



Virtual Career Fair Prep Workshop For Job Seekers

Get ready for the upcoming American Legion Job Fair

Tuesday, February 2, 2021

1:30pm – 3:00pm CST (12:30pm – 2:00pm MST)



THE AMERICAN LEGION
DEPARTMENT of TEXAS

VIRTUAL CAREER FAIR

Employment Opportunities are Waiting for You. Register Now and Connect
with Local and Nationwide Employers Looking to Hire.

Tuesday, February 9, 2021 ★ 10:00am-2:00pm (Central Time)

American Legion Virtual Career Fair
Prep Workshop

Job Seekers

Today's Topics



PREPARING FOR
A VIRTUAL
CAREER FAIR



GET REGISTERED
AND BUILD YOUR
PROFILE



IT'S CAREER FAIR
DAY – NAVIGATING
THE PLATFORM



Q&A

Planning

- Research the companies and job opportunities
- Prepare your physical space
- Check your cyber space – *social media*
- Check your technology
 - Camera (background)
 - Working Mic or ear buds
 - Check your audio
- Dress like you are going to an in-person career fair
- Update your resume
- Practice answering interview questions
- Mentally prepare



Research the Employers

- Visit the Employers website and read about their company/business
- Read job descriptions for available opportunities
- Check – Are they **hiring in your location** and hiring for careers you are interested in
- Make a list of the companies you'd like to visit and prioritize it.
 - Plan to “visit” the companies you are most interested in when you are fresh and feel at your best.



Preparing your Area – Physical Space

- Find a quite and private location
- Check your technology
 - Camera (make sure it's forward facing)
 - Audio - Microphone
 - Internet bandwidth
- Get Dressed for Success
 - Comfortable but professional
 - Wear something that makes you feel confident



Resume Updates!

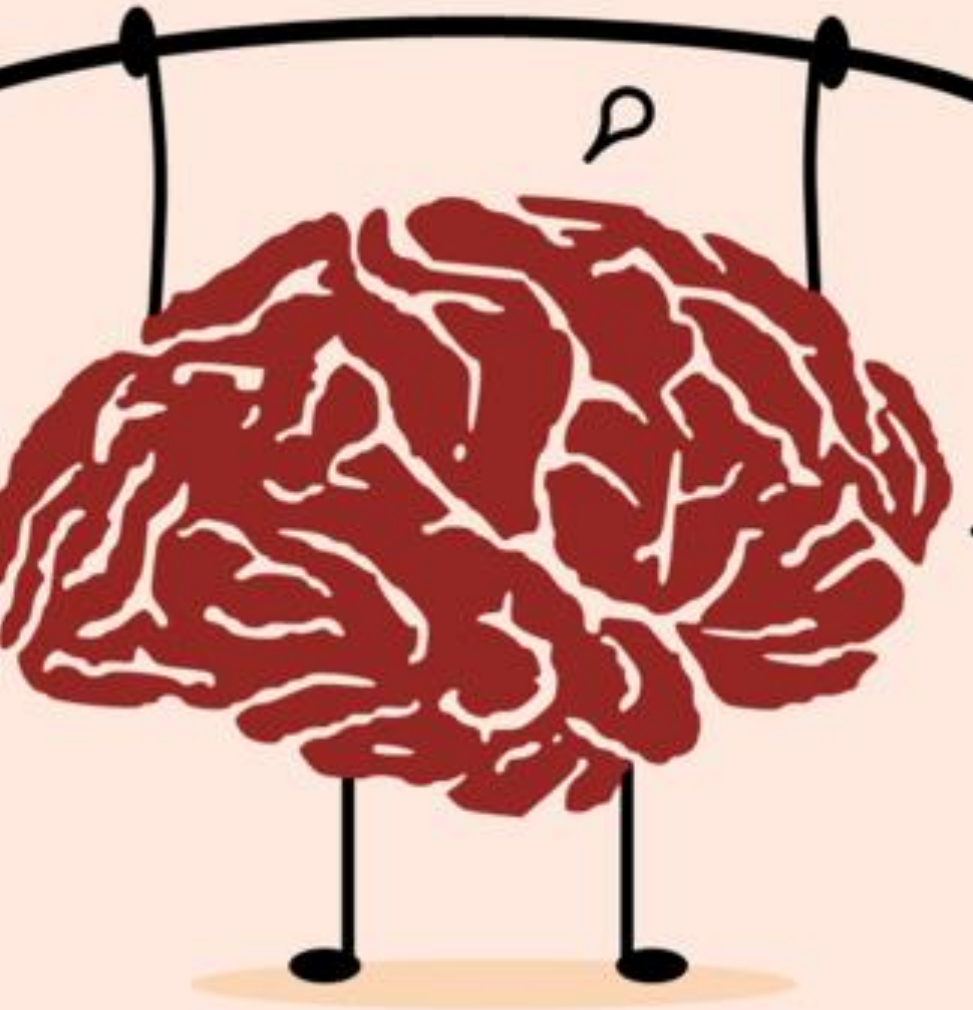
- Things to include
 - Targeted Summary
 - Key skills/qualifications
 - Professional Experience
 - Technology Skills
 - Education/Certifications
- Resume workshops available



Practice Answering Interview Questions

- Common Chat Questions (source: Flexjobs.com)
 - Have you applied with our company before?
 - Tell me about yourself.
 - Why are you interested in this job/our company?
 - What sort of work are you looking for?
 - What are your best qualifications for this type of work?
 - How much experience do you have in this type of work?





Prepare yourself Mentally

- Make a final check of your surroundings
- Review your resume
- Play some music, have a dance party
- Brush your teeth
- Talk out loud – and say your skills, experiences, etc.
- Power stance
- Grab a glass of water
- Get comfortable


Premiere Virtual Platform

- Register
- After you register:
 - Upload a good headshot
 - Upload your resume (.pdf format)
 - Edit profile information
 - Review the FAQs/Training section
 - SET A REMINDER – put it in your calendar
- On the day of the fair:
 - Plan to dedicate at least an hour to be fully present
 - Log into the Premier platform
 - Click on “My Events”
 - Click on “Go to Lobby”



Registering for the American Legion Virtual Career Fair

<https://tinyurl.com/y9l3aqsn>



The American Legion & Texas Veterans/Workforce Commission Career Fair

Employment Opportunities Are Waiting For You. Register Now And Connect With Local And Nationwide/Worldwide Employers Looking To Hire.

February 9, 2021, 10:00 am - 2:00 pm, Central Time

REGISTER **LOGIN**



The American Legion & Texas Veterans/Workforce Commission Career Fair

Employment
Waiting For
Conn
Nationwid

February 9, 2021, 10.00 am - 2.00 pm, Central Time

REGISTER

LOGIN



Register

Email Address *

Email address is required

CANCEL

NEXT

ER
REGISTRATION

The American Legion & Texas Veterans/Workforce Committee

Employment
Waiting For
Conn
Nationwide
L
February
p



Register

First name

First name is required

Last name

Phone

RESUME - PDFS ONLY

No resume provided.

Password

Confirm password

By clicking "Create account", I accept the [Terms of Service](#).

CANCEL CREATE ACCOUNT

REGISTER

LOGIN

The American Legion & Texas Veterans/Workforce Commission Career Fair

Employment
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Conn
Nationwide
L
February
pl

REGISTER

LOGIN



Register

Status - Active Duty, Reserve/Guard, Retired, Veteran, Spouse, Family Member, or None

Location - State

Misc - Cleareance Level, Transitioning, Are you willing to relocate, Do you need Resume Assistance

CANCEL

REGISTER

ER
ION



Update Photo

FAQ/Training

View Resume

Edit Profile

My Events

Logout

My Events

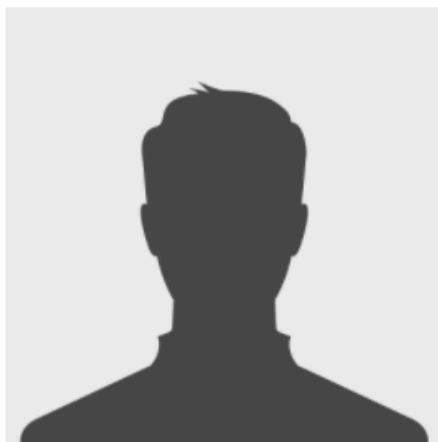
The American Legion/ Texas Veterans & Workforce
Commission Career Fair



The American Legion Career Fair

Lobby Starts at 09-15-2020 10:00 AM CST





Update Photo

FAQ/Training

View Resume

Edit Profile

My Events

Logout

View / Edit Profile

Personal Information:

First Name:

Gina

Last Name:

Bohnert

Email:

gina.bohnert@twc.state.tx.us

Phone:

(361) 290-5924

Account:

Username:

gina.bohnert@twc.state.tx.us

Password:

Change Password

My Resume

View Resume

Upload Resume - PDFs Only

Choose File No file chosen

*Click on Save after uploading Resume.

CANCEL

SAVE





Update Photo

FAQ/Training

View Resume

Edit Profile

My Events

Logout

FAQ/Training



Premier Virtual Candidate Training



Watch later



Share



Premier
VIRTUAL



"BEST PRACTICES"

[Click here for new internal chat training....](#)

"Before the virtual career fair

1. Register ahead of time

You're going to want to register beforehand. Not only will this prevent any last minute hiccups before the career fair, but it will allow you to get a glimpse at the employers participating in the fair. Which leads us to our next tip...

2. Research participating organizations

After registering, take some time to review the organizations attending the career fair. You'll want to get an idea of some of the companies you'd like to meet with. You also don't want to walk in unprepared—learn about the companies and think of questions you'll want to ask.



Virtual Career Fair Day



THE AMERICAN LEGION
DEPARTMENT of TEXAS

VIRTUAL CAREER FAIR

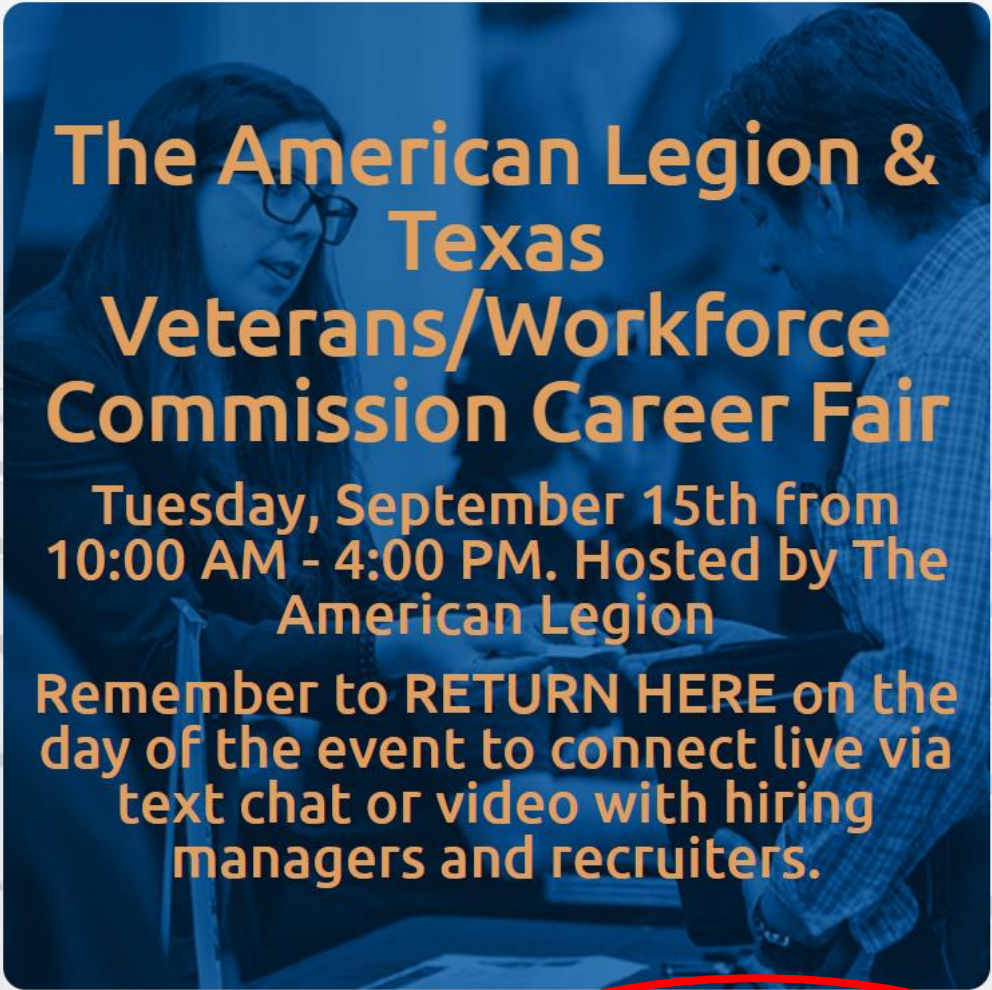
Employment Opportunities are Waiting for You. Register Now and Connect
with Local and Nationwide Employers Looking to Hire.

Tuesday, February 9, 2021 ★ 10:00am-2:00pm (Central Time)

Day of the Event

- You're already registered same link, different button
- **Click the “Login” button**

<https://tinyurl.com/y9l3aqsn>



The American Legion & Texas Veterans/Workforce Commission Career Fair
Tuesday, September 15th from 10:00 AM - 4:00 PM. Hosted by The American Legion
Remember to RETURN HERE on the day of the event to connect live via text chat or video with hiring managers and recruiters.

REGISTER LOGIN



[Update Photo](#)

[FAQ/Training](#)

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My Events

The American Legion/ Texas Veterans & Workforce
Commission Career Fair



The American Legion Career Fair

[Go to Lobby](#)

Region Lobby

[BACK TO PROFILE](#)

The American Legion/ Texas Veterans & Workforce Commission Career Fair (Feb 9, 2021; 10:00 am - 2:00 pm)



Panhandle
Texas Region



West Texas Region



East Texas Region



South Texas Region



Gulf Coast Region



Central Texas Region



Alamo Region



North Texas Region



Region Map

- Panhandle Region
- North Texas Region
- West Texas Region
- Alamo Region
- East Texas Region
- Gulf Coast Region
- South Texas Region
- Central Texas Region



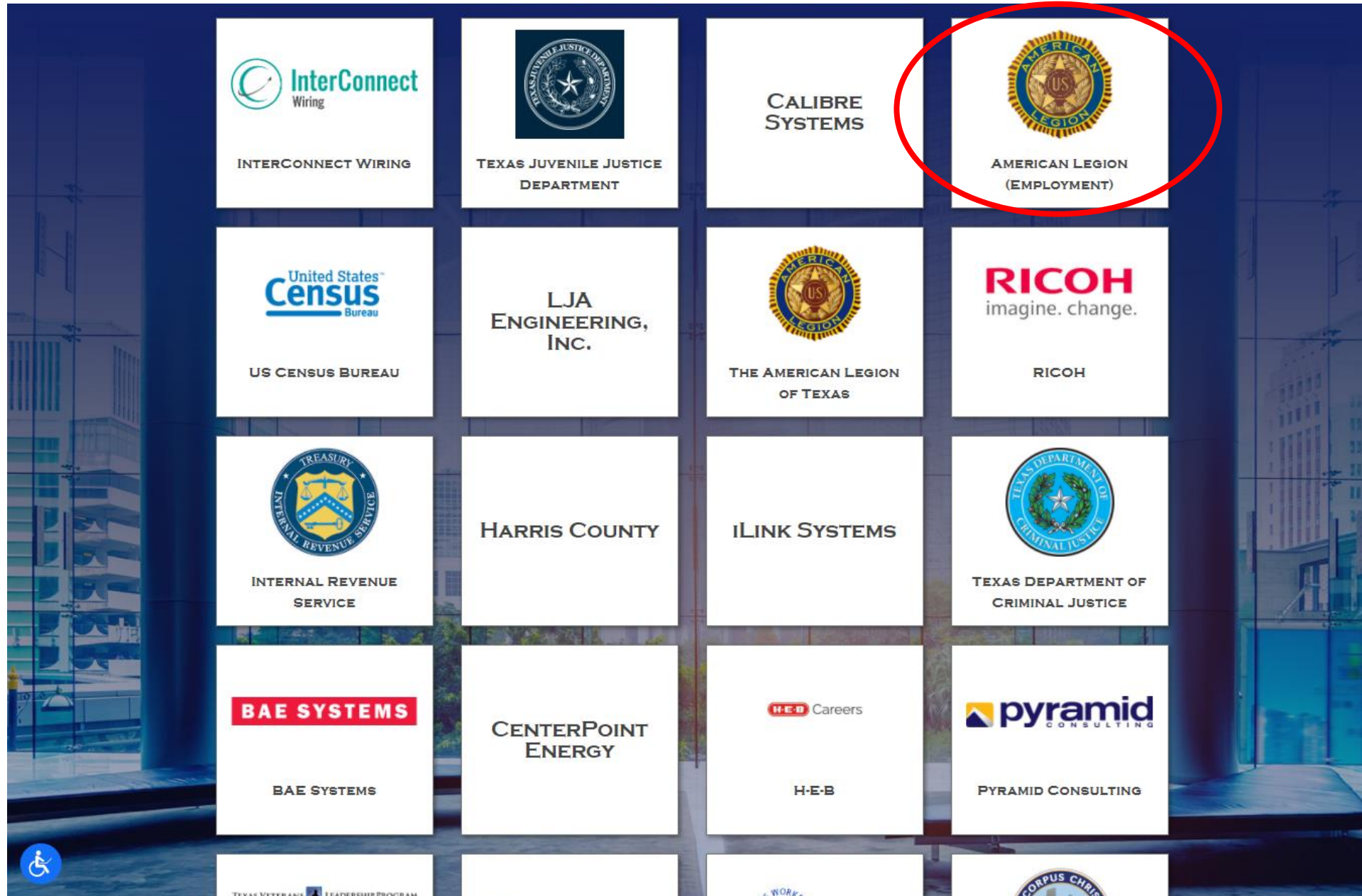
Returned to Region Lobby

[BACK TO PROFILE](#)

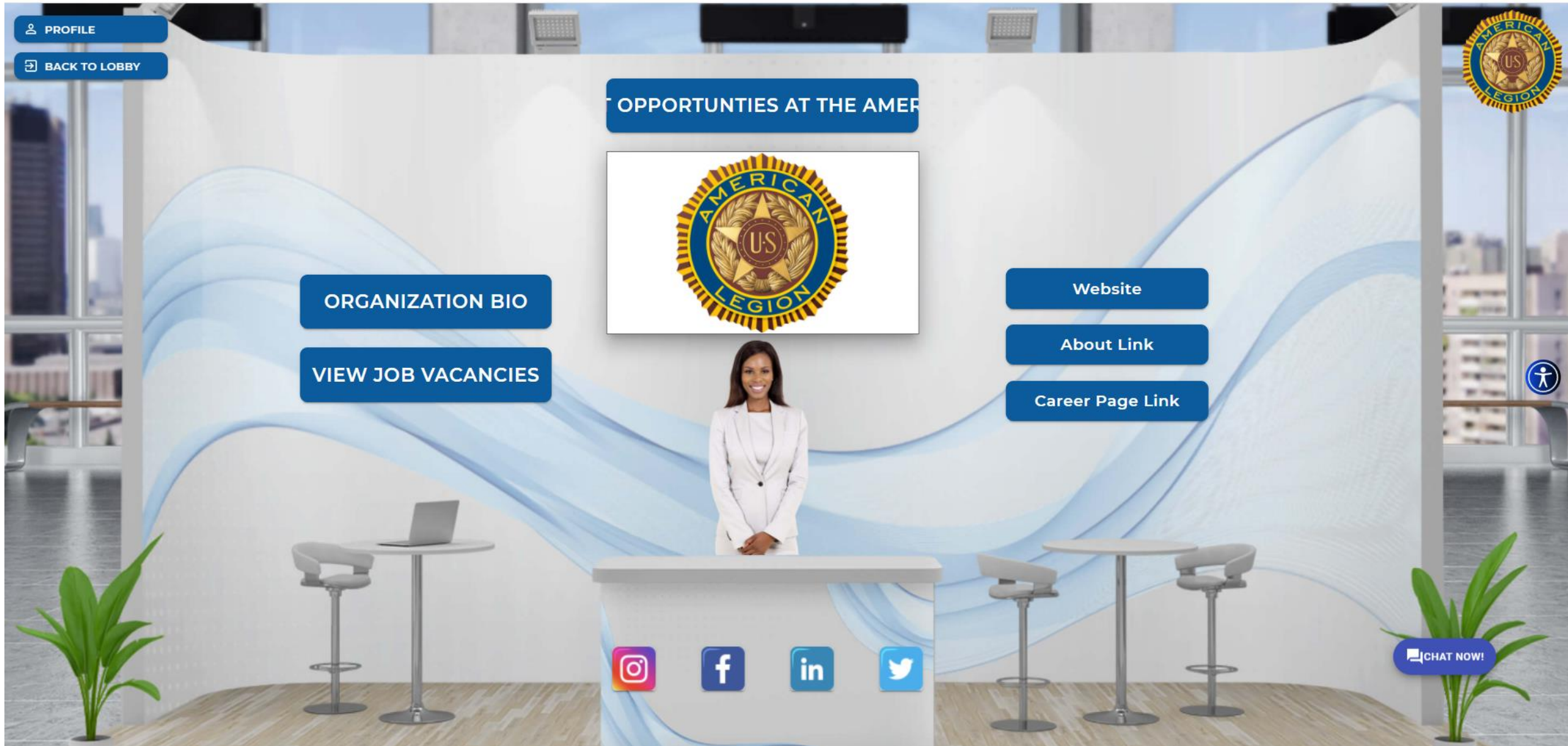
The American Legion/ Texas Veterans & Workforce Commission Career Fair (Feb 9, 2021; 10:00 am - 2:00 pm)



Choose a Location/Region (sub-event)



Employer/Veteran Service Booth Example



PROFILE

BACK TO LOBBY

OPPORTUNITIES AT THE AMER



ORGANIZATION BIO

VIEW JOB VACANCIES

Website

About Link

Career Page Link



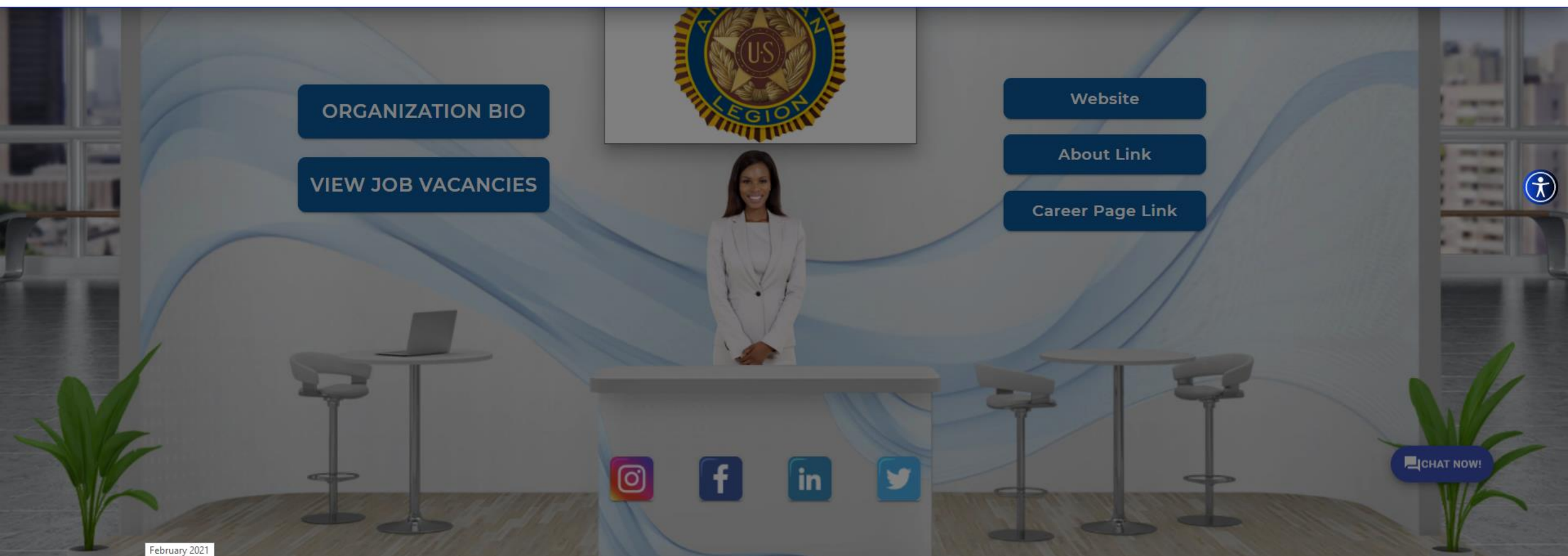
CHAT NOW!

Click anywhere to return to the booth

ORGANIZATION BIO JOB VACANCIES

The American Legion was chartered by Congress in 1919 as a patriotic veterans organization. Focusing on service to veterans, service members, and communities, the Legion evolved from a group of World War I veterans into one of the most influential nonprofit groups in the United States. Membership swiftly grew to over 1 million, and local posts sprang up across the country. Today, membership stands at nearly 2 million in more than 13,000 posts worldwide. The posts are organized into 55 departments: one each for the 50 states, along with the District of Columbia, Puerto Rico, France, Mexico, and the Philippines. Over the years, the Legion has influenced considerable social change in America, won hundreds of benefits for veterans, and produced many important programs for children and youth.

The American Legion is now hiring. Be sure to visit The American Legion's booth to learn more about job opportunities.



PROFILE

BACK TO LOBBY

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ORGANIZATION BIO

VIEW JOB VACANCIES

Website

About Link

Career Page Link



CHAT NOW!

Click anywhere to return to the booth


ORGANIZATION BIO

JOB VACANCIES

Title Veterans Disability Claims Specialist	Title National Security Policy Advisor	Title Employment & Homeless Policy Advocate	Title YOUTH PROGRAMS MANAGER – YOUTH EDUCATION & BOYS NATION
City Indianapolis, IN	City Washington D.C.	City Washington D.C.	City Indianapolis, Indiana
Number of vacancies 2	Number of vacancies 1	Number of vacancies 1	Number of vacancies 1
VIEW JOB DETAILS	VIEW JOB DETAILS	VIEW JOB DETAILS	VIEW JOB DETAILS

ORGANIZATION BIO


VIEW JOB VACANCIES









Website

About Link

Career Page Link







[CHAT NOW!](#)

PROFILE

BACK TO LOBBY

OPPORTUNITIES AT THE AMER



ORGANIZATION BIO

VIEW JOB VACANCIES

Website

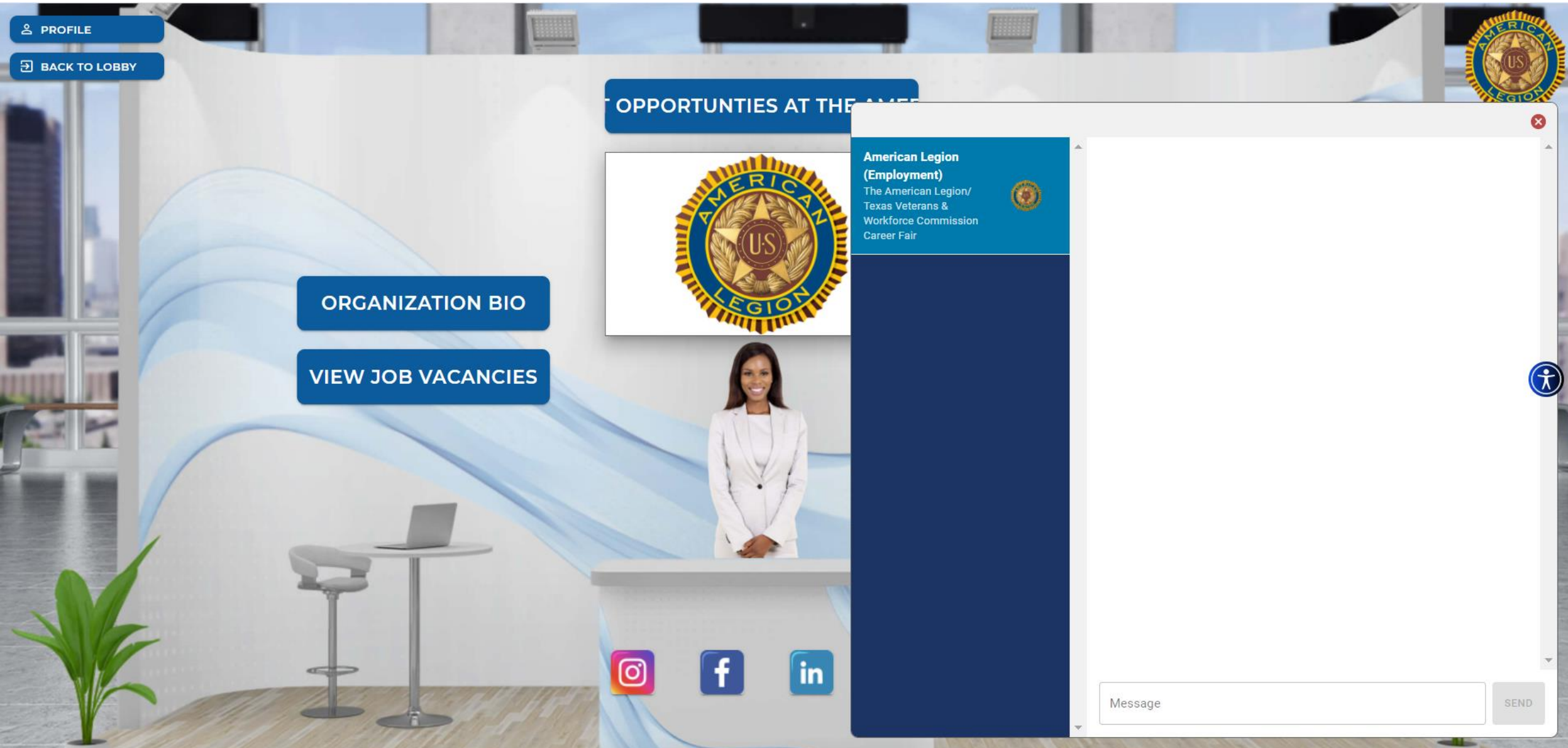
About Link

Career Page Link



CHAT NOW!

Chat Screen



Chat Screen – Example 2



Employer initiated video chat



NEW Video Chat (on screen notification only)

The image shows a virtual booth for the Texas Veterans Commission. A man in a military uniform stands behind a counter. The booth features a large screen with the Texas Veterans Commission logo and text: "ORGANIZATION BIO", "Texas Veterans Commission", "The American Legion/ Texas Veterans & Workforce Commission Career Fair (Feb 9, 2021; 10:00 am - 2:00 pm)", and "Texas Veterans Commission". A "Video chat invitation" notification is displayed at the bottom, stating "Texas Veteran Commission invites you to join one to one video chat." with "ACCEPT" and "DENY" buttons. The "ACCEPT" button is circled in red. A chat window on the right shows a conversation with "Chasity" and "Gina".

PROFILE
BACK TO LOBBY

ORGANIZATION BIO

Texas Veteran Commission
The American Legion/
Texas Veterans &
Workforce Commission
Career Fair (Feb 9, 2021;
10:00 am - 2:00 pm)

Texas Veterans Commission
The American Legion/
Texas Veterans &
Workforce Commission
Career Fair

Video chat invitation
Texas Veteran Commission invites you to join one to one video chat.
ACCEPT **DENY**

Good Morning
1/12/2021, 10:36:42 AM

Good Morning and welcome to TVC Booth, how may we service you.
1/12/2021, 10:37:00 AM - Chasity

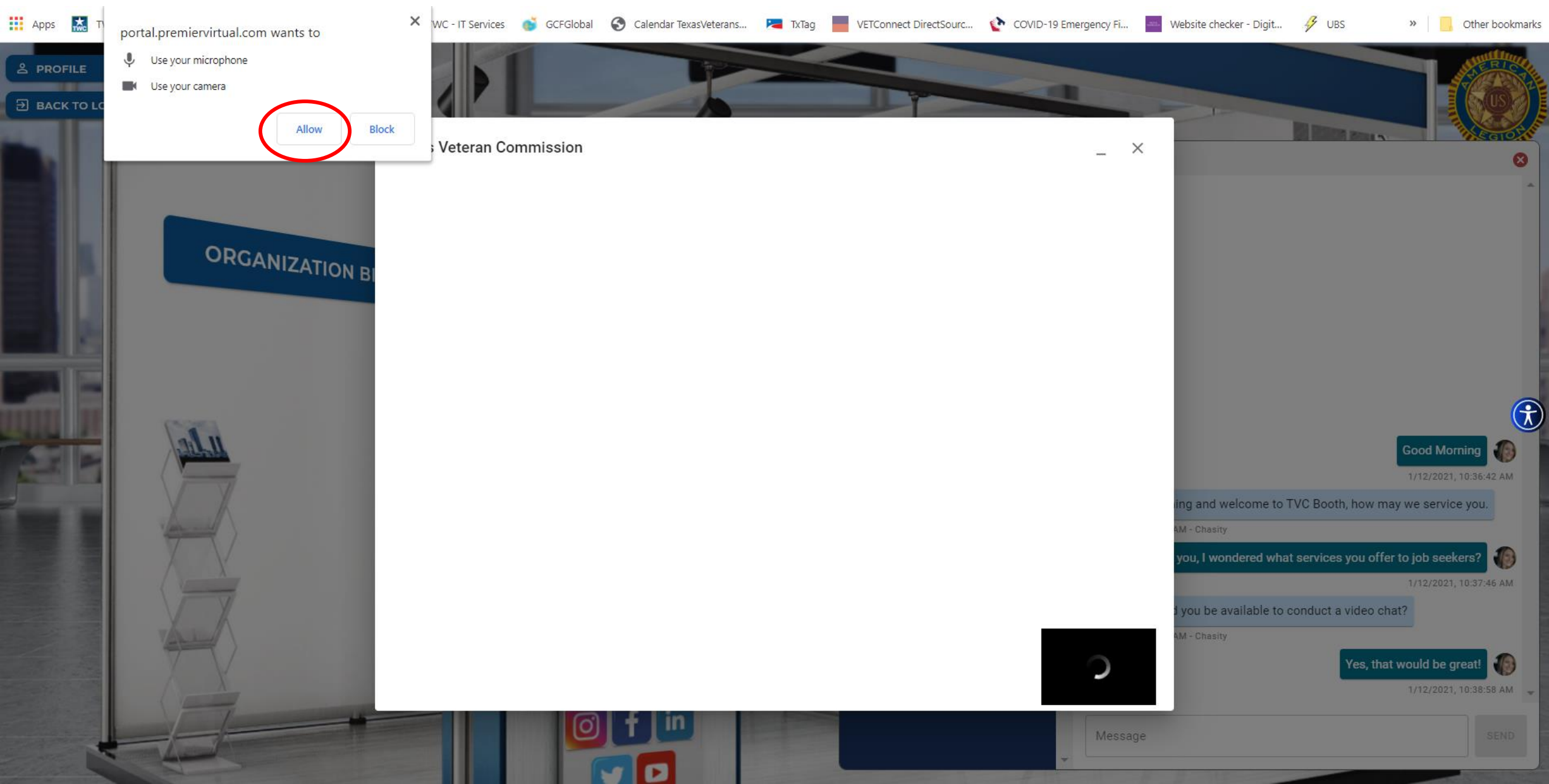
Thank you, I wondered what services you offer to job seekers?
1/12/2021, 10:37:46 AM

Gina, would you be available to conduct a video chat?
1/12/2021, 10:38:00 AM - Chasity

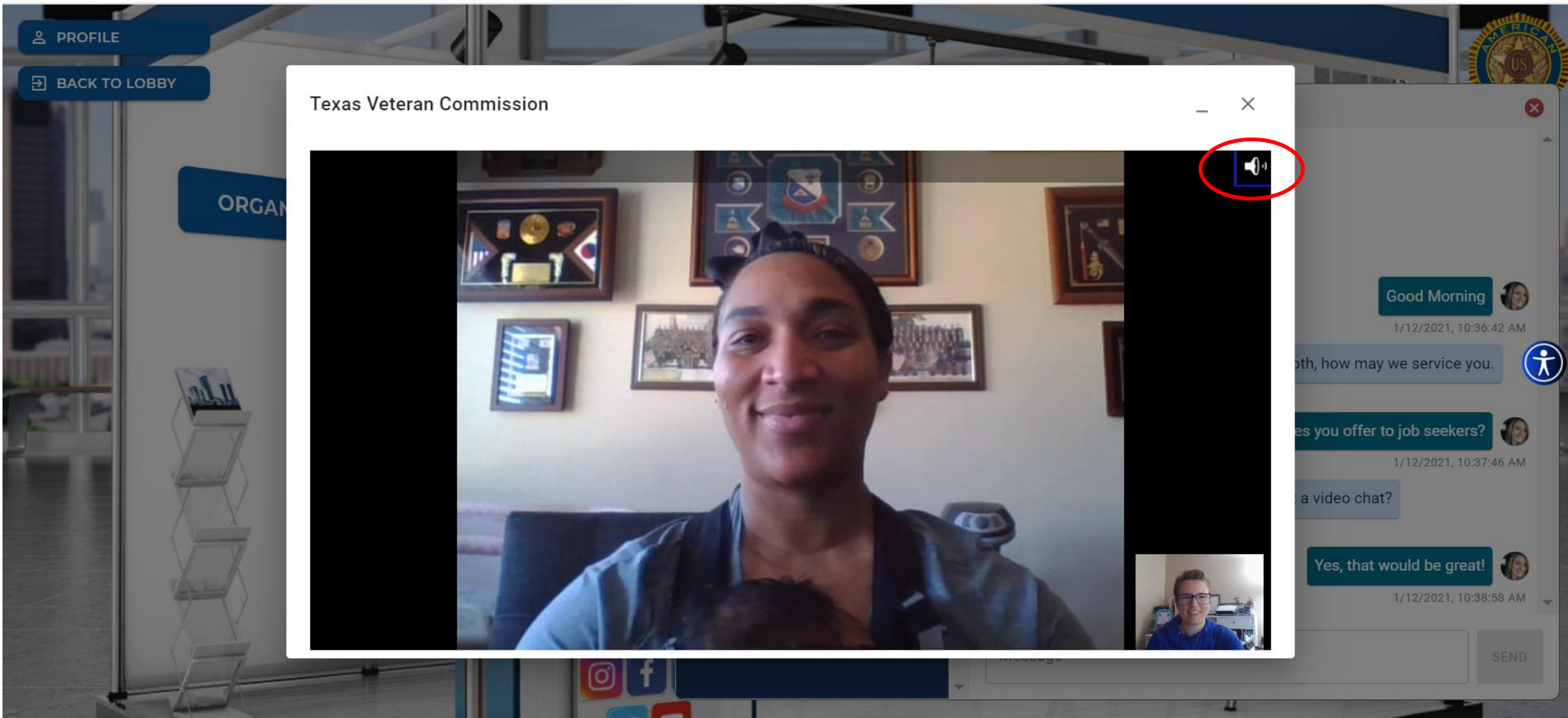
Yes, that would be great!
1/12/2021, 10:38:58 AM

Message
SEND

Initiating Video Chat



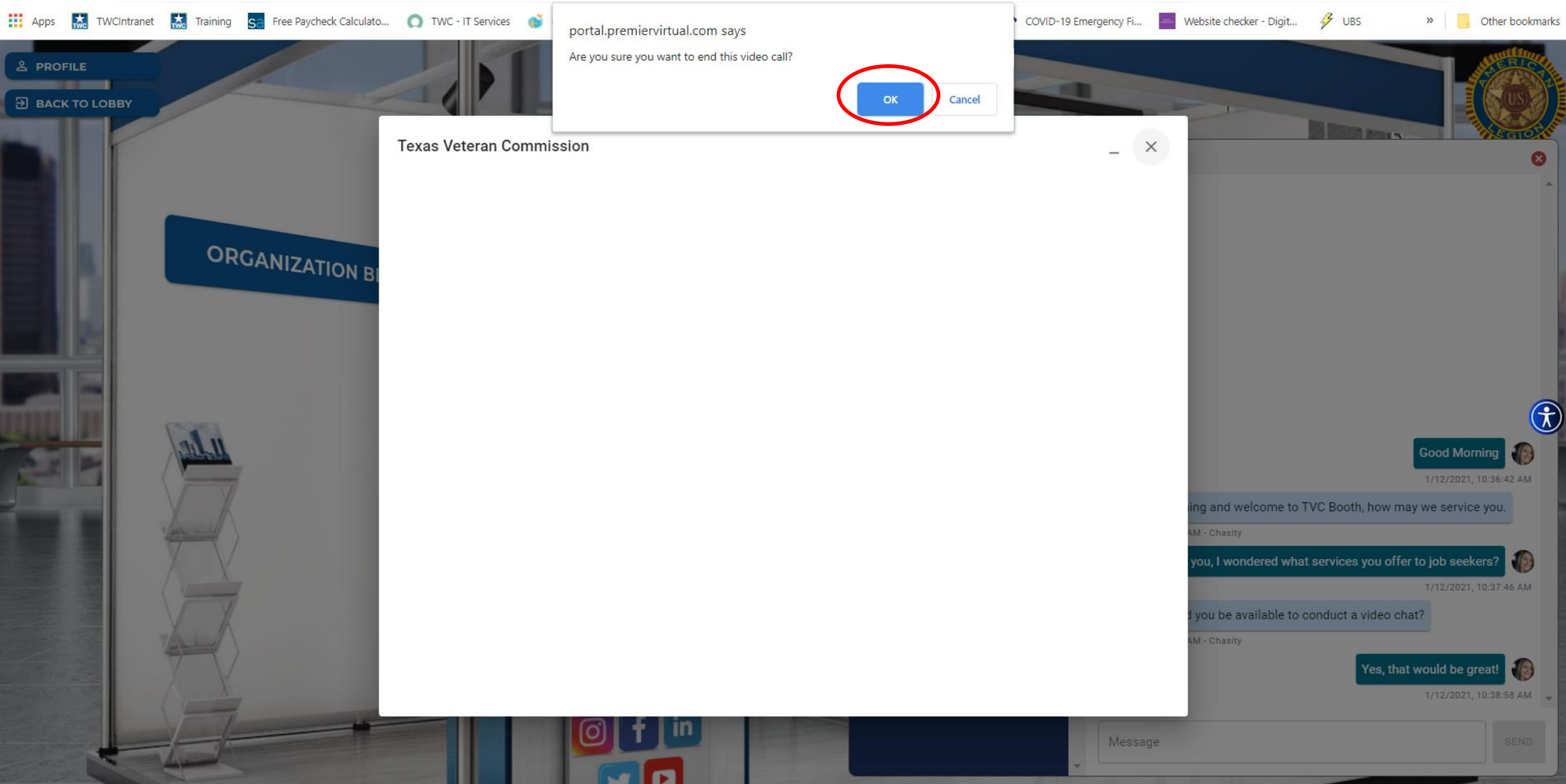
Speaker mute – NOT a Mic mute



Ending Video Chat



Ending Video chat



Closing the chat screen



Additional Booth Features



Return to the lobby to visit other employers



Return to lobby to visit other regions

[BACK TO LOBBY](#)

[BACK TO PROFILE](#)

Central Texas Region



DEVRY UNIVERSITY



SUCCESSION PLANNING
FOR RAILROADS
INVESTING IN THE NEXT
GENERATION (SPRING)



HUMCAP



HCSC

HCSC BLUE CROSS
BLUE SHIELD



RICOH



CITY OF AUSTIN



LUMINEX



KBR



Accessibility

[BACK TO PROFILE](#)

The American Legion/ Texas Veterans & Workforce Commission Career Fair (Feb 9, 2021; 10:00 am - 2:00 pm)



Accessibility Widget (CTRL+U) X

English (USA) ▼

Search Merriam-Webster Dictionary 🔍



Keyboard Nav



Screen Reader



Contrast +



Highlight Links



Bigger Text



Text Spacing



Pause Animations



Dyslexia Friendly



Cursor



Tooltips

Reset All

Page Structure

Move/Hide

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USERWAY
Accessibility by UserWay.org



Returning to your profile

[BACK TO PROFILE](#)

The American Legion/ Texas Veterans & Workforce Commission Career Fair (Feb 9, 2021; 10:00 am - 2:00 pm)



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Texas Region



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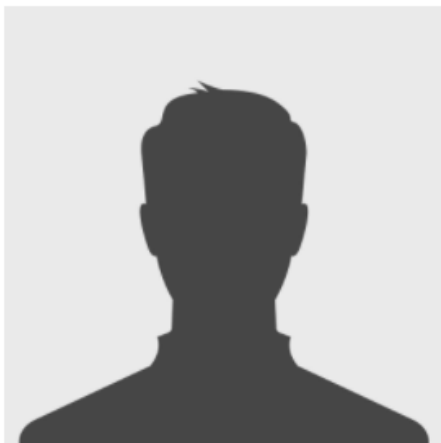


Alamo Region



North Texas Region





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My Events

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[Go to Lobby](#)

Questions?

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 - 10am – 2pm (Central Time)

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