WorkWithoutLimits

CAREER FAIR

For All Individuals with Disabilities

Job Seeker Guide for
Virtual Career Fair for All Individuals with Disabilities

Wednesday, September 30, 2020
2:00-4:00 PM

Career Fair HUB:
https://workwithoutlimits.org/career-fair-for-individuals-with-disabilities/career-fair-hub-2/

For Help during the Career Fair:
Visit the Career Fair Support Center

Or contact Nicole Henry at Nicole.Henry@umassmed.edu

Zoom Best Practices:

To foster the best experience possible for you and the candidates, we highly recommend you follow these three best practices for using Zoom:

1. Close all programs on your computer that you aren't using or don't need during the time of the Career Fair
2. Connect via ethernet cable versus WiFi
3. Use audio via phone rather than computer

Click the HUB link: Click the link to the Career Fair HUB. On the HUB, please first click the 'First Step' link on the top-right of the page.

**Candidates
First Step:**

Click here to let us know
you are here!
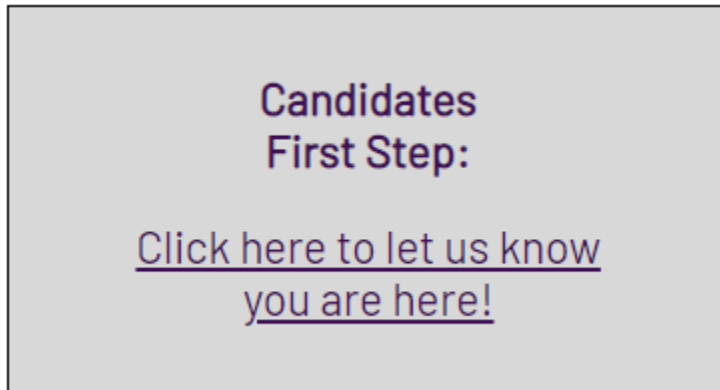
For those that **need ASL/CART** start at Career Fair Support Center:
After signing in, enter the Career Fair Support Center. On the top right of the HUB, please join the Career Fair Support Center in order to be joined with your CART Reporter or ASL Interpreter.

For assistance, accommodations and
IT support visit:

Career Fair Support Center

Zoom Link

For those **not needing ASL or CART:** You may continue through the HUB by joining the Zoom Link provided by the company or companies you are interested in visiting.

Joining a Zoom Meeting
After joining a Zoom meeting, you will be prompted to join the room's audio. Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line. The initial step of joining the audio by computer looks like this:
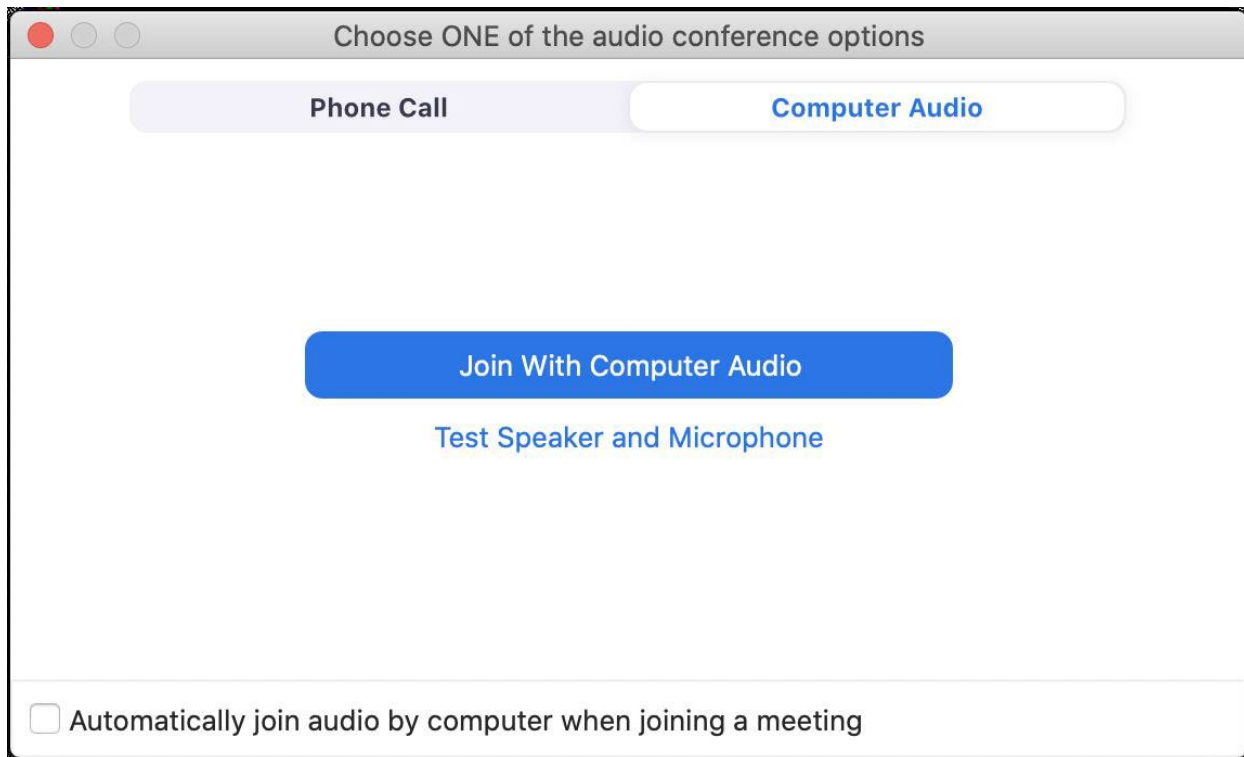
Dial into the meeting on a phone: If you don't have access to a computer, tablet, or smartphone, you can use a phone to dial into the meeting. You can choose Phone Call rather than Computer Audio as depicted in the image above. You will be given the phone number and meeting ID specific to the meeting. After you type the phone number, you will be prompted to then type in the meeting ID.

Once you've joined the meeting you will be able to:

- **See and hear other participants**. Each participant is represented by a square that displays their face (if they've chosen to join with video) or just their name.

- The **Zoom menu bar** at the bottom of the screen. If you do not see the menu bar, move your mouse slightly and the menu will appear. The menu bar may disappear in full screen mode.
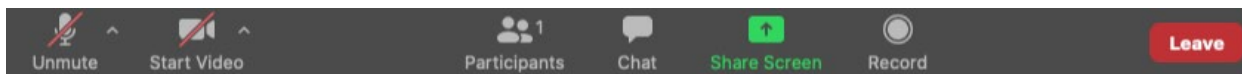
From the menu bar you can:

- **Mute/unmute your audio** (To mute yourself so others cannot hear you, click on the microphone icon in the bottom-left corner. To unmute, click the microphone icon again.)

- **Stop/start your video** (To stop video, click on the camera icon in the bottom-left corner. To resume, click the microphone icon again.

- View a list of **participants**

- Send a **chat message**

- Leave the video meeting

Zoom Etiquette
1. Make sure you are dressed properly, and your background is neat.

   Although you are meeting with employers from home, you should still make sure you are **groomed properly** and **dressed appropriately**. Your **background should be free of distractions** and neat and tidy.

2. Wait to be addressed by recruiter before speaking in each room

   Pay attention to the chat as recruiters may address you via chat if they are speaking with someone else.

3. Some Zoom links may have waiting rooms before entering, please be patient if you are waiting to be let into a room

4. As there are many candidates registered, time may be limited in the time you have speaking with each recruiter. Please keep it brief and on topic.

5. Muting and unmuting your microphone

   In Zoom meetings, **make sure your microphone is muted when you are not speaking**. Your computer microphone is pretty sensitive, and if you're unmuted, it can pick up a lot of background noise. The mute button is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you.
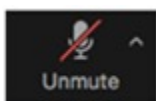
   Click the button again to unmute yourself if you want to talk in the meeting.
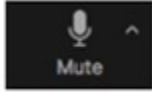
If the microphone has no red line through it, you can be heard in the meeting. Only one person in the meeting can talk at a time. Zoom indicates who is speaking by highlighting the border of their video with a yellow square.

Zoom Chat Feature

The chat feature in Zoom allows participants to type messages to everyone in the meeting, or just certain participants. This is on the Zoom tool bar and looks like a speech bubble with the word 'Chat' underneath. If there is a message for you in the chat, a notification appears on the Chat button. Click that button to open the chat window. Please pay attention to the chat as recruiters may choose to address you via chat.

Start and Stop Pinning a Participant's Video

Start Pinning a Participant's Video

1. Hover your mouse over the participant's video you want to pin and a **"..."** will appear.

2. Click the **"…"** and choose **"Pin Video"**.

Stop Pinning a Participant's Video

1. Click **"Switch to Active Speaker"** in the upper left corner of the pinned video.

Displaying Participants Videos in Gallery View

1. Hover your mouse over the meeting window.

2. Click **"Gallery View"** in the top-right corner.

3. You will now see all participant's videos in a grid on your screen. You can view up to 49 participant's videos at a time.

Opening Closed Captioning/CART

Once closed caption is activated, you will see the **Closed Caption button** appear on the menu bar. When you hover over the button, an ^ (up) arrow will appear and you can choose 'Show Subtitles'