

Virtual Fair Overview

Everything a candidate needs to know for a smooth virtual fair experience

Prior to the Virtual Fair

1. Download the Career Fair Plus app to your phone. [Click here to download to iOS](#), or [click here to download for Android](#)
2. Open the app and navigate to the organization/school and the fair you are attending

Create an Account

You can start looking through the employers that will be attending your virtual fair without needing to create an account. You may find the filter feature to be particularly useful, as you can refine the employer list to better fit your needs or preferences.

When you're ready to start scheduling appointments, you will need to create an account and build your profile. [Click here to see how](#).

Make sure you build a complete profile that includes your resume as well as other relevant information. This is the profile employers will see when you make appointments to meet them, so you want to make a good impression!

Scheduling Appointments

As you browse the employers who will be at the virtual fair, you can schedule appointments to meet with them virtually. Students will be able to begin scheduling appointments on Thursday, September 3rd at 8:00 PM EDT. In order to provide equal opportunities for all who wish to attend, students will initially be limited to four appointments throughout the two days of the fair. This four-appointment restriction will be lifted on Thursday, September 10th, when students will be able to schedule any number of additional available appointments.

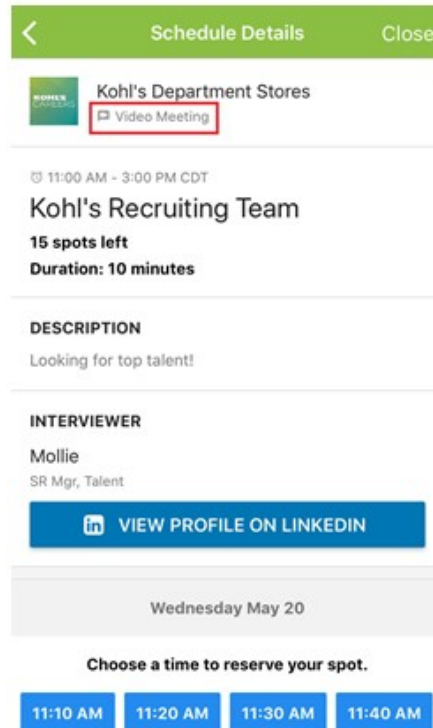
1. Tap on the employer you would like to meet with and then tap 'Virtual Appointments' to see the schedules they have available
2. Select the schedule that you're interest in; employers may have multiple schedules
3. Select a time that works for you, and hit 'YES' to book the appointment slot

If you are not signed in, you will be prompted to sign in. If you have not created an account, you must do so at this stage in order to schedule appointments.

Don't forget, appointments are first-come, first-serve, so if there is an employer you want to meet with, don't wait to schedule an appointment with them

Day Before the Virtual Fair

1. Open the app and log into your account
2. Make sure you can access your virtual appointment schedule
3. Check the interaction type listed under the schedule for each of your appointments. You can view this by clicking through to the schedule, and checking under the employer name, as below:



IMPORTANT: If the interaction type says Video Meeting, the appointment will take place on our integrated video meeting platform. In this case, please click Join Meeting from one of your scheduled appointments and test that your video and microphone are working. You may need to grant/request permissions if it is the first time you are using the platform.

If you have issues, please contact support@careerfairplus.com

Day of the Virtual Fair

You're all set to go! On the day of the fair, follow these three simple steps:

1. Log into the app and sign into your account
2. Access your virtual appointment schedule and meet with employers
3. Use the app to help you track your appointments and make notes

[Click here](#) to watch a video walk-through of a virtual fair using our built-in video meeting rooms to help you better prepare!