

# UBC EDUCATION VIRTUAL CAREER FAIR 2021

**TEACHER CANDIDATE GUIDE**  
UBC Teacher Education Office



# WELCOME!

The UBC Teacher Education Office is looking forward to welcoming you to the UBC Career Day Virtual Fair on Friday, January 15, from 10:00 AM – 3:00 PM!

This package will cover the following topics to prepare you for the virtual fair:

- 1. Event Structure**
- 2. Event Logistics**
- 3. Day of Support**
- 4. Tips for Success**
- 5. FAQs**

Please contact [keith.mcpherson@ubc.ca](mailto:keith.mcpherson@ubc.ca) if you have any questions.

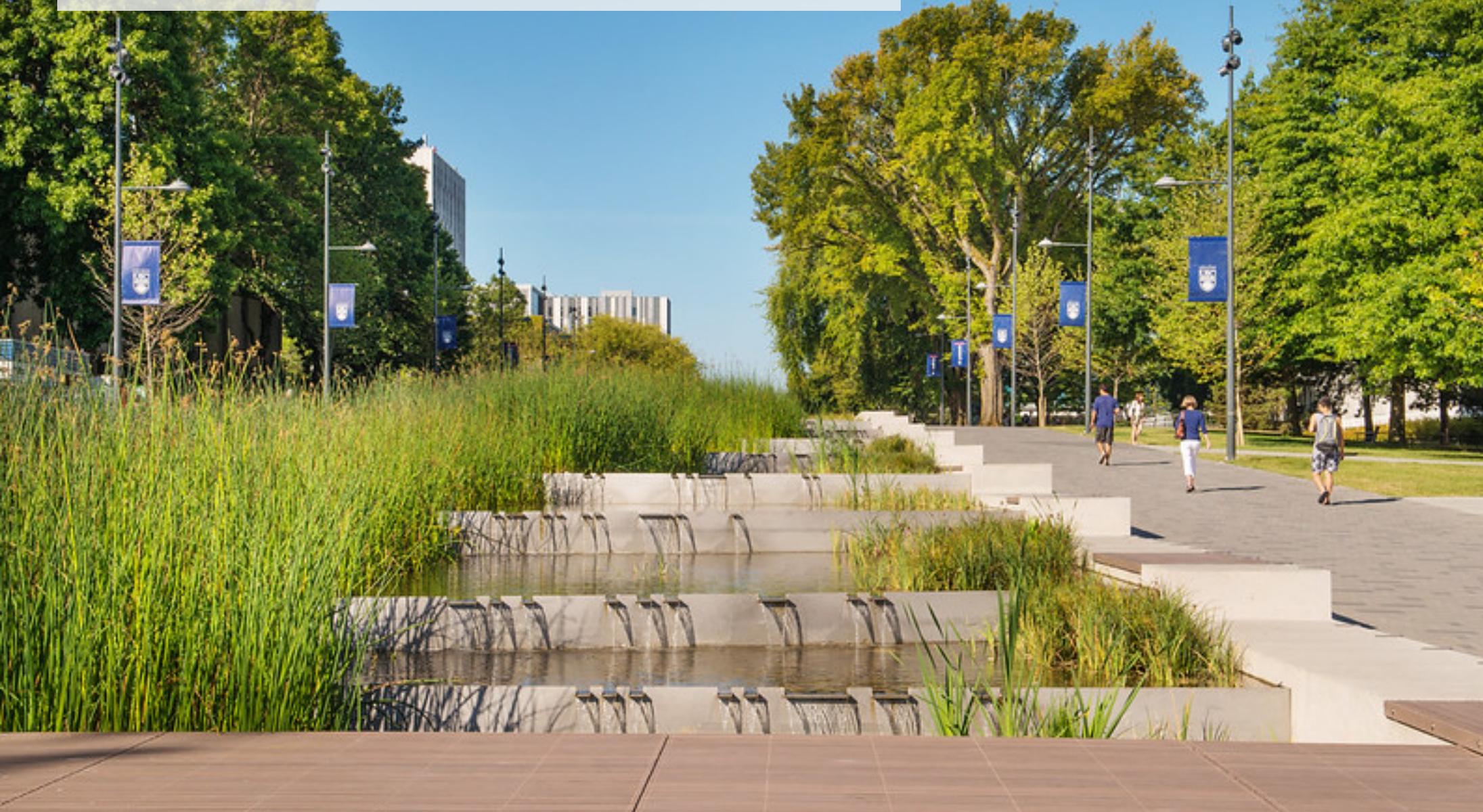


# EVENT STRUCTURE

- The virtual fair will be hosted through UBC's [CareersOnline](#), where you can connect with exhibitors via 1:1 video chats or in Group video chats using the exhibitor's external video conferencing tool/s
- Exhibitors will provide video chat instructions for you to follow to speak with them (different exhibitors may have different videoconference platforms e.g. Zoom, Webex, Microsoft Teams, etc.)
- During the virtual fair, you will be able to queue up to speak with an organization's representative
- You can join a maximum of 3 queues at any given time during the virtual fair
- [Watch this short video](#) for a preview of how the virtual fair will work on [CareersOnline](#)  
Representatives will be able to see your name, major, graduation year, profile picture and resume (if uploaded) if you join their queue
- Note: Participating exhibitors may be using their own video chat links. No personally identifiable information about you will be shared by the exhibitors with the UBC Centre for Student Involvement and Careers (organizers of the event) without your consent.



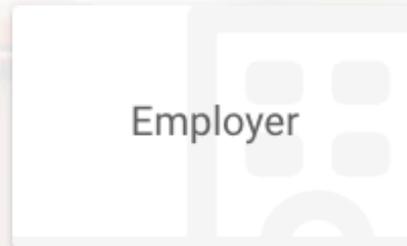
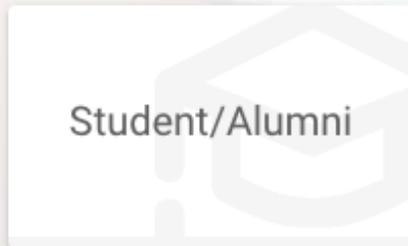
# BEFORE THE VIRTUAL FAIR



# STEP 1: SIGN INTO CAREERSONLINE

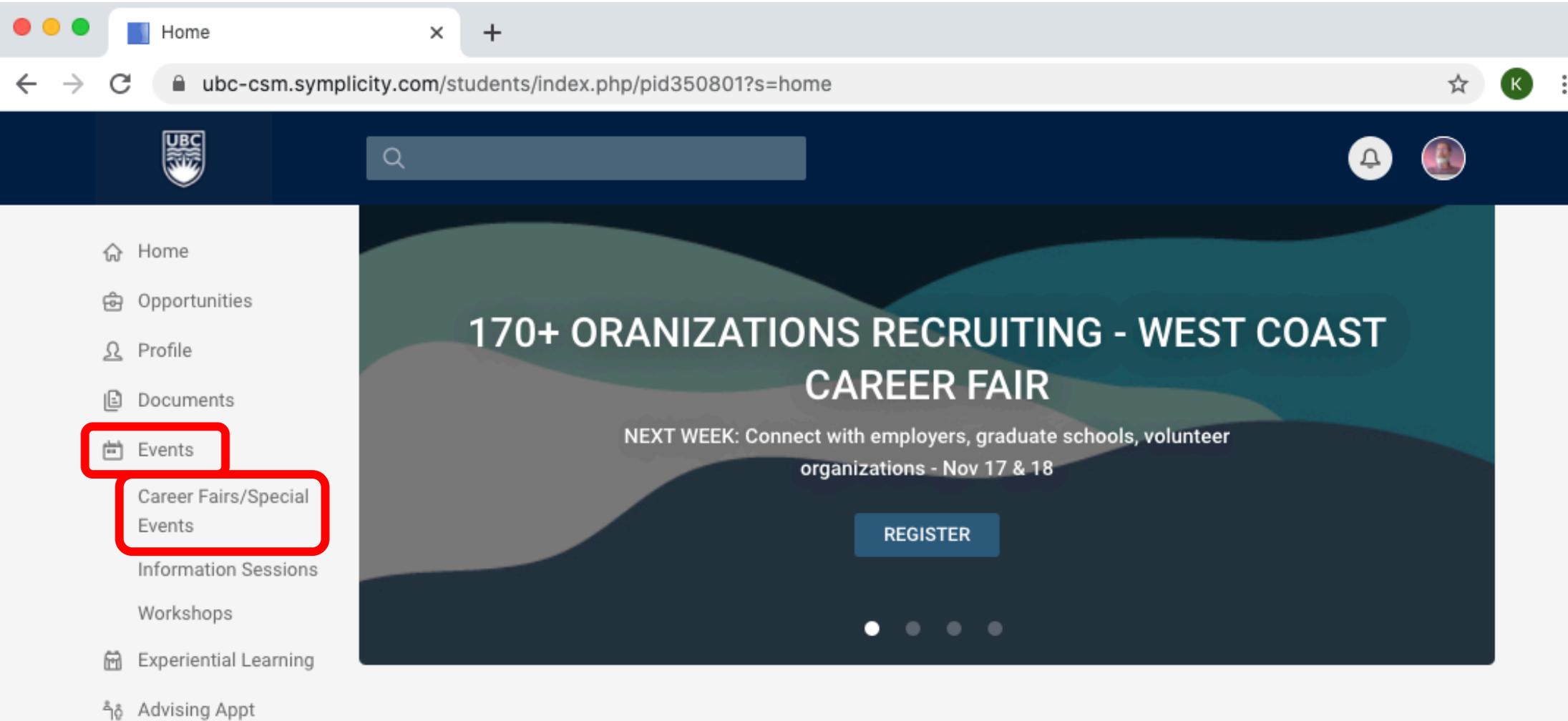


What type of user are you?



# STEP 2: FIND THE EDUCATION CAREER FAIR

Navigate to: Events > Career Fairs/Special Events



The screenshot shows a web browser window with the URL `ubc-csm.symplicity.com/students/index.php/pid350801?s=home`. The page features a dark blue header with the UBC logo, a search bar, and user profile icons. A left-hand navigation menu is visible, with the 'Events' item highlighted in red, and its sub-item 'Career Fairs/Special Events' also highlighted in red. The main content area displays a large banner for a '170+ ORGANIZATIONS RECRUITING - WEST COAST CAREER FAIR' scheduled for 'NEXT WEEK: Nov 17 & 18'. The banner includes a 'REGISTER' button and a progress indicator at the bottom.

- Home
- Opportunities
- Profile
- Documents
- Events**
  - Career Fairs/Special Events**
  - Information Sessions
  - Workshops
- Experiential Learning
- Advising Appt

**170+ ORGANIZATIONS RECRUITING - WEST COAST CAREER FAIR**

NEXT WEEK: Connect with employers, graduate schools, volunteer organizations - Nov 17 & 18

**REGISTER**



# STEP 2: FIND THE EDUCATION CAREER FAIR

Select "UBC Career Day Virtual Fair"



Screen Shot 2020-11-10 at 5.00.16 PM — Edited

UBC

Home / Career Fairs/Special Events

## Career Fairs

Remember to select "Attend" on the top right-hand side corner to RSVP to the virtual event. This will allow you to connect with representatives in 1:1 video chats.

Upcoming Past



UBC Education Virtual Career Fair  
Exploring Educational Job Opportunities

JAN 15, 2021 10:00 AM - 3:00 PM

UBC Education Career Fair 2021 **VIRTUAL**

90 Employers

Attending

"Attending indicates you've RSVP'd"

Home Opportunities Profile Documents Events Career Fairs/Special Events Information Sessions Workshops Experiential Learning Advising Appt Employers

# STEP 3: RSVP to the EVENT

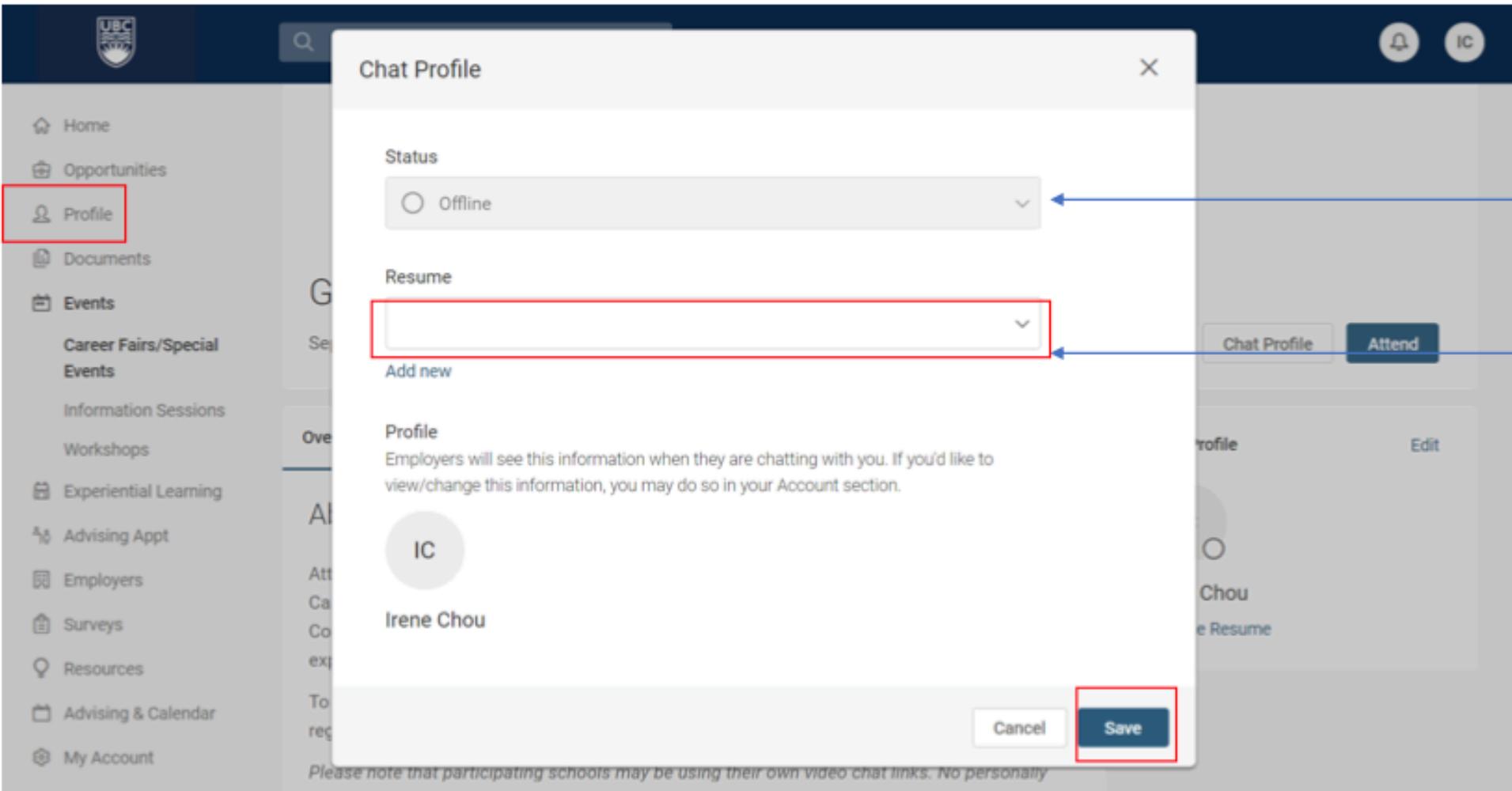
Be sure to RSVP to the virtual fair by clicking **“Attend”** so that you are able to chat with representatives on the day of the virtual fair



A screenshot of the UBC Education Virtual Career Fair event page. The page features a dark blue header with the UBC logo, a search bar, and notification and user icons. A left sidebar contains navigation links for Home, Opportunities, Profile, Documents, Events, Career Fairs/Special Events, Information Sessions, Workshops, Experiential Learning, Advising Appt, Employers, and Surveys. The main content area displays the event title 'UBC Education Virtual Career Fair' with the subtitle 'Exploring Educational Job Opportunities'. Below this, the event is identified as 'UBC Education Career Fair 2021' with a 'VIRTUAL' badge, and the date and time 'Jan 15, 2021 10:00 AM - 3:00 PM'. Two buttons are visible: 'Chat Profile' and 'Attend', with the 'Attend' button highlighted by a red square. At the bottom, there are tabs for 'Overview' and 'Employers', and a 'Chat Profile' section with an 'Edit' link and a profile picture.

# STEP 4: UPDATE YOUR CHAT PROFILE

- After selecting “Attend”, you will be brought to your Chat Profile
- **We highly encourage you to attach a resume** but it is optional
- **Select “Save” to submit your RSVP**
- You can also upload a profile picture by navigating to Profile on the left-hand side toolbar



Your chat status will be set to “Offline” and cannot be changed until the virtual event begins

Exhibitor representatives can view your resume if you join their queue



# STEP 4: UPDATE YOUR CHAT PROFILE

- After submitting your RSVP, you can still edit your chat profile by selecting “Chat Profile” or “Edit”
- Your Chat Profile will be visible to representatives when you join the organization’s queue



A screenshot of the UBC Education Virtual Career Fair website interface. The top navigation bar is dark blue with the UBC logo on the left, a search bar in the center, and notification and user icons on the right. A left-hand sidebar contains a list of navigation options: Home, Opportunities, Profile, Documents, Events, Career Fairs/Special Events, Information Sessions, Workshops, Experiential Learning, Advising Appt, Employers, Surveys, and Resources. The main content area features a large banner for the 'UBC Education Virtual Career Fair' with the subtitle 'Exploring Educational Job Opportunities'. Below the banner, the event title 'UBC Education Career Fair 2021' is displayed with a 'VIRTUAL' tag, followed by the date and time 'Jan 15, 2021 10:00 AM - 3:00 PM'. Two buttons are visible: 'Chat Profile' (highlighted with a red box) and 'Attend'. Below the event details, there are two tabs: 'Overview' and 'Employers'. Under the 'Overview' tab, the text 'About' and the time '10:00 AM-3:00 PM' are visible. On the right side of the interface, a 'Chat Profile' section shows a profile picture of a man and an 'Edit' button (highlighted with a red box).

# STEP 5: RESEARCH EXHIBITORS ATTENDING

- To find the full list of the Career Day exhibitors attending the fair, click on the “Employers” tab



A screenshot of the UBC Career Day Virtual Fair interface. The left sidebar contains navigation options: Home, Opportunities, Profile, Documents, Events, Career Fairs/Special Events, Information Sessions, Workshops, Experiential Learning, Advising Appt, Employers, Surveys, Resources, Advising &amp; Calendar, and My Account. The main content area shows the event title "UBC Career Day Virtual Fair" with a "VIRTUAL" badge and the time "Oct 01 11:00 AM - 4:00 PM". A green banner indicates "You're Attending, Cancel". Below this, the "Employers" tab is selected and highlighted with a red box. A search bar with "Keywords" and a "Search" button is present. A "Filters" dropdown is also visible. The exhibitor list shows "1-20 of 50 results" and a "Show 20" dropdown. The first exhibitor is "\*Kabam Games, Inc." with "5 representatives attending" and a star icon circled in red. The second is "\*Kativik Ilisarniliriniq" with "1 representative attending" and a star icon. The third is "\*Loblaws Inc." with "3 representatives attending" and a star icon. A chat profile for "Irene Chou" is visible on the right side of the exhibitor list.

Before the virtual fair, mark your favorite exhibitors by clicking on the “Interested” star icon, so that they will display at the top of your list.

# STEP 5: RESEARCH EXHIBITORS ATTENDING

- To read more about a specific exhibitor, click on the exhibitor name to be brought to their online profile
- You can even view any job postings that the exhibitor has currently posted on CareersOnline



A screenshot of the UBC Career Day Virtual Fair exhibitor profile. The page is titled "UBC Career Day Virtual Fair" with a "VIRTUAL" badge and the date "Oct 01 11:00 AM - 4:00 PM". A green banner indicates "You're Attending." The main content is divided into three columns. The left column shows the exhibitor's name "Centre for Student Involvement &amp; Careers" with "1 representative attending" and a "Group Chat" button highlighted with a red box. Below this is an "About" section with "View full profile" and "View all positions" buttons, the latter also highlighted with a red box. The bottom section is titled "We Are Looking For" and lists "Industry: Art, Design, Digital Media and Entertainment", "Majors Recruited: Current Students in a Masters Program, Graduated with a Graduate Degree (Masters or Phd)", and "Work Authorization Desired". The right column shows "Upcoming Video Chats (0/3)" with a message "You have not joined any queues yet." and a "Chat Profile" section for "Kim-Sa Trang Ngo" with a "Share Resume" link. A "Chat Profile" button is visible at the top right of the main content area.

If the exhibitor is hosting a group video chat, you will be able to see the video meeting instructions and group chat schedule

Scroll down to view the organization's full online profile, including organization overview, students/alumni they are recruiting for, etc.



# JOINING A CAREER FAIR 1:1 VIDEO CHAT

# 1:1 Video Chats

Teacher candidates can engage in 1:1 or Group Video Chats during the Education Career Fair. If a teacher candidate is interested in specific employer, and or has specific questions for that employer, they often connect with employer through a 1:1 video chat.

Like past face-2-face Education Career Fairs where teacher candidate queued in a physical line to talk to an employer, 1:1 Video chats have students queue in a virtual 'line'.

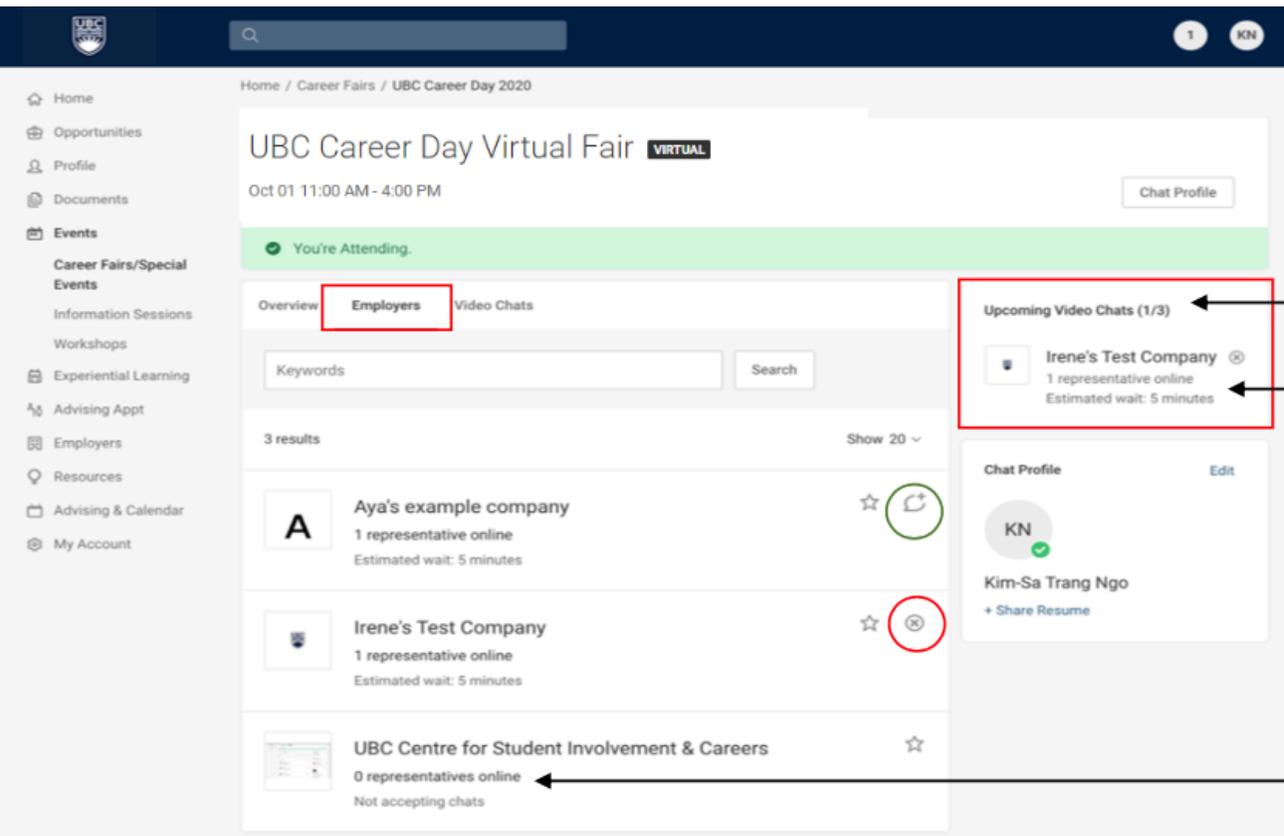
Unlike waiting in a physical line the 1:1 career fair software indicates when your meeting is (and alerts you when your next in the queue) allowing you to explore other employment opportunities. Also virtual 1:1 video chats are timed thus eliminating the chances of one teacher candidate monopolizing an employer's time.



# STEP 1: REQUEST A 1:1 VIDEO CHAT

- Navigate to the Employers Tab
- Select **“Join Queue”** button (green circle) beside an exhibitor’s name
- As long as you are in a queue, remain in the Virtual Career Fair so you do not miss any 1:1 Video chat requests. Please do not close this window

Note: To leave a queue, select the **“Leave Queue”** button (red circle). You can join up to 3 queues at one time.



This student/alumni has joined 1 out of 3 queues

In this case, this student/alumni has joined Irene’s Test Company queue and can see the estimated wait time for when they can speak with a representative

Because there are zero representatives online, the join queue button is not available. Instead, check if the exhibitor is hosting a Group Chat

# STEP 2: ACCEPT A 1:1 VIDEO CHAT

- When a representative is ready to have a 1:1 video chat with you, you will receive a notification on top of your screen
- Select **“Join Chat”** to be brought to the representative’s video meeting instructions

The screenshot displays the UBC Career Day Virtual Fair interface. At the top, a notification bar states "Irene's Test Company is ready to chat" with a "Join Chat" button. Below this, the event title "UBC Career Day Virtual Fair" is shown with a "VIRTUAL" badge and a "Chat Profile" button. A green banner indicates "You're Attending." The main content area is divided into "Overview", "Employers", and "Video Chats" tabs. A search bar is present, and a list of 3 results is shown. The first result is "Aya's example company" with 1 representative online and an estimated wait of 5-10 minutes. The second result is "Irene's Test Company" with 1 representative online and an estimated wait of 5 minutes. On the right side, a sidebar titled "Upcoming Video Chats (1/3)" shows "Irene's Test Company" with "Irene Chou" and "Ready to chat" status. Below this is a "Chat Profile" section for "Kim-Sa Trang Ngo" with a "Share Resume" button.

You will also see “Ready to chat” instead of the estimated wait time here



# STEP 3: ENGAGE IN A 1:1 VIDEO CHAT

- After selecting “Join Chat”, you will be brought to this window with the employer’s video chat instructions
- Follow the video chat instructions to meet with the representative
- Open the video chat platform in another tab
- Keep in mind that each representative may be using a different type of videoconference platform
- Tip: some video conferring platforms have a web browser version so you do not need to download the program



A screenshot of a video chat interface. At the top left, there is a profile card for 'Irene's Test Company' with a UBC logo, the name 'Irene Chou', and a 'Chatting Now' status. A timer shows '04:54' with a clock icon. An 'End Chat' button is visible. Below this, there are two sections: 'Video Chat Instructions' with a red border containing the text 'Please meet me here: zoom.us/irene', and 'Having Trouble Connecting?' with a red border containing the text 'If the meeting link does not work, please call me at 604-123-4567'. To the right, there is a 'Representative Information' section with a circular profile picture containing 'IC', the name 'Irene Chou', the title 'Events Coordinator', and the email 'irene@ubc.ca'. Arrows point from the explanatory text on the right to the timer, the instructions box, and the contact information.

There’s a countdown to keep track of how much time you have left for your 1:1 chat

The timer begins once you click “Join Chat”

The video chat will not be on CareersOnline so you will need to follow the link provided by the representative

If you’re unable to join their video chat, follow their alternative instructions to reach them

# STEP 3: ENGAGE IN A 1:1 VIDEO CHAT

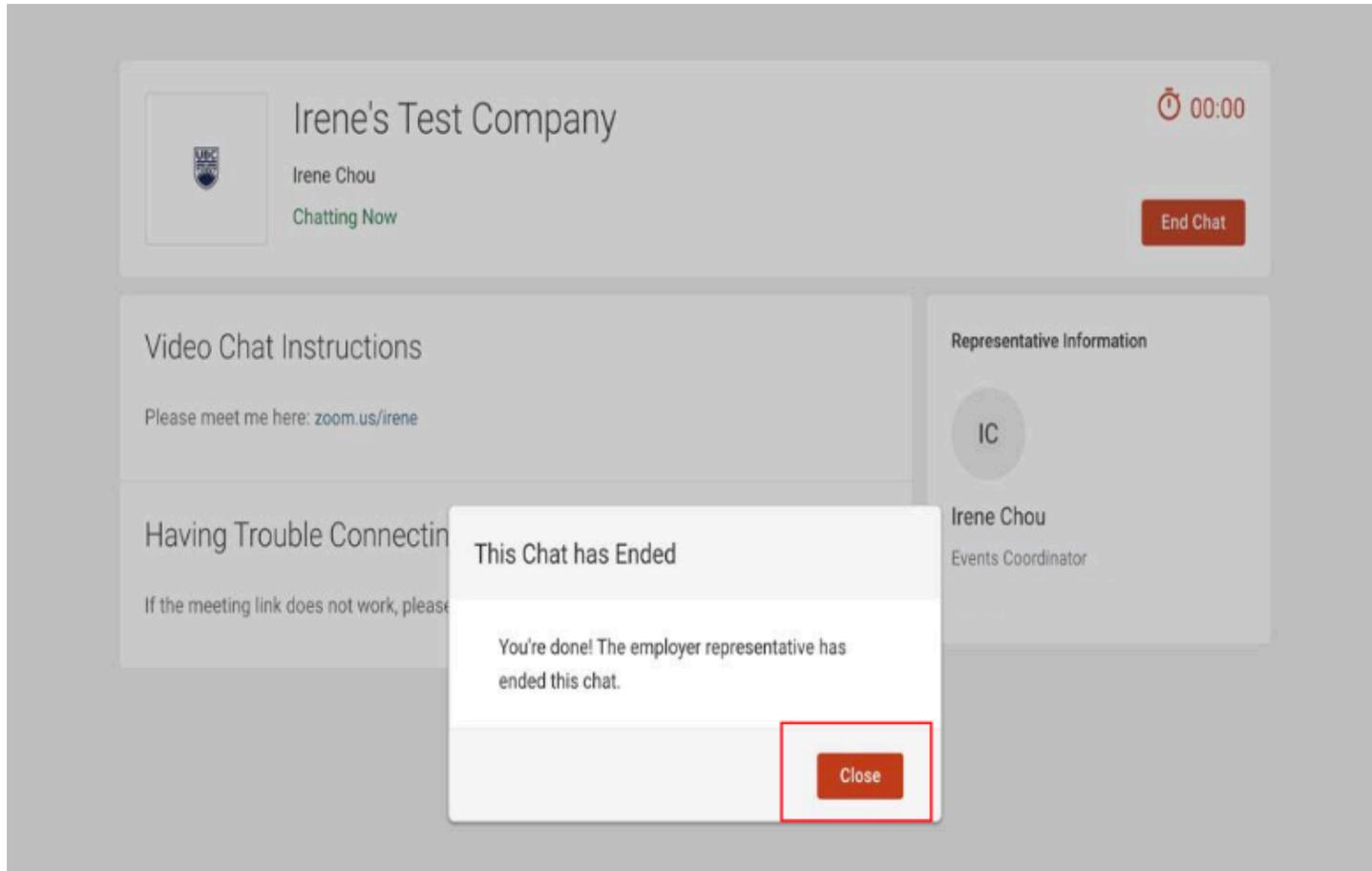
- Tip: keep your CareersOnline tab and video chat platform tab open **side by side**. This will allow you to keep track of time as you are speaking with the representative



The screenshot displays a Zoom meeting interface. On the left, the meeting details are shown: Meeting Topic: Irene C's Zoom Meeting, Host: Irene C, Password: 573937, Invite Link: <https://ubc.zoom.us/j/65581378375?pwd=VHUKZnNiQXVI>, and Participant ID: 236353. Below this are buttons for 'Join Audio' (with 'Computer Audio Connected' text), 'Share Screen', and 'Invite Others'. The main area shows a 1:1 video chat with Irene Chou. Her profile card includes the UBC logo, her name 'Irene Chou', and 'Chatting Now'. A red box highlights a timer showing '04:54' and an 'End Chat' button. Below the profile card, there are sections for 'Video Chat Instructions' (with the link 'zoom.us/irene'), 'Having Trouble Connecting?' (with the phone number '604-123-4567'), and 'Representative Information' (with a profile picture 'IC', name 'Irene Chou', title 'Events Coordinator', and email 'irene@ubc.ca'). The Zoom toolbar at the bottom includes icons for Mute, Start Video, Security, Participants, Chat, Share Screen, Record, Closed Caption, Breakout Rooms, and an 'End' button.

## STEP 4: END A 1:1 VIDEO CHAT

- When the representative ends the 1:1 video chat, leave the external video conferencing platform (e.g. Zoom, Microsoft Teams, etc.)
- Navigate back to your [CareersOnline](#) tab to press “Close” to return to the main virtual event page



# STEP 5: SUMMARIZE A 1:1 VIDEO CHAT

- After you end the chat you will be brought to window where you can choose to summarize the chat
- Select “Submit” to return to the event home page



A screenshot of the UBC Career Day Virtual Fair interface. The page title is 'UBC Career Day Virtual Fair' with a 'VIRTUAL' badge and the date 'Oct 01 11:00 AM - 4:00 PM'. A 'Chat Profile' button is in the top right. The main content area has three tabs: 'Overview', 'Employers', and 'Video Chats'. The 'Video Chats' tab is selected and highlighted with a red box. Below the tabs, there is a card for 'Irene's Test Company' by Irene Chou, with the note 'Chat concluded on Aug 11 at 11:43 AM'. Below this is a 'Chat Summary' section with fields for 'Start Time' (Aug 11, 2020 at 11:37 AM) and 'Duration' (6 minutes). A 'Representative Information' section shows a profile for Irene Chou, Events Coordinator. Below that is a 'Notes' section with a text area and the instruction 'These will only be visible to you'. At the bottom are 'Submit' and 'Cancel' buttons. An arrow points from the 'Video Chats' tab to the text on the right, and another arrow points from the 'Notes' field to the text on the right.

Full list of completed 1:1 video chats will appear under the “Video Chats” tab

After each video chat you complete, scroll down to view the Notes field. Enter Notes after each chat, before you join the next, so that you do not forget key information

# JOINING A CAREER FAIR GROUP VIDEO CHAT



# Group Video Chats

Sometimes teacher candidates are unsure if they are interested in an employer enough to book a 1:1 video meeting. For other teacher candidates, the process of recruitment is a new experience that may cause some anxiousness in a 1:1 setting.

For many teacher candidates, group video chats are less stressful settings in which to get to know more about an educational employer. It is also a good method for gathering information about an education employer before committing to a 1:1 meeting.



# STEP 1: FIND GROUP VIDEO CHATS

- Select the “Employers” tab
- Click on an exhibitor’s name to see their online profile



The screenshot displays the interface for the UBC Career Day Virtual Fair. On the left is a navigation menu with options: Opportunities, Profile, Documents, Events, Career Fairs/Special Events, Information Sessions, Workshops, Experiential Learning, Advising Appt, Employers, Resources, Advising & Calendar, and My Account. The main content area is titled "UBC Career Day Virtual Fair" with a "VIRTUAL" badge and the date "Oct 01 11:00 AM - 4:00 PM". A "Chat Profile" button is in the top right. A green banner indicates "You're Attending." Below this, the "Employers" tab is selected and highlighted with a red box. A list of exhibitors follows, with the first one, "UBC - Department of Physical Therapy", also highlighted with a red box. The list includes logos, names, and the text "1 representative attending" for each. To the right, a section titled "Upcoming Video Chats (0/3)" shows an illustration of a person at a computer and a text box, with the message "You have not joined any queues yet." Below that, a "Chat Profile" section shows a profile for "KN" with a green checkmark and the name "Kim So Young Nam" partially visible.

# STEP 2: FIND GROUP VIDEO CHATS

- If the employer is hosting a group chat, the group chat button will appear
- Select “Group Chat”

The screenshot displays the UBC Career Day Virtual Fair interface. On the left is a navigation sidebar with options: Opportunities, Profile, Documents, Events, Career Fairs/Special Events, Information Sessions, Workshops, Experiential Learning, Advising Appt, Employers, Resources, Advising & Calendar, and My Account. The main content area is titled "UBC Career Day Virtual Fair" with a "VIRTUAL" badge and the date "Oct 01 11:00 AM - 4:00 PM". A "Chat Profile" button is in the top right. A green banner indicates "You're Attending." Below this are tabs for "Overview" and "Employers". Under the "Employers" tab, the "Centre for Student Involvement & Careers" is listed with "1 representative attending" and a "Group Chat" button highlighted by a red box. To the right is a section for "Upcoming Video Chats (0/3)" with an illustration of people in a chat and the text "You have not joined any queues yet." At the bottom right, there are "Chat Profile" and "Edit" buttons.



# STEP 3: FOLLOW GROUP VIDEO CHAT INSTRUCTIONS

- After selecting the “Group Chat” button, the Group Chat window will pop up
- Exhibitors will include a schedule along with instructions on how to attend the Group Video Chat session
- We recommend that you keep your CareersOnline tab open and open the Group Video Chat meeting in a second tab. You can even keep these two tabs open side-by-side.
- Please only visit the video meeting link at the scheduled group chat time

A screenshot of the CareersOnline interface showing a 'Group Chat' pop-up window. The window has a title bar with 'Group Chat' and a close button (X). The content is organized into sections: 'Schedule' with two time slots: '11:00am-12:00pm - General Q&A' and '1:00pm-2:00pm - Company Overview & Presentation'; and 'Instructions' with the text 'Please meet us here for our group chat sessions: zoom.us/irene/group-chat'. A 'Close' button is at the bottom right. The background shows a sidebar with navigation options like Profile, Documents, Events, Career Fairs/Special Events, Information Sessions, Workshops, Experiential Learning, Advising Appt, Employers, Resources, and Advising & Calendar. The main area shows a 'Chat Profile' button and a list of 'Waiting Video Chats (2/3)' with details for 'Irene's Test Company' and 'Aya's example comp...'.

Group Chat

Schedule

11:00am-12:00pm - General Q&A

1:00pm-2:00pm - Company Overview & Presentation

Instructions

Please meet us here for our group chat sessions: [zoom.us/irene/group-chat](https://zoom.us/join/9151277777)

Close

# BEST PRACTICES & TIPS FOR SUCCESS



# TIPS FOR SUCCESS

## Before the Fair

- Login to CareersOnline before the fair to
  - RSVP by clicking the “Attend” button so that you can join chats during the event
  - View employers attending to prepare for your interactions with them
  - Mark your favorite employers by clicking on the “Interested” star icon so that they display at the top of your list
  - We highly encourage you to **upload a profile picture and resume** to ensure your “Chat Profile” is up-to-date
- Test your computer sound, video, and surrounding lighting for video chats
- Please note that CareersOnline is not supported by Internet Explorer so please use another browser



# TIPS FOR SUCCESS

- After the event:

## During the event:

- Dress appropriately (business-casual)
- Actively engage with the exhibitors and ask good questions
- When joining a 1:1 chat, instead of downloading the video chat platform (e.g. Zoom, GoToMeeting, etc.), select the option to join the meeting online/via browser
- As long as you are in a queue, remain in the Virtual Career Fair so you do not miss any employer chat requests
- After each video chat you complete, scroll down to view the Notes field. Enter ~~Notes~~ after each chat, before you join the next, so that you do not forget key information

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# TIPS FOR SUCCESS

## After the event:

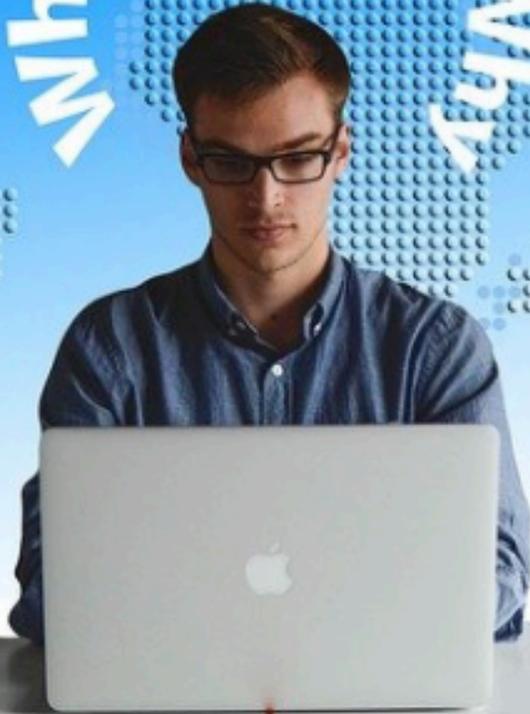
- Follow up with the organization for any unanswered questions or simply to thank them
- Consider booking a career advising appointment through UBC Vancouver's [CareersOnline](#)





Who Where  
What When How Why

**NEED HELP  
BEFORE or  
DURING THE  
VIRTUAL  
EDUCATION  
CAREER  
FAIR?**



# FAQs

*Where can I find information on which employers will be at the fair?*

- On [CareersOnline](#)! Go to Events > Career Fairs > UBC Education Career Fair 2021

*Can I join multiple exhibitor queues at once?*

- Yes, you can join up to 3 exhibitor queues at any on time

*What information can the exhibitor representative see?*

- Representatives will be able to view your name, major, graduation year, profile picture and resume (if uploaded)

*What video conferencing tools are exhibitors using?*

- Most exhibitors are using Zoom and Microsoft Teams. Some may use Webex, Google Meet, and Skype. If desired, you can download these programs in advance of the virtual event

*Who can I contact if I have general questions during the fair?*

- Email [\[TBD\]](#). Our staff will be monitoring this email during the virtual fair.



# VIRTUAL WARM-UP Booth

January 7, 2021: **10:00 AM - 12:00 PM & 5:00 PM - 7:00 PM**

- The TEO will be hosting two virtual Warm Up Booths on January (TBD), 2020: 10:00 AM - 12:00 PM & 5:00 PM - 7:00 PM using Zoom meeting link: <https://ubc.zoom.us/j/69993963362?pwd=eW9GajdPdkh2emk4RkpMcGNzWFFIZz09>
- Teacher Candidates wanting to practice using the Career Fair software can join the zoom meeting.
- For any general questions about the virtual fair, please contact [keith.mcpherson@ubc.ca](mailto:keith.mcpherson@ubc.ca)



# VIRTUAL WARM-UP FAIR

January 7, 2021 10:00AM - 12:00PM & 5:00 PM - 7:00 PM

- Early January, you can also find the link to the Virtual Warm-up Fair on CareersOnline by selecting the “info” icon



The screenshot shows the CareersOnline interface for the UBC Education Warm-Up Fair. The breadcrumb trail at the top reads "Home / Career Fairs / UBC Career Day 2020". The main heading is "UBC Education Warm-Up Fair" with a "VIRTUAL" badge. Below the heading, the dates "January 7, 2021 10:00 AM – 7:00 PM" are displayed. A red box highlights an information icon (a lowercase 'i' in a circle) next to a "Chat Profile" button. A green banner below the heading states "You're Attending. [Cancel](#)". The interface is divided into two main sections: "Overview" and "Employers". The "Overview" section is currently active and shows the word "About" followed by the text "test". The "Employers" section is currently inactive. On the right side, there is a "Chat Profile" section with an "Edit" link. The profile shows a circular avatar with the initials "KN" and a green checkmark, the name "Kim-Sa Trang Ngo", and a "+ Share Resume" link. The footer of the page reads "POWERED BY ■ simplicity".