



## Job Candidate Guide: Best Practices

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.

### Early Access

On the day of the event, you can [log in](#) one hour early at 12:30 PM EST to:

- Explore and become familiar with the platform
- Preview the employers and their job opportunities
- Schedule appointments with recruiters

**Note:** Recruiters, ASL Interpreters and CART Reporters will not be available until 1:30 PM EST.

### Late Access

The Career Fair ends at 3:30 PM EST on February 26, 2025, but access to the Career Fair will remain open until March 5, 2025, at 6:00 PM EST. During this time, you can continue to visit employer booths to review their information and job postings and apply for jobs.

## Before the Career Fair

### Research the employers that will be recruiting at the event.

- [Click here to see 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 “Careers”.
- 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 of the company, 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.

### 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.

**NOTE: Chrome, Edge and Safari are the recommended browsers**

## **DAY OF THE CAREER FAIR:** [Click here to Log In.](#)

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 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

### **Have the following things with you:**

- Your laptop or other device, fully charged and/or 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 bottle or glass of water.

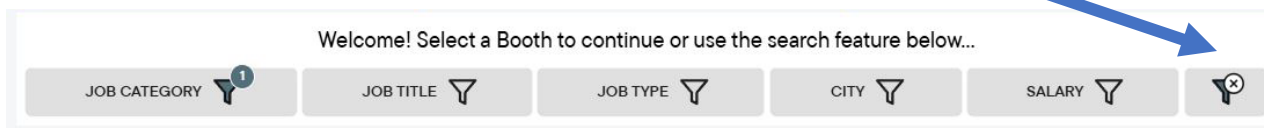
### **Job Coach or Support Person**

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 support person are in the same location so you can navigate the Career Fair together.

## The Career Fair Lobby

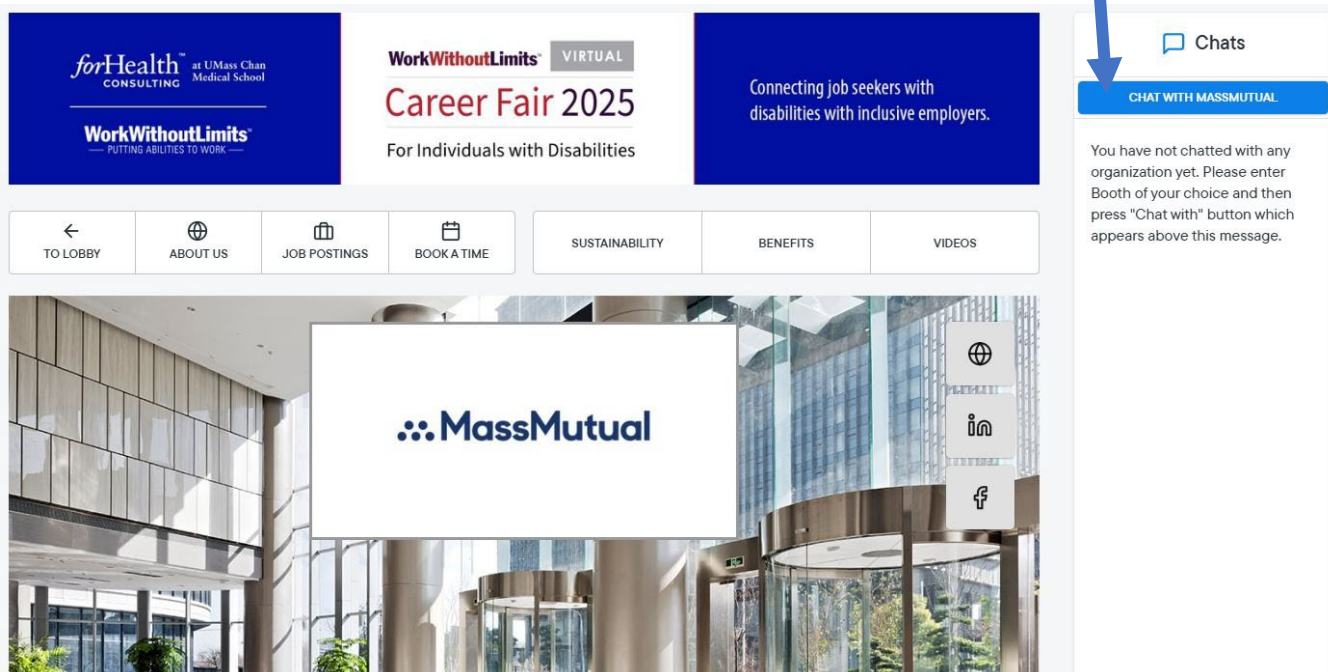
When you enter the virtual Career Fair you will see the logos of all the employers as well as the three Work Without Limits Information Booths: Help Desk, ASL/CART Support Desk and Benefits Counseling. There are two ways to navigate the lobby:

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, Job Type, 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. Click on the **blue chat button** at the top of screen every time you enter a new booth.

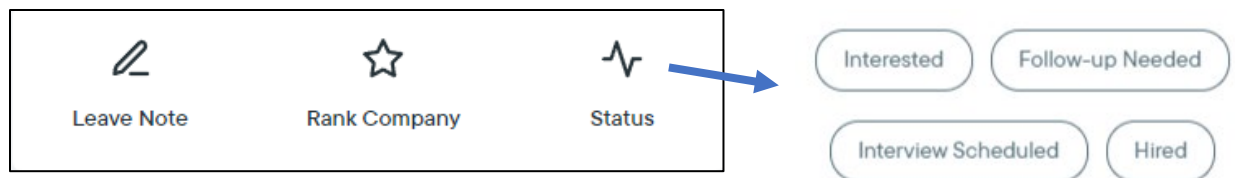


Each employer has a choice of how to structure their booth and the resources they provide. Recruiters may choose to:

- Have appointments available to chat at specific times during the Career Fair. You can schedule an appointment to chat using the "Book A Time" option.
- Post job openings.
- Request a video meeting with you.

## 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. However, employers will have more jobs posted on their website Career page. We encourage you to check them out and if you find one, let the employer know in the chat that you saw a job online that you are interested in. Know the job title, job number and why you may be a good person to fill 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.

## 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

- **Online Help:** Visit the HELP tab in the platform to watch training videos, read FAQs, or use the live chat feature to ask questions.
- **Email:** 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](mailto:Kathy.Muhr@umassmed.edu).
- **Technical Support:** Email Premier Virtual at [support@premiervirtual.com](mailto:support@premiervirtual.com) or call 561-717-9717.
- During the Career Fair, you can visit three **Work Without Limits Information Booths:**
  - **Help Desk:** Visit the virtual Help Desk to ask questions.
  - **ASL/CART Support:** If you requested ASL or CART when you registered, please visit the ASL/CART Support Information Booth where you will be paired with an ASL Interpreter or CART Reporter.
  - **Benefits Counseling:** If you are interested in learning how the impact of work earnings or wage increases may affect cash benefits, health insurance or other public benefits, come chat with a benefits counselor. Work Without Limits currently provides two free benefits counseling services for Social Security beneficiaries receiving Supplemental Security Income (SSI) and/or Social Security Disability Insurance (SSDI).

