

Michigan Virtual Career Fair (VCF) Candidate Guide



Computer Checks

It is essential that you run the following Computer Checks WELL IN ADVANCE of the live event day to ensure that your computer is set up properly to perform successfully in the environment. Please consider the schedule and availability of your IT team should you require their assistance.

Port Communications Check:

<https://vts.inxpo.com/scripts/Server.nxp?LASCmd=AI:4;O:PortChecker.htm>

The port communications test determines which ports the Flash player is able to connect through on your network, and which ports, if any, are being blocked. Ports relate to firewalls, and will determine your ability to participate in group and private chats. There are 3 ports that will be checked: *port RTMP:1935 is the ideal connection; ports RTMP:80 and RTMPT:80 will allow you into the environment, but they may produce undesirable results, such as slow connectivity, stalled chats and dropped connections.*

System Check:

<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.

Troubleshooting:

https://presentations.inxpo.com/SharedContent/HTML/Chat_Troubleshooting/Chat_Troubleshooting.htm

If you are experiencing problems passing the chat communications or system checks, it may be due to the configuration of your company's network. Certain firewall configurations can prevent the communication features from functioning properly. This Troubleshooting document will help in diagnosing common connection problems.

Technical Requirements:

<https://presentations.inxpo.com/SharedContent/HTML/TechnicalRequirements/TechnicalRequirements.html>

The technical requirements page provides details on which Internet browsers and Flash players are compatible with the virtual environment. It also provides links to update your browser and Flash player if needed.

Login Page

Michigan Virtual Career Fair

Login ID

Password

Enter

[Forgot Password?](#)

If you receive an "Already Logged In" message, wait 1 minute before re-entering.

[Terms Of Use](#) | [Privacy Policy](#)

Social Media



Downloads

 [Attendee Guide \(PDF\)](#)

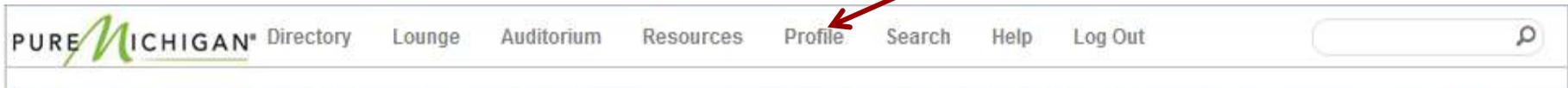
 [Sponsor Guide \(PDF\)](#)

Virtual Profile

The first time you log into the VCF, the message below will pop up.



After clicking 'OK' you will be taken to the VCF home page. From there, click on 'Profile' in the top toolbar to access your virtual profile.



It is essential that you fill out your virtual profile completely and accurately in order to effectively network with exhibitors, sponsors and other candidates. It will also make it easier for exhibitors to find you in the VCF.

Virtual Profile – Profile Tab

The Profile Tab will include your contact information as well as an area where you may choose an image to represent yourself during the VCF. You may select from a list of stock images, or you can upload your own photo. This is also where you can adjust your chat status settings, font and color choices, or set an away message.

The screenshot shows a web form with several sections. At the top, there are tabs for 'Profile', 'Registration Questions', 'Resume', and 'Data Portal'. Below these is a 'Login Info' section with a 'Login ID' field containing 'TEST@TEST.COM' and a profile picture placeholder with a 'Change...' button. The 'Personal Info' section contains fields for Name, Company, Job Title, Email, Language, Time Zone, Address, City, State/Prov, Country, Zip Code, and Phone. The 'Auto-Forward Mail' and 'Auto-Forward vCards' checkboxes are circled in red. Below this is a 'Professional Summary' section with a text area containing the text 'I am a Manager with 5+ years of experience looking to expand my career'.

You have an option to have your in-show emails and vCards forwarded to your personal email by selecting the checkboxes.

If you need to edit any of the information in the Profile Tab, simply type in the appropriate box and click 'Save Changes' when finished.

The screenshot shows a 'Chat Settings' form. It includes a 'Font' section with a dropdown for 'Face' (set to 'Arial') and checkboxes for 'Bold', 'Italic', and 'Underline'. There is also a 'Size' dropdown (set to 'Normal') and a 'Change color...' button. Below this is a 'CHAT STATUS' section with a list of status options: 'Normal' (selected), 'Busy', 'Away', and 'Do not disturb'. To the right of this list is a 'Sample' text box and an 'Away Message' text area. At the bottom right, there is a 'Save Changes' button.

Virtual Profile – Registration ?'s Tab

The Registration Questions tab will include additional information about yourself that you provided when filling out the online registration form. This information will be helpful to exhibitors when determining if you are a good fit.

If you need to edit any of the information in the Registration Questions Tab, simply type in the appropriate box and click 'Save Changes' when finished.

The screenshot shows a web interface with four tabs: Profile, Registration Questions, Resume, and Data Portal. The 'Registration Questions' tab is active. Below the tabs, the heading 'Registration Questions' is displayed. There are three dropdown menus for selection:

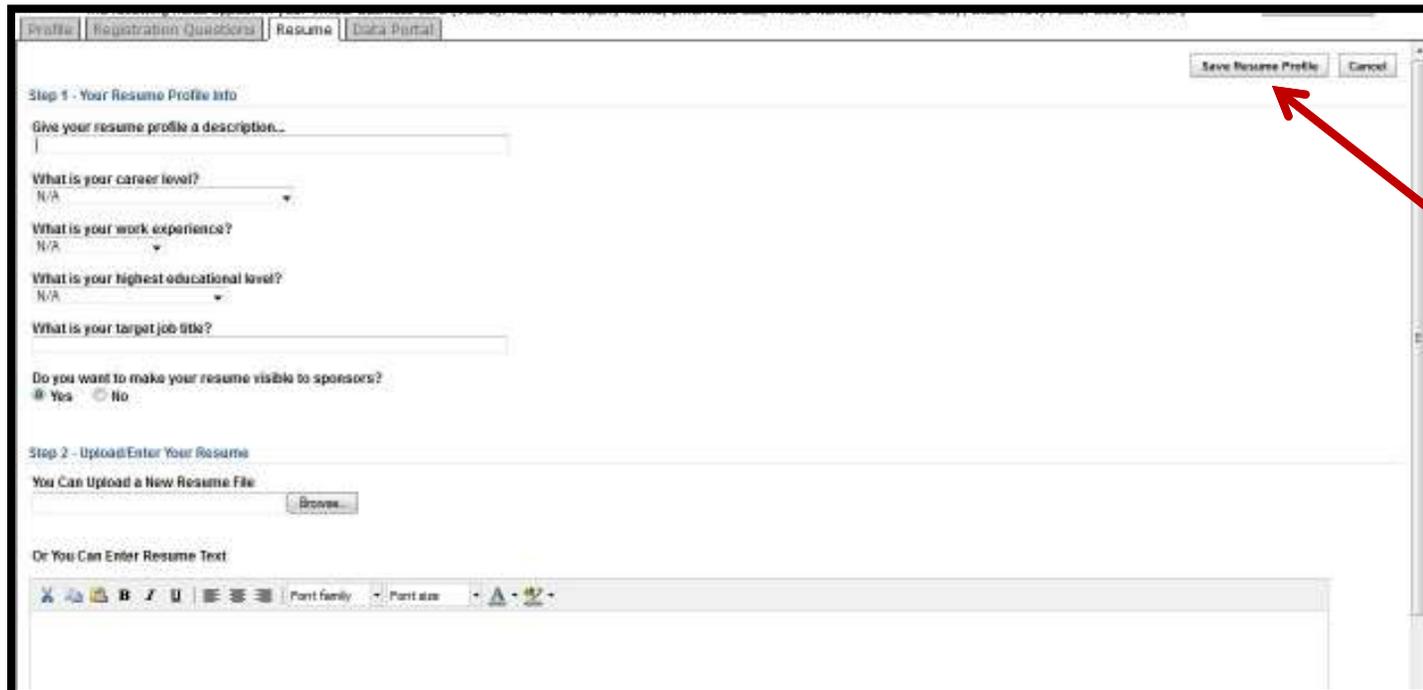
- Are you eligible to work in the U.S. (select)
- Gender (select)
- Type of Opportunity Sought (select)

Virtual Profile – Resume Tab

The Resume Tab is where you're able to type in or upload your resume for the VCF. Click on the 'Add' button to begin.



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, or you can upload an existing document. Note: You are able to have multiple resumes in your virtual profile.

A screenshot of a web application form titled 'Step 1 - Your Resume Profile Info'. The form contains several fields: 'Give your resume profile a description...' (text input), 'What is your career level?' (dropdown menu), 'What is your work experience?' (dropdown menu), 'What is your highest educational level?' (dropdown menu), and 'What is your target job title?' (text input). Below these fields, there is a question 'Do you want to make your resume visible to sponsors?' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected. Below this, there is a section titled 'Step 2 - Upload/Enter Your Resume' with a sub-section 'You Can Upload a New Resume File' containing a 'Browse...' button. At the bottom, there is a section 'Or You Can Enter Resume Text' with a rich text editor toolbar. In the top right corner of the form, there are two buttons: 'Save Resume Profile' and 'Cancel'. A red arrow points from the 'Save Resume Profile' button towards the right.

Once you've completed your resume, click 'Save Resume Profile' and then click 'Save Changes' again.

VCF Home Page

After logging into the VCF (and completing your Virtual Profile, if necessary), you will be taken to the VCF home page. From the VCF home page, you can visit the main areas of the VCF.

Directory: Visit and interact with exhibitors in their booth.

Lounge: Network with exhibitors, sponsors & other candidates via group chat.

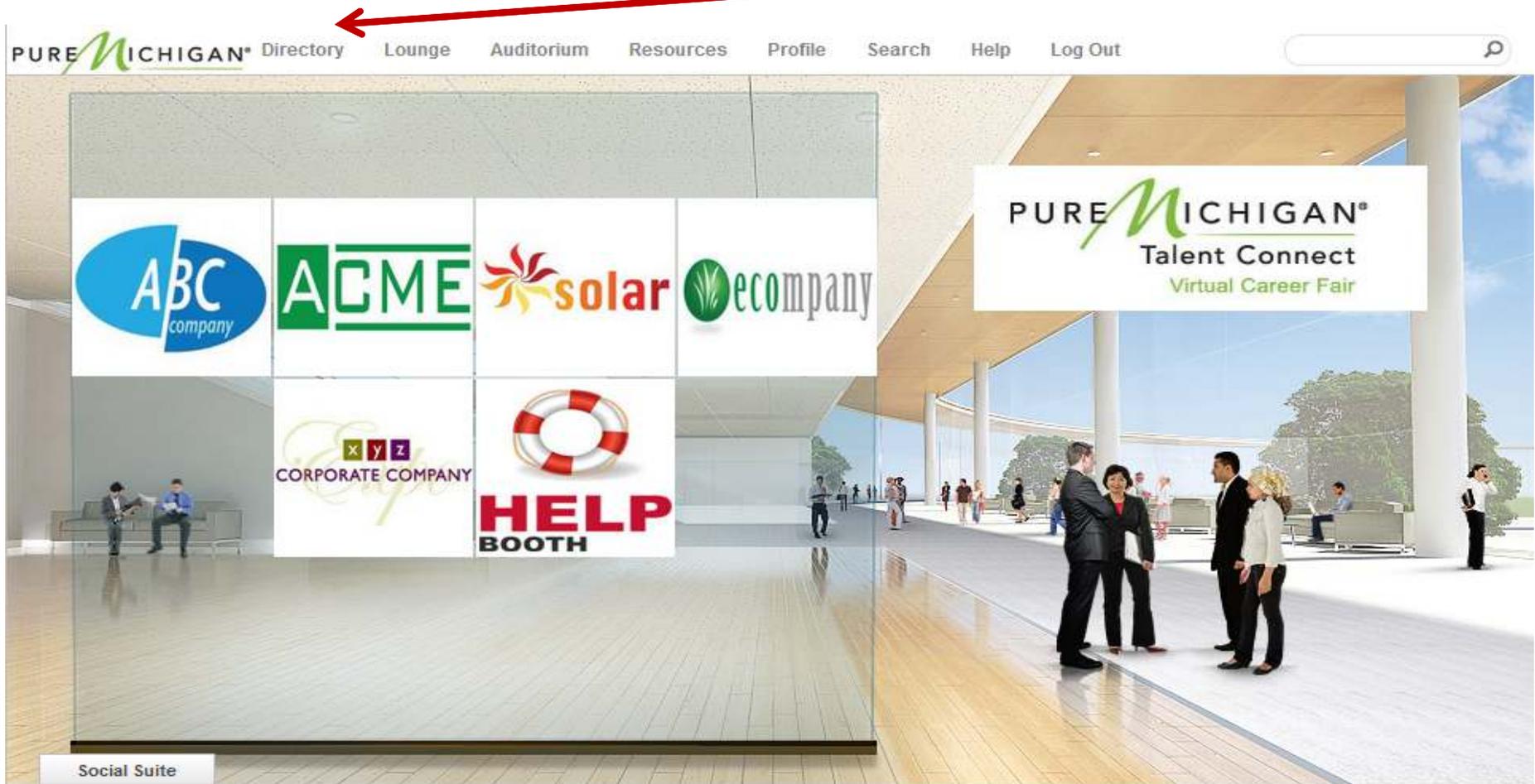
Auditorium: View webcasts and presentations.

Resources: Review career and industry-related information



Directory

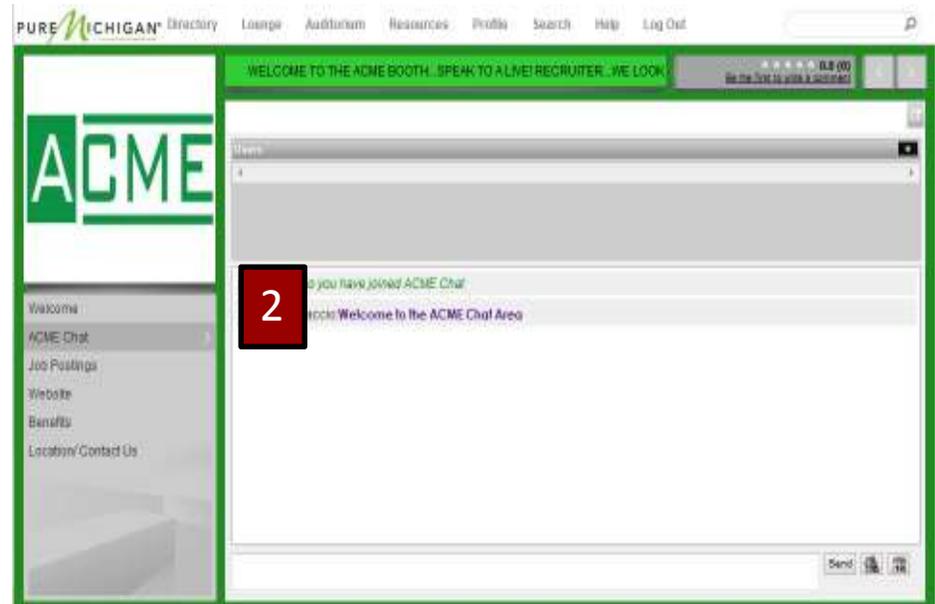
By clicking on 'Directory' on the VCF home page, you will be taken to the event Directory. From here you will find logos for the various exhibitor. Click on a company's logo to be taken to their booth. Any time you would like to go back to the Directory, click on 'Directory' in the top toolbar.



Exhibitor Booths

There are many things you're able to do in an exhibitor's booth:

1. If the exhibitor loaded a video into their booth, it will play upon you entering the booth. If you would like to replay the video, click on the play button.
2. Group chat is your first opportunity to communicate with the exhibitors. Use this area to ask general questions of the exhibitors.



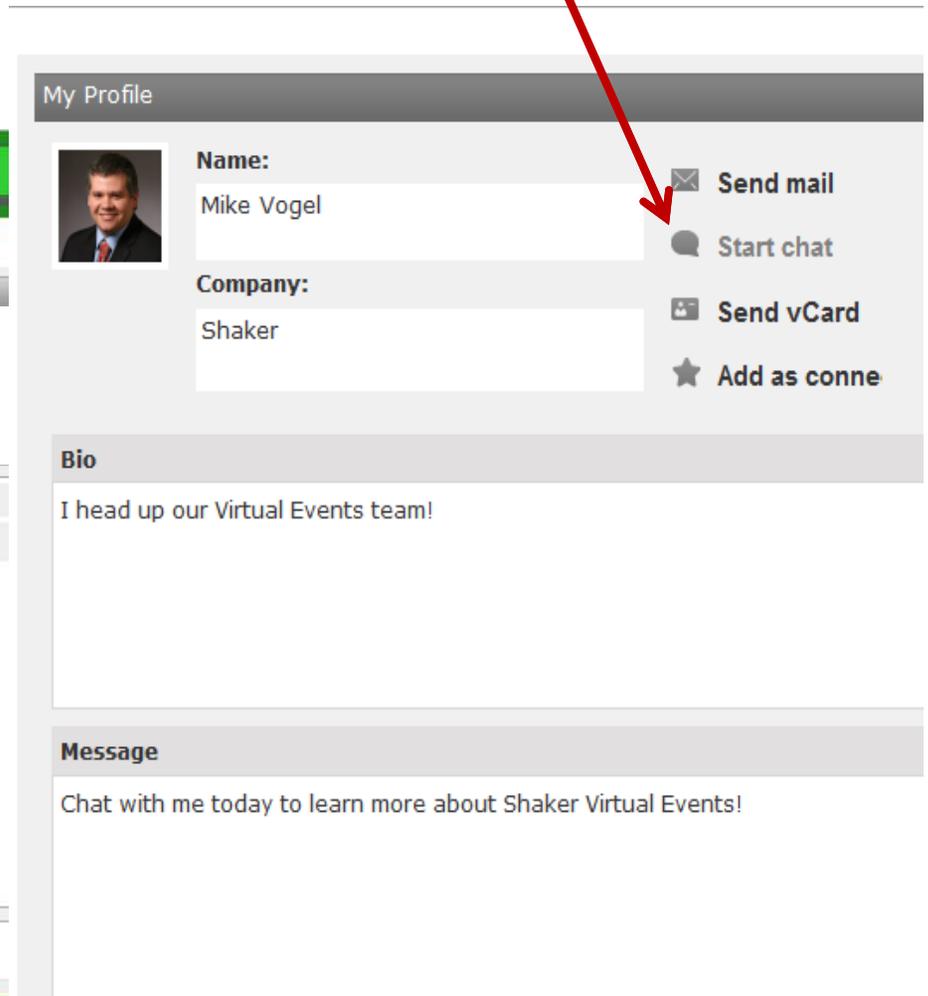
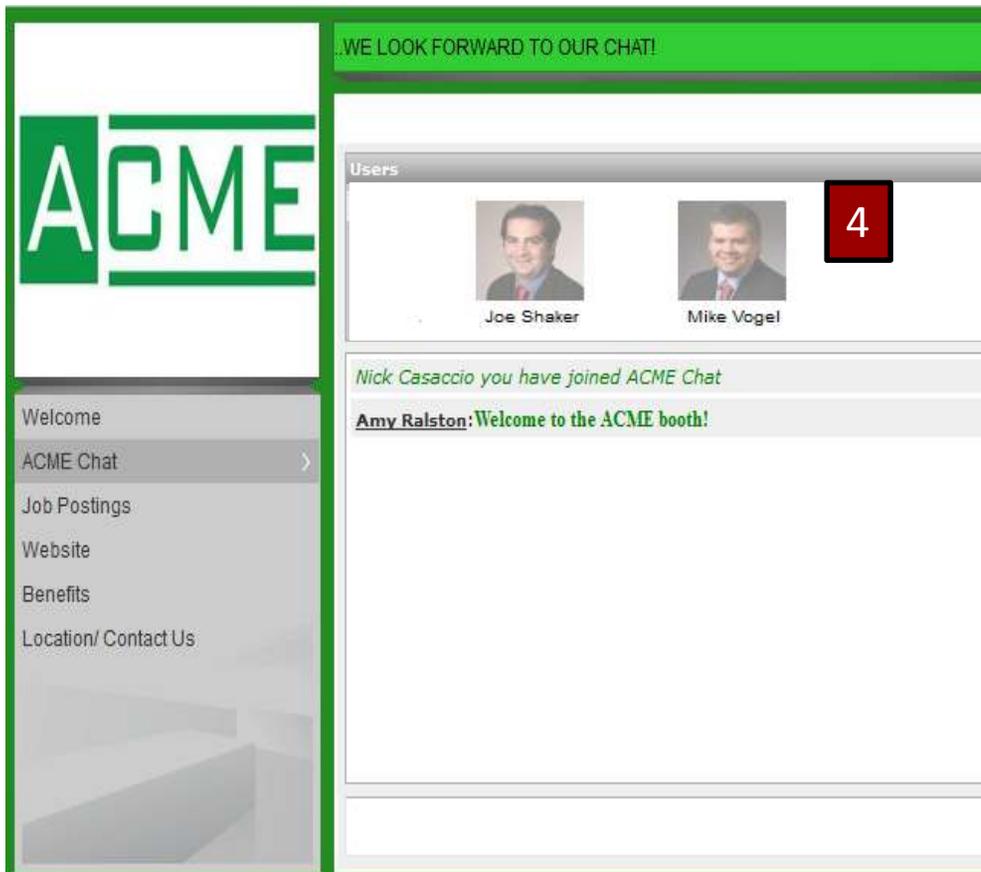
Exhibitor Booths – cont'd

- Exhibitors will be standing by in the booth during the live VCF hours to answer your questions. Click on the 'Users' tab to see which booth staffers are currently logged in (they will be highlighted). Chat with them publicly in the group chat, or request a private chat with them. Note: A yellow box around a candidate's image means he or she is available. A red box means he or she is currently engaged in a private chat; however, individuals are able to participate in multiple private chats simultaneously.

The screenshot shows the ACME booth interface on the PURE MICHIGAN website. The top navigation bar includes links for Directory, Lounge, Auditorium, Resources, Profile, Search, Help, and Log Out. The booth header features the ACME logo and a green banner with the text "WELCOME TO THE ACME BOOTH...SPEAK TO A LIVE! RECRUITER...". A rating system shows 0.0 (0) reviews. The "Users" section displays two active users: Joe Shaker and Mike Vogel, both with red boxes around their profile pictures, indicating they are currently engaged in a private chat. A chat history shows a message from Amy Ralston: "Welcome to the ACME booth!". The interface also includes a "Send" button and a "10" character limit indicator. The bottom of the page features a navigation bar with icons for home, email, and information, and a footer that reads "Powered by INXPO".

Exhibitor Booths – cont'd

4. If you have personal/private questions to ask a booth staffer, click on their name/image (either in the users bar or in the group chat box) to view their virtual profile. Click 'Start Chat' to request a private chat with them, or send them an email or vCard or add them as a connection.



Exhibitor Booths – cont'd

- By clicking on the content or information stand, a separate window will open up where you will be able to access all of the information the exhibitors loaded into their booths, including documents, links, job postings, etc.

PURE MICHIGAN Directory Lounge Auditorium Resources Profile Search Help Log Out

BOOTH...SPEAK TO A LIVE RECRUITER...WE LOOK FORWARD TO OUR CHAT! 0.0 (0)

ACME

Welcome
ACME Chat
Job Postings
Website **5**
Benefits
Location/ Contact Us

STAFF (2) GUESTS (0)

Booth Information

- Documents and Web Pages
- Job Postings
- Website
- Space Settings
- Space Visits

Selected Documents And Links

Item	Category	Action
ACS Benefits Brochure 2010 Benefits Information (149 KB) posted on 10/26/2010 7:35 PM	Brochures	
ACS Short Courses There are a wide-range of ACS short courses that will help you keep up your technical skills. posted on 10/26/2010 7:09 PM	General	
ACS-Harvard Business Skills Courses Find out about the 42-course suite of e-learning courses (self-paced) posted on 10/26/2010 7:07 PM	General	
Animated Video: Interviewing An animated video showing you how to interview effectively. posted on 10/26/2010 6:14 PM	General	
Animated Video: Job Search Strategies Animated video on how to find the right job for you and how to look for a job. posted on 10/26/2010 6:02 PM	General	
Resumes How to write an effective resume.	General	
ACS Members Members	General	
Career Descriptions What do, what analytical chemists do, etc. See descriptions of 30 types of chemists.	General	
Careers In careers	General	
Profiles Profiles: Find out what a biotechnology researcher does, how a chemist moved into HR, and more	General	

Practice Opportunities 2011

Best of Everything in a Busy Practice (AZ) Sponsor: LifePoint Hospitals Category: Physician/Surgeon Full Job Posting - Current Submission(s) 0	Location: Lake Havasu City, AZ Type: Full-Time	Date: 10/26/2011 Code: Havasu Regional Med Center
Create Your Own Practice in a Welcoming Community (AL) Sponsor: LifePoint Hospitals Category: Physician/Surgeon Full Job Posting - Current Submission(s) 0	Location: Andalusia, AL Type: Full-Time	Date: 10/26/2011 Code: Andalusia Regional Hospital
Current Medical Staff Demands a Neurologist (TN) Sponsor: LifePoint Hospitals Category: Physician/Surgeon Full Job Posting - Current Submission(s) 0	Location: Lawrenceburg, TN Type: Full-Time	Date: 10/26/2011 Code: Crockett Hospital

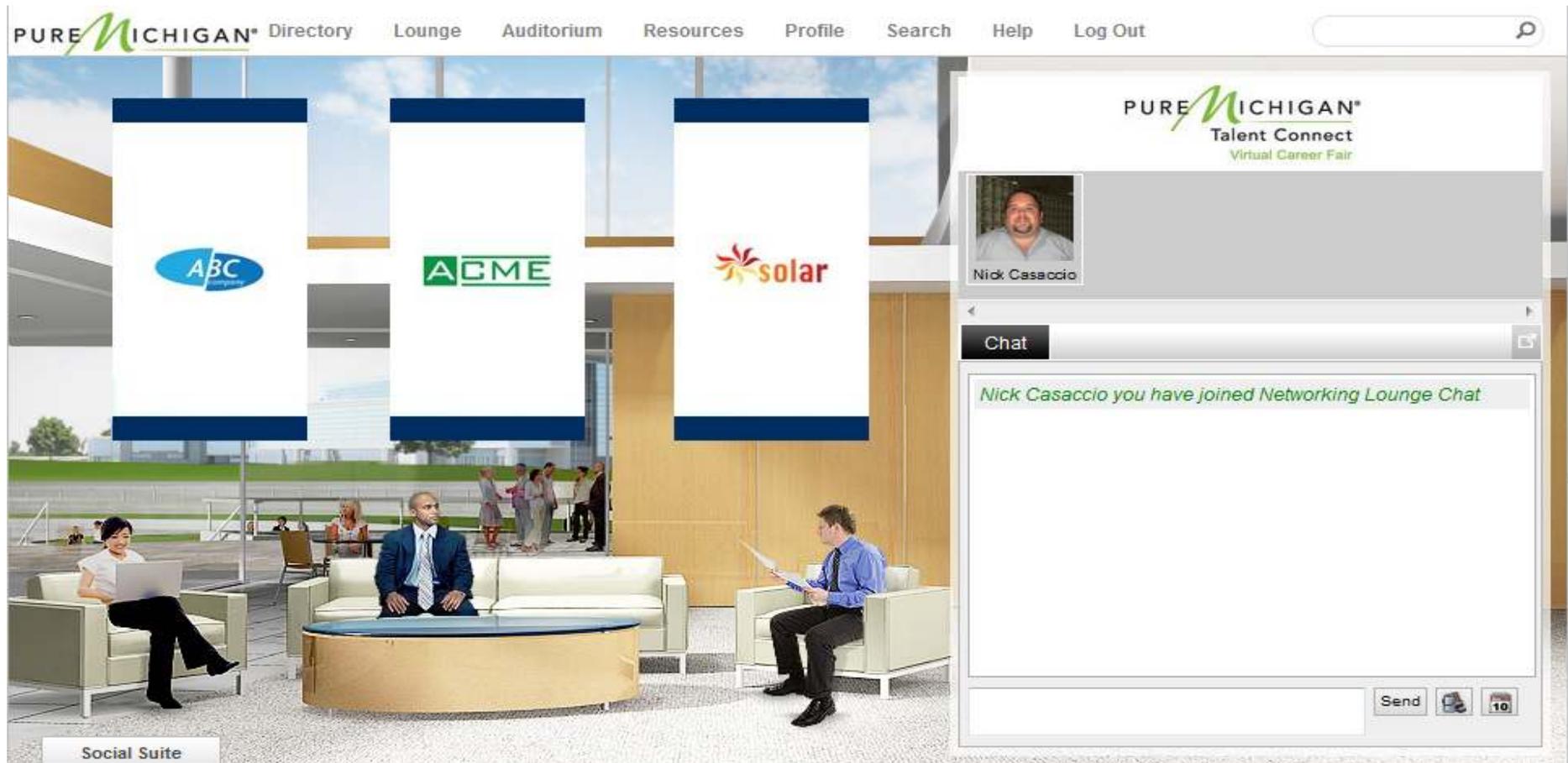
Auditorium

The auditorium features a variety of on-demand and/or live presentations that will be scheduled throughout the VCF. It may also have a group chat box for attendees to engage in conversations related to the presentations. Scroll through the list of presentations and click on a 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. Note: You will be able to view archived presentations in the auditorium after their initial live broadcast.

The screenshot displays the PURE MICHIGAN Auditorium interface. At the top, there is a navigation bar with links for Directory, Lounge, Auditorium, Resources, Profile, Search, Help, and Log Out. A search bar is located on the right side of the navigation bar. The main content area is titled "Welcome to the Theater" and includes a "Time displayed in (default - Central Standard Time)" indicator. The presentation "Success at Work" is featured, with a "View Now" button and a rating of 0.0 (0). The abstract text reads: "[ABSTRACT] Derek will talk about how he has had success at Shaker. He is currently the Vice President of Financial Services at Shaker Advertising and he will go into his hints and tips for success." Below the abstract is a speaker bio for Derek Briggs, stating: "[SPEAKER BIO] Derek is interested in playing golf, softball, and reading. He went to Fenwick H.S., in Oak Park, IL and the University of Illinois, Urbana-Champaign. He has two children named Sadie and Ethan." The interface also includes a footer with navigation icons (home, mail, folder, info) and the text "Powered by INXPO" and "Stop by the Networking Lounge and chat with colleagues!".

Lounge

The lounge is a great place to network with exhibitors, sponsors and other candidates. This is also where you can use social networking platforms (Twitter, Facebook, and LinkedIn) to tell others about the VCF or share comments. The lounge features a group chat where visitors can network or simply chat while taking a break.



Resource Center

The resource center will house career and employment information as well as documents providing insight into the event host's industry of operation. Click on the subject categories on the left to sort through the available documents and links.

The screenshot displays the 'PURE MICHIGAN' Directory website's Resource Center. The top navigation bar includes 'PURE MICHIGAN' Directory, Lounge, Auditorium, Resources, Profile, Search, Help, and Log Out. A search bar is located on the right. The main content area is divided into a left sidebar and a central list of resources. The sidebar has a 'Home' button and a 'Filter' section with categories: 'Cover Letter', 'Resume Tips' (with sub-options for General, Brochures, and Literature), and 'Interviewing'. The central list is sorted by 'Newly Added' and contains six items, each with an HTML icon, a globe icon, a title, date, author, and 'View'/'Save' buttons. All items have a rating of 0 stars.

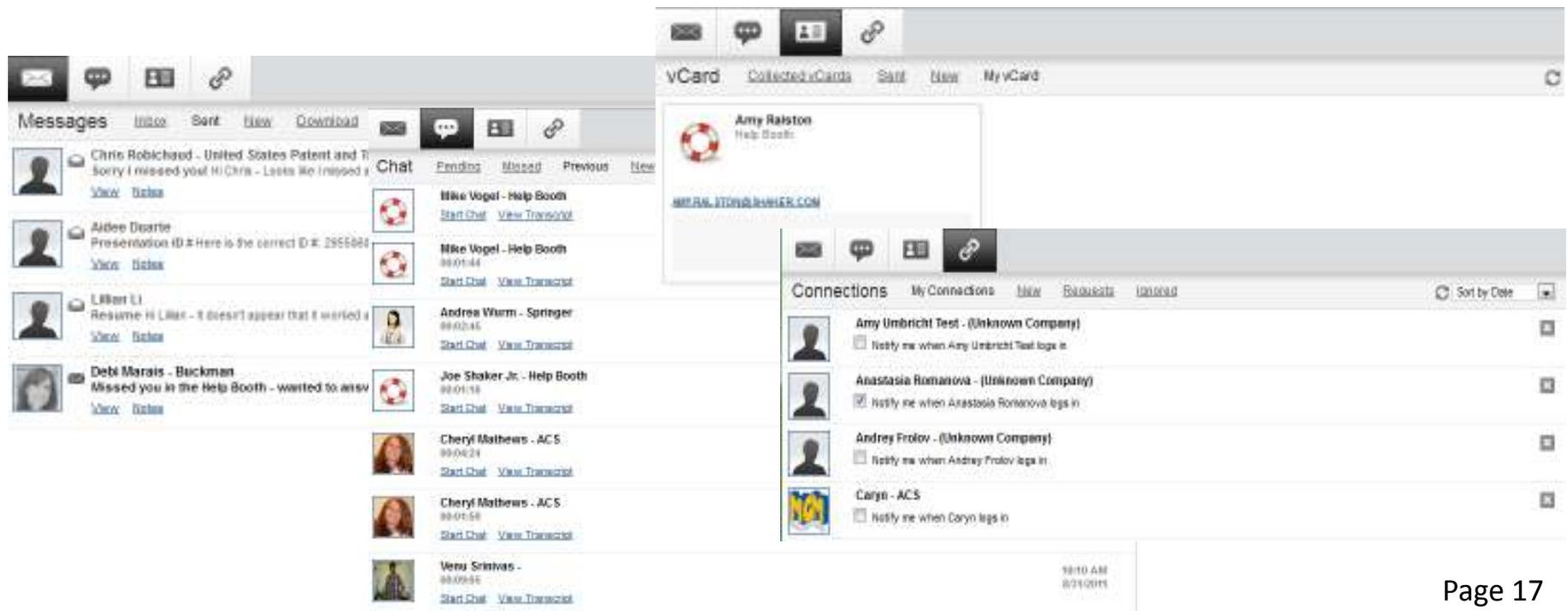
Document Title	Date	Author	View	Save	Rating
Make Your Resume Sell Yourself	11/20/2013	Acme Corporation	View	Save	0 (0)
Resumes Must Grab Attention	11/20/2013	Acme Corporation	View	Save	0 (0)
Resumes Must Grab Attention	11/20/2013	Ecompany	View	Save	0 (0)
You Got the Look: Crafting the Right Resume Appearance	11/20/2013	Ecompany	View	Save	0 (0)
KSAs and Functional Resumes	11/20/2013	XYZ Corporate	View	Save	0 (0)
Make Your Resume Sell Yourself-	11/20/2013		View	Save	0 (0)

Communication Center

There are four types of communications within the VCF: group chats, private chats, in-event emails and vCard sharing. To review your previous points of communication, or to initiate communication with other VCF participants, click the envelope icon in the bottom toolbar. This will open your personal Communication Center.



Here you can view current, previous and missed chats as well as any emails and/or vCards you received. You can also add VCF registrants to your Connections List, so you can be notified when they log in.



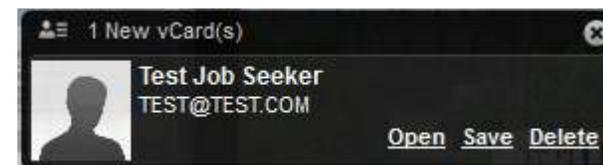
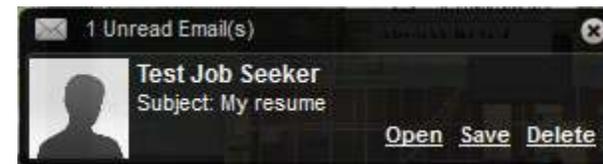
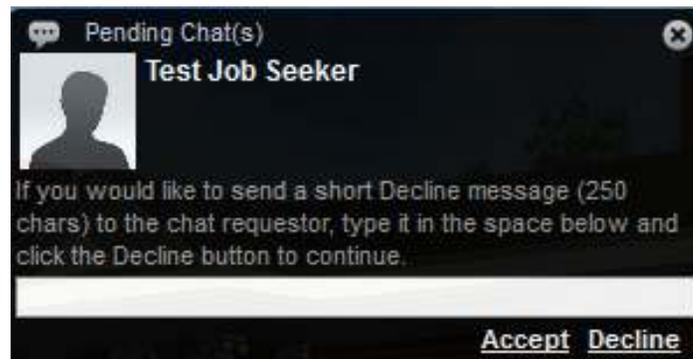
Communication Notification

If you receive a private chat request, in-event email or vCard, you will be notified via a black communication window that appears in 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.

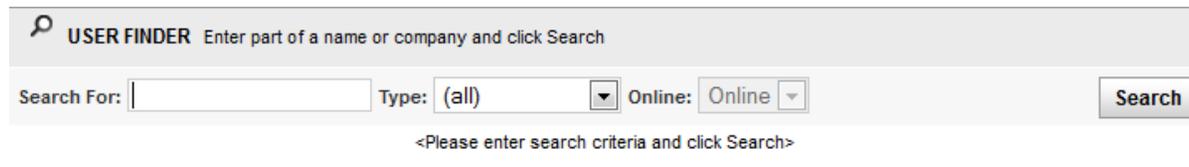


Private Chat Invite

If you are involved in a private chat with an exhibitor, sponsor or candidate, you can invite others to join in on your chat.

Click on the 'Invite' button in the chat box.

Find the person you want to invite by typing their name in the user finder.



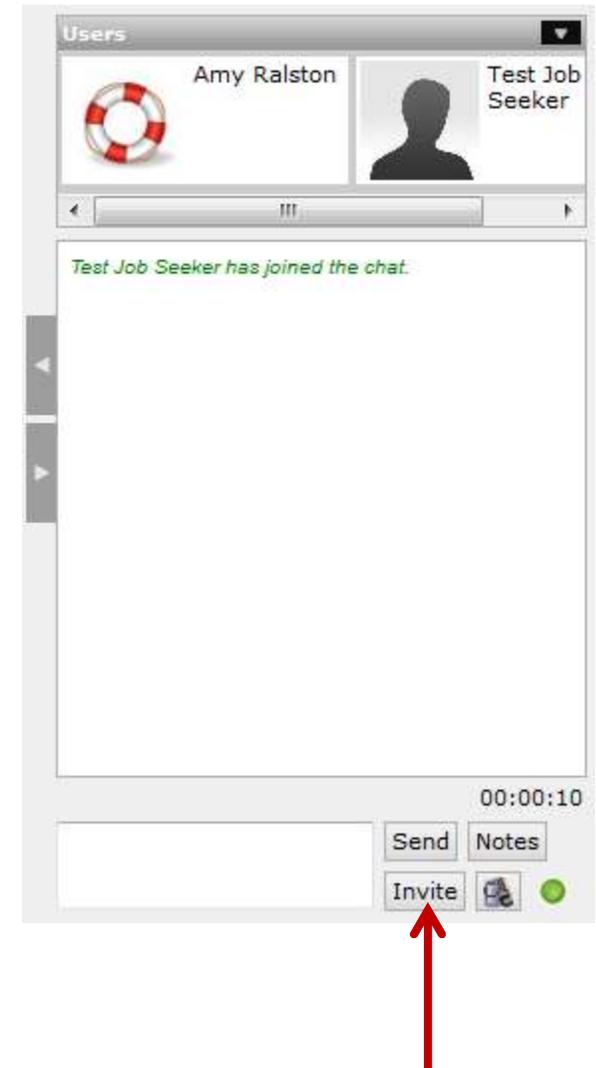
USER FINDER Enter part of a name or company and click Search

Search For: Type: (all) Online: Online Search

<Please enter search criteria and click Search>

Click on the user's name to invite them into your discussion.

Once they accept, the user will be able to participate in your private chat. You can invite as many people as you wish into a private text chat. Note: there is a limit of 4 individuals to a private webcam chat.

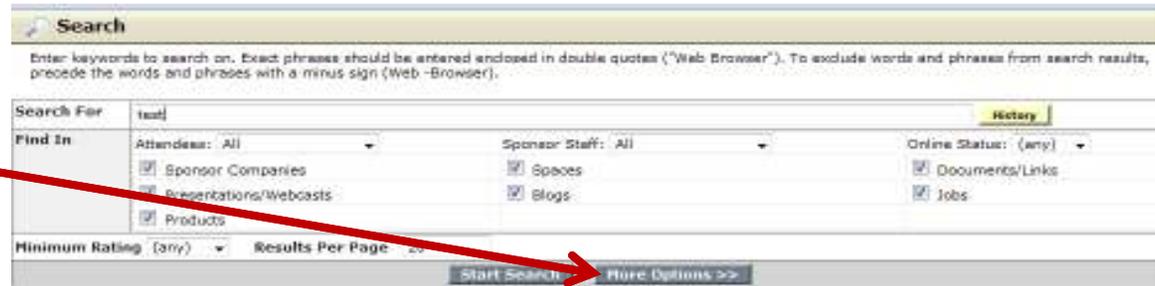


Search

You can use the search feature to find exhibitors, booths, sponsors, jobs and other candidates. To start, click on Search in the top toolbar.



A window will appear allowing you to specify your search options. Click on the 'More Options' button to further narrow your search.

A screenshot of the 'More Options' search filter window. It features a 'Start Search' button and a '<< Less Options' button. The filters are organized into sections: 'Attendee Demographics', 'Registration', 'Entry-level Positions', 'Student', 'Member Status', 'Are you eligible to work in the U.S.?', 'What is your career level', 'Registration Virtual Attendee', and 'Professional Discipline'. Each section contains various checkboxes for filtering search results. A red arrow points from the text above to the 'Start Search' button.

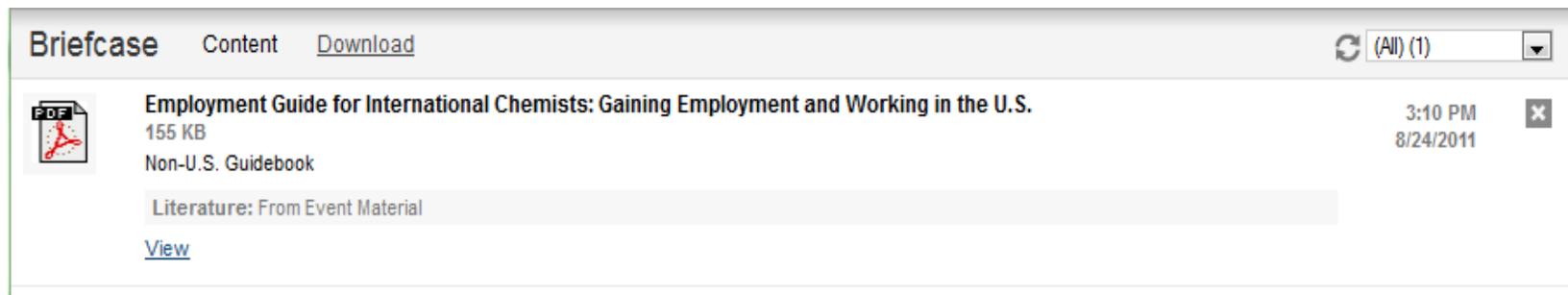
Attendee Demographics	
Registration	
Prefix	<input type="checkbox"/> Or <input type="checkbox"/> Nrs
Education Completed	<input type="checkbox"/> Some College <input type="checkbox"/> 4 Year Degree <input type="checkbox"/> Doctorate
Relocation	<input type="checkbox"/> Yes <input type="checkbox"/> No
Willingness to Travel	<input type="checkbox"/> I am not willing to travel <input type="checkbox"/> Up to 50% <input type="checkbox"/> 100%
Entry-level Positions	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student	<input type="checkbox"/> Yes <input type="checkbox"/> No
Member Status	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you eligible to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is your career level	<input type="checkbox"/> N/A <input type="checkbox"/> Student (High School) <input type="checkbox"/> Student Entry Level (College) <input type="checkbox"/> Experienced (Non-Manager) <input type="checkbox"/> Manager (Manager/Supervisor of Staff) <input type="checkbox"/> Executive (SVP, VP, Department Head, etc) <input type="checkbox"/> Senior Executive (President, CFO, etc)
Registration Virtual Attendee	
Highest Degree Received	<input type="checkbox"/> A.S./A.A.S. (Associate Degree) <input type="checkbox"/> B.S./B.A. (Baccalaureate Degree) <input type="checkbox"/> M.S. <input type="checkbox"/> Ph.D. <input type="checkbox"/> Still in school (degree not completed) <input type="checkbox"/> Other
Professional Discipline	<input type="checkbox"/> Aerospace/Transportation <input type="checkbox"/> Agriculture & Food

From here, you can check the boxes that apply to your search request, and click 'Start Search'.

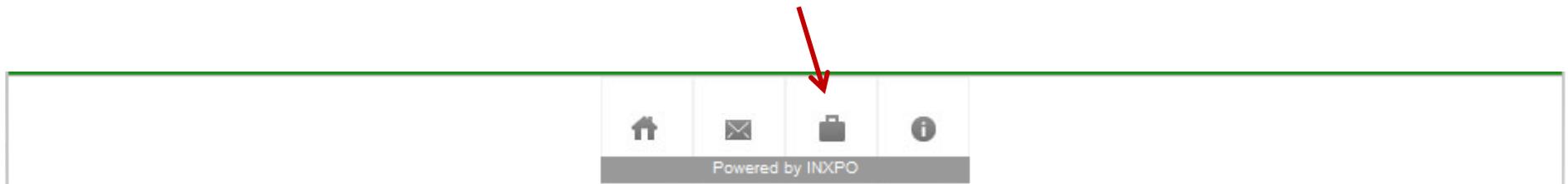
In your search results, a person with a blue icon next to their name indicates that he or she is currently online. When searching for booths, you are able to go directly to the desired booth by clicking on the booth name.

Show Tote/Briefcase

The show tote is where all of the information you download from the VCF will be housed. When visiting exhibitor booths and reviewing documents and links in the resource center, you will have the option to download and save this information to your show tote so that you can review it at another time. This information will also be available for you to attach to an in-event email.



You can access the show tote by clicking on the briefcase image in the bottom toolbar.



Best Practices

We recommend you follow these Best Practices while participating in the VCF to ensure that you, as well as the exhibitors, have a positive and productive experience.

While we encourage you to be enthusiastic at the event, we do hope that you'll be respectful of everyone's time and be mindful that there are other candidates also waiting to speak with exhibitors. With that in mind, please don't enter a booth and state in the group chat something along the lines of 'Hi. I'm in sales – do you have a job for me?'

Upon entering a booth, we recommend you say Hello to the exhibitors by way of the group chat. These exhibitors will be busy welcoming all of the candidates to their booth, so while you are waiting for your chance to speak live with one of them, take some time to review the content loaded into the booth. Each booth has been customized with documents, links, job postings and videos that will provide you insight into their company, what it's like to work there, and their available opportunities. Please review this content to determine if this organization and one of their current opportunities is a good fit for you. Also, use this time to formulate questions for the exhibitor and be prepared to discuss your skills, experience and motivation for finding a new career. What motivates you? What are your skills? What do you want in a job?

After you have reviewed the booth content, spoken to recruiters and applied for the positions of interest, we recommend you take some time to network with others in the lounge, watch presentations in the auditorium and review content in the resource center. This will round out your experience in the VCF. Note: Not all events will have a lounge, auditorium and/or resource center.

In order to make efficient use of this event, please target your resume and questions to positions that are a match for your skill set and interests. We also recommend you adhere to the following:

- If you're going to upload a profile photo, be sure it's respectful and appropriate.
- Display professionalism while interviewing.
- Exhibit a positive attitude.
- Research potential employers.
- Be honest about your qualifications.
- Thank the exhibitor for their time and your opportunity to speak with them.

The purpose of this event is to help candidates find jobs and connect with employers. We understand the current state of the economy and know that many are out of work; however, voicing your negativity in this event may do more harm than good. We encourage conversations and exchanges, and urge you to use your past experiences to help others out there. Please try to stay positive and use this event for its intended purpose.

Repeated instances of unprofessional behavior by candidates may result in being dismissed from the event.

VCF Support

If you have any questions before, during or after the VCF,
please contact:

mivirtualcareerfair@svesupport.com

You'll also be able to find us in the Help Booth during the live VCF hours.
Just click on the Info button in the bottom toolbar.

