

## Best Practices for Job Seekers Using Brazen Virtual Job Fair

### Prior to the event

- Review websites of employers that you will be chatting with.
- Type **brief** statements or questions that you anticipate using. During the event, copy/paste them when chatting with employers.
- Upload your resume to your profile in the job fair.
- Watch this 5 minute video about how to navigate inside the virtual job fair, <https://support.brazenconnect.com/hc/en-us/articles/115005968567-How-chat-events-work> and/or review the steps to do so, <https://support.brazenconnect.com/hc/en-us/articles/215521267-Attending-an-event>

### During the event

- Use google Chrome (or a smart phone with android or IOS).
- Click “Enter” in the bottom left corner of an employer’s booth that you’d like to visit. Explore the tabs and information they provided. If you want to talk with a representative from that company, click Chat. When a representative is available, the employer will select whether they want to connect using video or text. If the employer selects video and you do not have a web cam or simply don’t want to use video, click decline. You will still be able to communicate with the employer by chat/text.
- Each chat is limited to 10 minutes. Keep an eye on the time remaining in your chats so that you are not cut off unintentionally when chat ends. When only 2 minutes are left, the employer rep has the option to extend the chat if they want. Don’t take it personally if a rep does not extend your chat. Some employers have only one rep, and they may have to keep each chat brief in order to talk with as many candidates as they can. After each chat, you will have a box to type in your final thoughts or information you did not get to share with the rep before the chat ended.
- Use the "Notes" feature at the end of each chat to list follow-up steps that you would like to take.
- For technical support, contact [https://support.brazenconnect.com/hc/en-us/requests/new?mobile\\_site=false](https://support.brazenconnect.com/hc/en-us/requests/new?mobile_site=false)