Candidate Guide
Computer Checks

In order to have the best experience at the Virtual Career Fair you will want to do a System Check prior to the event using the link below:

https://vts.inxpo.com/scripts/Server.nxp?LASCmd=AI;4;F:APIUTILS!10&

The system check contains a series of tests on your computer and network that includes the following: JavaScript Enabled, Flash Plug-In, Internet Browser Version, Screen Resolution, Pop-Up Blockers and Port Connectivity. These tests will determine your computer’s compatibility with the requirements necessary to enter the virtual environment.

If your computer is unable to pass the tests, the first step is to upgrade your browser or Flash player. Find links to compatible software here:


Chat Troubleshooting:
If you are on an organizational network, some network ports may be blocked that could prevent you from accessing the system’s chat functions. Certain firewall configurations can prevent the communication features from functioning properly. Share this troubleshooting document with your IT department to help diagnose these problems:

https://presentations.inxpo.com/SharedContent/HTML/Chat_Troubleshooting/Chat_Troubleshooting.html
Login Page

Use the login link you were provided in your registration confirmation, and enter your email address and password to access the Virtual Career Fair portal.

After clicking 'Enter', you will be taken to the Virtual Career Fair home page.
Setup Your Profile (I)

The first time you log into the Virtual Career Fair, the message below will pop up.

You do not have a completed resume on file. You will not be able to apply for jobs without a resume. Please create a resume in your Profile.

Click on 'MyProfile' in the top toolbar to access your virtual profile.

It is essential that you fill out your virtual profile accurately in order to effectively network with employers and other candidates. It will also make it easier for employers to find you in the Virtual Career Fair.
Setup Your Profile (II)

You may choose an image to represent yourself during the Virtual Career Fair. You may select from a list of stock images, or you can upload your own photo. Click 'Edit Photo' to change your photo.

Click the 'Profile' button to review and update your Personal Info. You can also select options to autoforward messages and vCards (i.e. contact info) to the email address you provided on registration. Click 'Save Changes'. 
Setup Your Profile (III)

Your profile also includes an area to check messages (see more on the Communications Center section) people have sent you and view files you have saved to download or view.

The briefcase is where all of the information you download from the Virtual Career Fair will be housed. When visiting employer booths and reviewing documents and links in the resource center, you will have the option to download and save this information to your briefcase, so that you can review it at another time.
Upload Your Resume

Click on 'Add'. From here, you can enter information about the job you’re seeking and name your resume profile. You can either type in your resume into the text field, upload an existing document, or import it from LinkedIn. Note: You are able to have multiple resumes in your virtual profile. Make sure to click 'Save Resume Profile' when you are done.
Communication Center

There are four types of communications within the Virtual Career Fair: group chats, private chats, in-event emails and vCard sharing.

Here you can view current, previous and missed chats as well as any emails and/or vCards you received. You can also add Virtual Career Fair participants to your Connections List, so you may be notified when they login.
Communication Notification

If you receive a private chat request, in-event email or vCard, you will be notified via a black communication window that appears on the top right corner of your screen. **Note:** The notifications will remain on your screen until you respond to them or close them out.

**Chat Request** – If you receive a chat request, you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

**Email** – You have the option to open, save or delete any new unread emails.

**vCard** – The notification window will display the user’s contact information. You have the option to open, save or delete the vCard.
Private Chat Invite

If you are involved in a private chat with an employer or another attendee, you can invite others to join your chat.

Click on the “Invite” button at the bottom of the chat box.

Find the person you want to invite by typing his or her name in the User Finder and clicking “Search.”

When the user’s name appears, click on it to invite them into your chat session. The person will be joined to your chat once they accept the invitation.
Virtual Career Fair Home page

After logging into the portal, you will be taken to the Home page. The welcome video will play upon your arrival. The Home page offers links such as: Meet Employers, Networking Lounge, the Auditorium, Resources, and the Help Desk.
Auditorium

The Auditorium will feature both a pre-recorded and live presentation. Click on the presentation’s title to view detailed information about the speaker and the presentation. Next, click the “View Now” button to launch the presentation in a new window.
Meet Employers

By clicking on ‘Meet Employers’ on the Virtual Career Fair home page, you will find logos for the participating employers. Click on a company’s logo to be taken to their booth.
Resources

The Resources tab in the top navigation bar allows you to see all of the Virtual Career Fair's documents, links, etc., in one place. You can sort by Employer and filter by topic. Virtual Career Fair participants can view the files or save them in their briefcase for later download. Participants can access their briefcase by visiting their profiles and clicking on the briefcase icon.
Networking Lounge

Our Networking lounge is another great place to communicate with other attendees. The Networking area features a group chat, where attendees and staff can talk about the career fair, network, etc. Job Seekers and employers will have separate chat text styles so that participants can easily identify the difference.
My Badges

During the Virtual Career Fair, the Job Seekers will have the chance to solve tasks and collect badges, for a more engaging and interactive experience. All these can be seen in the 'My Badges' section of the environment.

Welcome to our Virtual Badge Game. Earn badges by completing various tasks within the Centers for Academic Excellence Virtual Career Fair.

Sample Badge

Sample Badge Description.
Virtual Career Fair Support

For support during the LIVE Virtual Career Fair, please access the 'Help' menu.
CAE Virtual Career Fair Date

10/13/2017
9am - 2pm PST

More info:
info@caecommunity.org