

FREQUENTLY ASKED QUESTIONS ABOUT THE VIRTUAL JOB FAIR

WHAT IS A VIRTUAL CAREER FAIR?

The Virtual Career Fair is an online event to provide students and recent graduates the opportunity to network with employers from a variety of organizations. Employers want to share information about their organization and various career opportunities. Participants will be able to interact with employers using the video and/or chat feature to exchange information.

WHAT TO EXPECT AT A VIRTUAL CAREER FAIR?

Each employer will have their own breakout room/virtual booth. Once you enter an employer's breakout room/virtual booth it's like entering a booth. In the booth there will be employer representatives and students/alumni.

Greet employer representatives via the chat function. Wait for a response. When acknowledged begin to engage via chat. It would also be a good idea to be prepared to video chat face to face as an option as well.

Prior to the Virtual Career Fair, research which employers you would like meet. Look at company websites and explore the careers section. As you read up on companies and jobs, take notes and prepare questions for each employer you plan to engage with.

A Virtual Career Fair is a great opportunity to network with employers, so take advantage of this unique experience by connecting with employers.

Remember to follow up with a thank you note via email to employers whom you networked with during the event. In the thank you note, include a brief summary of your conversation, remind them of one key qualification that makes you a good fit for the position, and politely request to be informed on the next steps in the hiring process.

WHAT IS A VIRTUAL BOOTH?

We are referring to each Zoom breakout room as a 'Virtual Booth'. Join a Virtual Booth to learn about organizations and career opportunities. Each Virtual Booth will be hosting a two-hour session. Depending on when you join a 'Virtual Booth' a representative may be sharing information with those who are already in the breakout room or may be waiting for others to join to begin sharing information in a formal or informal presentation. Be ready to ask questions when the recruiter is available.

HOW TO VISIT A VIRTUAL BOOTH?

- Go to <http://go.hawaii.edu/bRP> to register with your hawaii.edu login. You will be sent an email with the Virtual Booth (Zoom meeting) link.
- Research which Virtual Booth you are interested in attending, <http://manoa.hawaii.edu/careercenter/virtual-career-fair-employers/>
- Review the Virtual Career Fair schedule, <http://manoa.hawaii.edu/careercenter/virtual-career-fair/>
- Prior to joining the Virtual Booth (Zoom meeting) test your audio, <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>

WHERE DO I FIND THE ZOOM INFORMATION FOR THE VIRTUAL JOB FAIR?

An email containing Zoom information with a meeting ID and password will be sent to the hawaii.edu account that is registered for the Virtual Career Fair.

CAN I VISIT TWO VIRTUAL BOOTHS?

Yes, you can visit multiple Virtual Booths.

I'M HAVING TROUBLE LOGGING ON TO ZOOM.

WHO CAN I CONTACT?

Email manoacf@hawaii.edu for Virtual Career Fair support. Or utilize the chat feature on the Manoa Career Center website <https://manoa.hawaii.edu/careercenter/>

WHO CAN I CONTACT FOR ADDITIONAL QUESTIONS?

Email manoacf@hawaii.edu for Virtual Career Fair support.



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career center