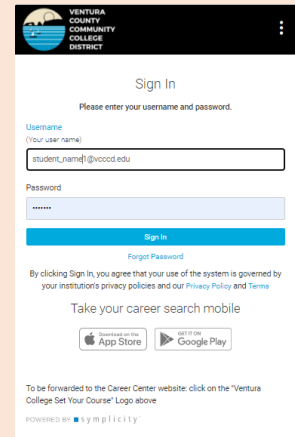




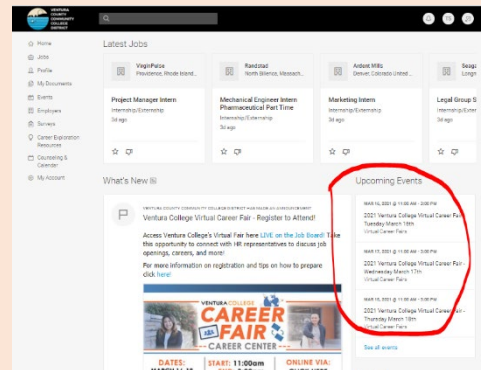
## Virtual Career Fair Instructions for Students

### PRIOR TO FAIR DAY

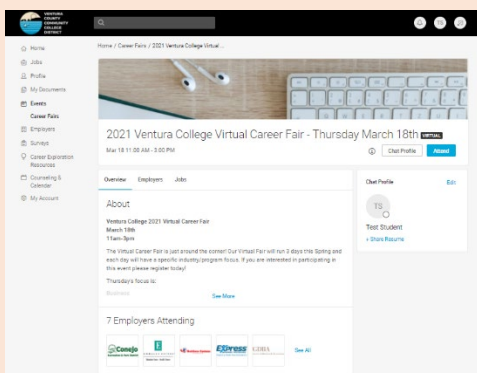
1. Go to [Job Board \(Ventura County Works\)](#) to log in with your MyVCCCD username and password. Click “forgot password” if you are new to the system.



2. Once you have logged in, go to Upcoming Events and click the day you want to attend or navigate the navigation menu on the left to **Events > Career Fairs** to view the list of event days.



The corresponding Fair Page will open.



3. We recommend you complete or update your Chat Profile by clicking on [Edit](#).
  - ✓ Set your Status to Online
  - ✓ Upload your resume, if you have not already done so. This will allow you to forward a resume to an employer during the fair.
  - ✓ You can update your degree, major, graduation date and work authorization under Account/Academic, if your college allows for these changes.
  - ✓ You can greet employers with your profile picture by uploading it under Account/Personal, if your college has enabled this feature.

## FAIR DAY

8. Prior to the start of the fair, go to the Employers tab on the Career Fair page and search/filter to find employers of interest.
9. You can express interest in an employer by clicking on the star icon, which bring them to the top of your list. Employers can filter candidates using this expression of interest in the virtual career fair resume database.
10. Click on the employer to view company profile and positions they are recruiting for.
11. You can speak to employers in 1-on-1 video chats by clicking on Join Queue. The employers for which you are waiting to connect with will show up under Upcoming Chats along with estimated wait times.
12. You can stand in multiple queues at once to maximize your number of video chats. Under Upcoming Chats, you can see how many total queues you are allowed to be in at one time
13. If you are waiting in employer queues, **make sure to stay within the virtual career fair page**. If you navigate away to other pages within the site, you may miss invitations from employers to video chat.
15. When it's your turn to video chat with an employer, you will see an alert pop up on the screen and hear a "ding" sound. (If using Safari, you will need to Allow Auto Play via Preferences/Websites/Allow Auto Play to hear the sound) Click on the alert to see instructions on how to video chat with the employer.
16. Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero. You also can see the positions that the employer is recruiting for.
17. When you are done with your video chat, **click End Chat**, and you can write notes and use it for follow up after the fair.
18. If you need to step away for a short break, **set your Status to Busy**. Employers will not be able to invite you to video chat during that time.
19. If you need to leave the fair, **set your Status to Offline**. You will be removed from any queues that you are currently in.
20. When the fair is over, you can access your notes, the representative's name and email, and use this information for thank you notes.

**Enjoy the fair!**