

WorkWithoutLimits™ **VIRTUAL**

Career Fair 2024

For Individuals with Disabilities

Wednesday, February 28, 2024

1:30-3:30 PM EST

Job Candidate Guide

Important Things to Know and Do

About the Virtual Platform

- We are using a platform called Premier Virtual for the Career Fair.
- Premier Virtual is primarily chat-based, but recruiters can request video meetings with candidates.
- You will not be able to see other job seekers or their chat messages when in the platform and they will not be able to see you or your chat messages. Only the recruiters will see you when you enter their booth.
- On the day of the event, you can choose to log in one hour early (at 12:30 PM EST) to explore the platform, preview the employers and their job opportunities, and schedule appointments with recruiters. Please note that ASL Interpreters and CART Reporters will not be available until 1:30 PM EST.
- The Career Fair ends at 3:30 PM EST on February 28, 2024, but access to the Career Fair will remain open until March 6, 2024, at 6:00 PM EST. During this time, you can continue to visit employer booths to review their information and job postings and submit your resume.

Access the Career Fair with this link:

[Virtual Career Fair for Individuals with Disabilities](#)

Enter your username (your email) and password to log into the Career Fair.

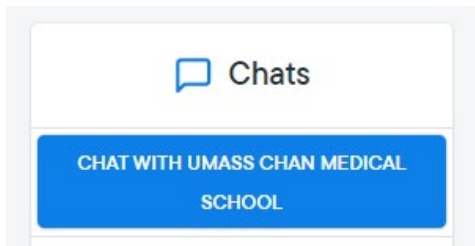
NOTE: Your password is the one you created when you registered.

What to Expect

The Lobby: When you enter the virtual Career Fair you will see the logos of all the employers as well as the Work Without Limits Help Desk and the ASL/CART Support Desk. This is the Lobby. There are two ways to navigate the lobby:

1. Scroll through the list of employers and select the one(s) you are interested in.
2. Use the filters to fine tune your search based on Job Category, Job Title, City, and Salary. Be sure to clear your filter to start a new search.

Employer Booths: Once you enter an employer booth, you can start a conversation with a recruiter by typing a chat message. Make sure you click on the **blue chat button** at the top of screen every time you enter a new booth.

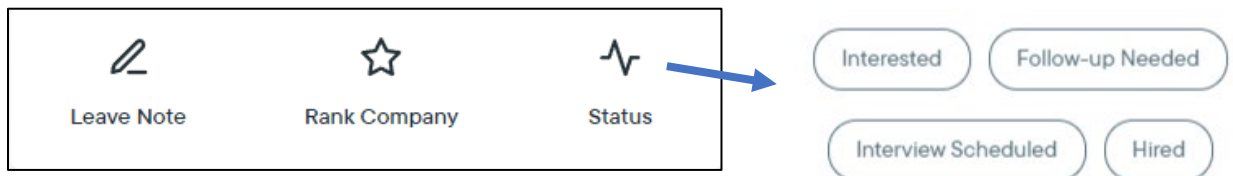


Each employer has a choice of how to structure their booth and the resources they provide. Recruiters may choose to:

- Request a video meeting with you.
- Have appointments available to chat at specific times during the Career Fair.
- Post job openings.

Best Practices

- Use professional language and avoid using text abbreviations in the chat.
- Most employers will have job postings. If you are interested in a job, you can submit your resume to show your interest in that position.
- Use the “My Journey” feature to take notes about what you discussed, rank an employer, and indicate your status for a particular employer. This information can only be seen by you.



- Ask the recruiter if you can connect with them on LinkedIn or through email after the Career Fair. Be sure to get their name and email address.
- Thank the recruiter for their time.
- Follow up with each recruiter in a timely manner, i.e., same day or following day.

Before the Career Fair

Do Your Homework

Research the [employers that will be recruiting at the event](#).

- Identify specific employers that interest you.
- Visit their websites and check out the open positions, typically found under a “Careers” tab.
- Consider following the employer on LinkedIn to see if you have any mutual connections.

Plan your strategy for the day of the Career Fair.

- Make a list of the employers and job openings you’ve found online that you’re interested in pursuing.
 - Think of your experience and what you have done that closely matches one or more bullet points in the job description.
- Write down the top three things you want each employer to know about you. Click here for [examples for describing yourself in an interview](#).
 - The skills you have developed because of your lived experience may help you to stand out in the job market and succeed in your job search. For more information, check out [Disability as a Qualification for Employment](#).
- Make a list of questions you want to ask the employers. If you feel stuck, think about the position and the culture, and what you might want to know. (Hint: it’s OK to research this.) Click here for [sample questions to ask in an interview](#).
- Familiarize yourself with the [common interview questions](#) asked by employers and be ready to tell employers why you’re interested in their organization and the positions that interest you.

Be Prepared

- Become familiar with the platform.
 - Before the day of the event, view our [Training Video](#).
 - On the day of the event, log in up to one hour early to explore the platform.
- The platform is primarily chat-based. Recruiters may request a video meeting with you. Prepare for this by following these tips:
 - Dress professionally.
 - Have a clean, uncluttered background like a blank wall or one that has just a few pictures hanging on it.
 - Keep notes handy. Create and print a one-page document with crisp bullet points highlighting a few things about yourself that you want to share with the recruiters.
 - Keep calm. If you feel stressed or overwhelmed at any point during the video call, it’s okay to ask the recruiter for a moment to gather yourself. Recruiters will appreciate your ability to stay calm under pressure instead of fumbling.

Check Your Technology

- Premier Virtual is mobile-friendly, but it is highly recommended to use a desktop or laptop computer to be most effective during the event.
- Test your WIFI stability and set up your desktop or laptop computer close to your router or hotspot. If possible, hardwire your device to your internet vs. connecting through WIFI.
- Test your camera, microphone, and internet speed to work for video, just in case you get invited to a video meeting.

Day of the Career Fair

Access the Career Fair with this link:

[Virtual Career Fair for Individuals with Disabilities](#)

Enter your username and password to log into the Career Fair.

- Your email is your username.
- Your password is the one you created when you registered.
- If you forgot your password, select “Forgot password?” to reset it.

Have the following things ready and with you on the day of the event:

- Your laptop or other device, fully charged and plugged in.
- Your username (your email) and password to log onto the platform.
- A notepad and pen.
- A list of questions you have for the employers regarding specific positions.
- A list of your strengths, attributes, qualifications, and achievements.
- A copy of your resume.
- A quiet, comfortable location where you can focus without distractions.
- A bottle or glass of water.

Job Coach or other Support Person

If you have a job coach or other support person attending the Career Fair with you, such as a family member or friend, make sure you and your job coach or other support person are in the same location so you can navigate the Career fair together.

Accommodations and Help Desk

The Premier Virtual platform offers:

- **Closed captioning (CC)** using Automatic Speech Recognition (ASR) machine-generated technology for video meetings. To turn on CC in the video meeting, click on “More...” and select “Turn on Transcript”.
- An accessibility widget called UserWay which can remediate issues with color contrast, keyboard navigation, text and readability, and more.



If you need other accommodations or any assistance during the Career Fair event, please visit the Work Without Limits Help Desk. We're here to assist you!

ASL/CART Support Desk

- If you requested ASL or CART when you registered, please visit the ASL/CART Support Desk where you will be paired with an ASL Interpreter or CART Reporter. At that time, you can let the ASL Interpreter or CART Reporter know which employer booths you want to visit and make a plan to go to them together.
- As mentioned earlier, the platform is primarily chat based. However, if you need to communicate with the recruiters via video meeting, you can request to do so by going to the employer booth and writing in the chat, **“I require accommodations for effective communication, thus I kindly request a video meeting. Additionally, could you please invite the ASL interpreter (or CART Reporter) to join the video meeting to facilitate communication? Thank you.”**
- **Please note:**
 - **Both** you and the ASL Interpreter or CART Reporter **must** enter the employer booth for the recruiter to be able to see you and invite you to a video meeting.
 - The CART Reporter will provide you with a StreamText link.
 - When you leave the ASL/CART Support Desk, you will not see the ASL Interpreter or CART Reporter again until a recruiter invites you both into a video meeting.
 - Think of it this way – you are both at home and decide to meet at a specific location. You both take your own car and go in separate directions to get there. You can't see each other on the way but you both arrive at the designated location. One may arrive a bit earlier or later than the other but you both eventually get there.
 - If you and your ASL Interpreter or CART Reporter get separated from each other, please return to the ASL/CART Support Desk to re-connect.



- Premier Virtual also offers closed captioning (CC) using Automatic Speech Recognition (ASR) machine-generated technology for video meetings. To turn on CC in the video meeting, click on “More...” and select “Turn on Transcript”.

Self-Identification vs. Disclosure

Please review the following definitions of Self-Identification and Disclosure.

- **Self-Identification:** When a job candidate or employee voluntarily identifies themselves to an employer as a person with a disability informally or in response to a formal request from the employer typically in the form of a self-identification survey.
- **Disclosure:** When a job candidate or employee shares information about their disability with an employer or prospective employer during the process of requesting an accommodation that is needed to complete the application process or to successfully perform the essential functions of their job.

Since this Career Fair is specifically for individuals with disabilities, just by attending you are self-identifying as an individual with a disability.

- The employers that are recruiting at this Career Fair all strive to be inclusive from a diverse and disability perspective. They understand the value people from diverse backgrounds and perspectives bring to the workplace, and they want to include people with disabilities in their organizations as employees, customers, and suppliers.
- The Career Fair is the time to focus on your skills and abilities, educational and employment backgrounds, and career goals and desires. It is also a time to learn more about the prospective employers you are meeting with to determine if they might be a good match for you.
- The Career Fair is NOT the time to disclose your specific disability or bring up any reasonable accommodation you may need on a job. The best time for that discussion is after a job offer is made.

Support

- Once you have registered, you can visit the HELP tab in the platform to watch training videos, read FAQs, or use the live chat feature to ask questions.
- During the Career Fair, you can visit the virtual Work Without Limits Help Desk to ask questions.
- If you have general questions regarding the event, please reach out to the Work Without Limits Event Coordinator, Kathy Muhr at Kathy.Muhr@umassmed.edu.
- If you have a technical support question, email Premier Virtual at support@premiervirtual.com or call 561-717-9717.