



**WELCOME**

**Thank You For Joining Our  
'Online Job Fair Tips' Webinar!**

**Starting at 3:00pm EDT**

**Please remember to put your computer in full screen mode!**

**[www.MyEmploymentOptions.com](http://www.MyEmploymentOptions.com)**

## Presenter & Moderator



**Lori Adler** is an Online Events Manager and a Senior Marketing Liaison, and has been with the company 6 years.

Lori also is a Ticket to Work participant.

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## Presenter



**Sarah Lind** is a Senior Employment Counselor, and she has been with the company for over 6 years.

Sarah specializes in placing our clients in community employment across the nation.

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## Our Company



**CEO Paula Vieillet** founded the company in 1993.

**Employment Options Inc.** is an authorized Employment Network in the **Social Security Ticket To Work** program.

Provides **Free Work at Home and Local job placement** to qualified **persons on SSDI or SSI** benefits (ages 18-64).

Hosts free public National Online Job Fairs and Webinars!



# Upcoming Virtual Job Fair!

Mark Your Calendar!

**Thursday, October 12th, 2017**

Event is Entirely Online!

We want you to be well prepared and have a successful Online Job Fair experience in October!

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# October Job Fair Employers!

**TIP: Research each company before Oct. 12th!**

- A majority of the employers will have **Work at Home jobs**
- Some will have **Onsite community jobs** only
- Some will offer **both** types of jobs



**Aflac**

**Allied Universal**

**Anthem**

**Amazon**

**Concentrix**

## October Employers (con't)

**TIP: Research each company before Oct. 12th!**



**Convergys**

**Delegate Solutions**

**Enterprise Holdings**

**Fifth Third Bank**

**Novaserv**

## October Employers (con't)

**TIP: Research each company before Oct. 12th!**



**Ring Marketing Group**

**Sitel**

**Sutherland**

**VIP Desk Connect**

**World Travel Holdings**



# Tips You Will Learn Today:



## TOPICS TO BE COVERED TODAY:

- **How To Put Yourself in the Recruiter's Shoes**
- **How To Prepare Ahead For The Online Fair**
- **Tips on Navigating the Chat Software**
- **Job Fair Etiquette Tips**
- **What To Do After the Job Fair Is Over**

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# Two Kinds of Virtual Job Fairs

1. **Public chat rooms** that you enter and start a conversation with the employer, with the option for private chat if the employer is open to that.

Our job fair on October 12th will be this type.

2. Sign up for one-on-one chat with employer.

Your preparation will be similar for each of these types of job fairs!

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# Keeping it Professional

The main way you will communicate with employers is in an online chat room.

Remember everything you type in a chat room is a reflection of you. Be professional at all times!

Each employer will have their own chat room

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# Keeping it Professional

Even if the employer is not in the room at any moment, they can read the logs later.

Everything you type can be evaluated by employers!

Make sure each interaction is a **positive** one and displays the same **professionalism** as you would during an 'in person' interview.

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# Keeping it Professional

Being well prepared and making a great first impression, can really help you get hired!

In our last virtual job fair, several job seekers who came prepared got full interviews after the job fair, and they were hired in the same week!

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# Getting Ready For The Job Fair

Research the employers prior to the job fair to determine if they are a good job fit for you.

Review their websites and career pages, and **make sure they hire in your state.**

You don't want to be asking questions that are easily available to you online or above their chat room at the job fair.

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# Getting Ready For The Job Fair

**Know Which Job You Want:** If you see a position that you think you might qualify for beforehand, jot down the job number or job title.

Bring your questions about this job to the event!

This not only shows good research it will help you focus on skills and abilities you can highlight for the recruiter.

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# Getting Ready For The Job Fair

**I**f you are an Employment Options' client, you can also talk to your Employment Counselor about which employers and job opportunities will be most suitable for you to visit.

**Be sure to have your resume ready**, in case a recruiter asks you to email it.

Your employment counselor can help you with your resume.

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# Getting Ready For The Job Fair

Think about what you can offer and develop a statement about yourself that demonstrates:

1. How your experience translates to their needs.
2. How you can be a valuable part of their team.

# Getting Ready For The Job Fair

Find something you like about the company to mention.

**For example:** *“I noticed your company’s mission is helping others, and that really aligns with my values.”*

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# Getting Ready For The Job Fair

## Sample job opening: Job #357 Customer Care

As a Customer Care Associate you will answer inbound calls, providing customers with billing inquiries and technical assistance.

**Part-Time and Full-Time positions available.** Requires **flexibility** to work evenings, weekends, holidays, overtime and shift changes in shift depending on business needs

The primary activities of the position will include, but not be limited to: Providing routine **customer service billing support**, explaining billing statements to customers, handling collection issues, pro-rates, issuing credits, handling changes of service, and setting up and confirming appointments.



# Getting Ready For The Job Fair

**A sample personal statement for this type of job:**

Sally: My name is Sally Jones and I am delighted to meet you!

Recruiter: Hi Sally, how can I help you?

Sally: I saw your job opening #357 for Customer Care Associate and was wondering if this job might be a good fit.

I have previously worked 3 years in a **billing** department for an electric company and I have **flexible** work availability. Is this the type of experience this job requires?



# Getting Ready For The Job Fair

## Job #10965 Telephonic RN Case Manager

**Primary Responsibilities:** Make outbound calls to assess members' current health status; educate members on disease processes and encourage healthy lifestyle changes. Provide referrals and care coordination with home health, physicians, and others as needed.

**Requirements:** Current, unrestricted RN license in the State; Minimum 3 years experience in a hospital setting, acute care, direct care experience or experience as a telephonic Case Manager for an insurance company.

Basic level of experience with Microsoft Word – with the ability to navigate a Windows environment.

**Preferred Qualifications:** Bachelor's Degree. Knowledge and understanding of disease conditions such as diabetes and heart failure. Experience working with a senior population with chronic conditions.



# Getting Ready For The Job Fair

A sample personal statement for this type of job:

Ashley: Hello, my name is Ashley Smith, how are you today?

Recruiter: Hi Ashley, how are you doing?

Ashley: I am not an RN, but I do have a Bachelor's degree in Wellness and have been a personal fitness and wellness coach for four years. I noticed your job opening #10965 for a Telephonic RN Case Manager. I would feel very comfortable working with **seniors with chronic conditions**. Does this job absolutely require that you be an RN?

# Getting Ready For The Job Fair

Recruiter: Unfortunately for this position, an RN degree is required. We do have another position #56220 for a Health Coach that does not require an RN degree.

Ashley: Thanks! I will look it up and see if I qualify.



# Getting Ready For The Job Fair

Later the same day...

Ashley: Hi Recruiter, I'm back!

Recruiter: Hi Ashley, welcome back!

Ashley: I looked at the position and it looked like a great fit!! I am going to apply today. Thanks so much for your help!





# Putting Yourself In Recruiter's Shoes

“I would like to know more about work with XYZ corporation. Have you hired deaf or hard of hearing employees before?”

It is illegal for employers to discriminate against people with disabilities! They have to answer yes.

On the next slide, there are examples of better ways to ask this type of question.



# Putting Yourself In Recruiter's Shoes

## Examples:

*“Are there any chat only jobs which a person with a hearing impairment would be able to work at successfully with your company?”*

*“If hired, would training be a problem or would you be open to possible accommodations, such as the instructor using a webcam that is captioned to make training accessible?”*

# Putting Yourself In Recruiter's Shoes

*“Are there any jobs for people with disabilities?”*

Same thing, legally, they must say yes. But why would an employer want to hire a ‘disabled’ person?

**The better question would be:**

*“I saw all of your jobs are full-time, is part-time work a possible accommodation?”*

# Putting Yourself In Recruiter's Shoes

*“What kind of jobs do you have?”*

WHAT???:%X!! You mean you want me to look up job openings for you?

Why would I want to hire someone who doesn't take the time to look up our job openings?

**Being prepared at a job fair shows initiative!**

# Asking Good Questions

Be sure to **ONLY** ask questions that are not clear in the job description!

Ask questions about the position to clarify job requirements.

“How long is the training for the customer service representative position?”

# Asking Good Questions

## Clarify flexibility of a particular job:

*“Are there set hours or can a person work flexible hours?”*

*“Are there part-time positions available?”*

*“Would it be possible to work a split shift?”*



# Asking Good Questions

## Clarify work conditions:

*“Would I be multi-tasking or doing repetitive type of work?”*

*“Would there be the possibility of working remotely a couple of days a week for job #3640?”*



# More Good Questions

## Clarify work conditions:

*“I was wondering about your job #676 for a work at home medical phone screener. Is the training entirely remote or is on-site training required?”*

*“I saw on your website that you offer seasonal positions. Do these positions ever offer the opportunity for permanent employment with your company?”*



# Job Fair Etiquette

Employers will be managing their chat room in their own way.

Some recruiters answer questions individually, others may provide information to the group chat room as a whole.

**Be patient!** Managing multiple chat conversations can be challenging to the employers when chat sessions are busy.



# Job Fair Etiquette

**Take a moment** when you log-in and review what is being discussed in the chat room.

If the chat session is extremely busy, you may want to move to another room and visit again during a different scheduled chat session.

# After the Job Fair

1. Apply for appropriate jobs if you have not already.
2. If you have a LinkedIn account, try to find the recruiter you met at the job fair and 'friend them.'
3. Thank the recruiter for being so helpful at the job fair and let them know you applied for a job.

## What To Expect on October 12th!

- The night before the Job Fair on Wednesday, October 11th we will email log-instructions that include the Main Job Fair URL Link. (Check Spam!)
- There will only be 1 website link for the job fair.
- The Job Fair is entirely online.
- No Phone, No Audio, and No Webcam.
- You will only need an internet connection!

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# What To Expect on October 12th!

**The Main Job Fair Webpage will have 3 sections:**  
Sections A, B, and C

**Sections A & B = Instructions and Tips (Top area)**

- You can read these the night before when you get the Log-In Instructions email.

## What To Expect on October 12th!

- **Section C is the last section on Main Event Site:**
  - Also called the **Employer Chat Area.**
- All Employer Chat rooms are in Section C
- Scroll up and down on page to see all rooms.

## ABOVE EACH CHAT ROOM WILL BE:

- Chat Number

**EXAMPLE ONLY**

Chatroom #7: Sykes

- Employer Name

- Employer Logo (click a logo to learn more about each company)



- Employer Schedule

- Types of Jobs

10:00 AM EDT – 3:00 PM EDT – only

- States Hiring In

**JOB OPENINGS:** Work at Home only

**STATES HIRING IN:** Hires in all states – except- AK, CA, HI, MA, MT, NM, OH, VT, WV)

# Example of Employer Chat Room

Each Employer Will Have Their Own  
Chat Room Log-In Area

**EXAMPLE ONLY**

What A Chat  
Room Log-In  
Area Looks Like:



**Step #1: Enter Your Name**

Enter a User Name

**Step #3: CLICK 'CONNECT'**

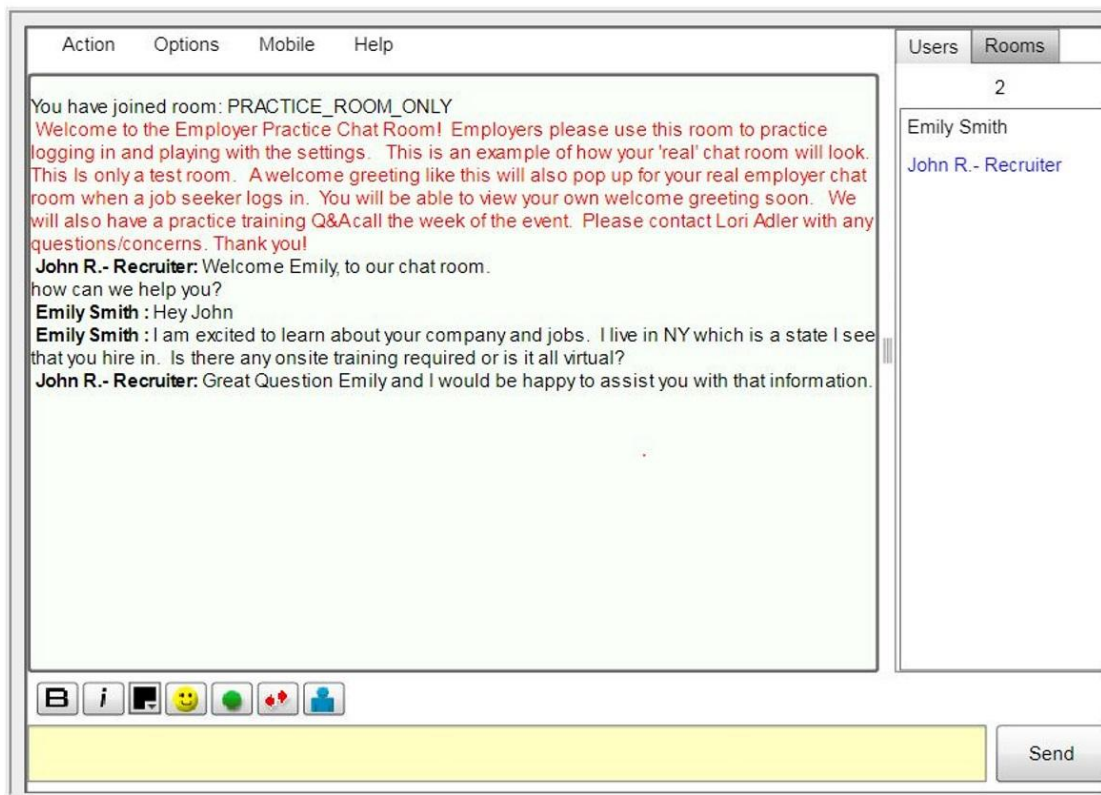
Connect

Java  Flash  Mobile / HTML

**Step #2: Choose 1 option only:**  
Choose JAVA (or) Flash (or) Mobile



# Inside An Employer Chat Room



The screenshot shows a chat room window with a menu bar (Action, Options, Mobile, Help) and a right-hand sidebar with 'Users' and 'Rooms' tabs. The main chat area contains the following text:

You have joined room: PRACTICE\_ROOM\_ONLY  
Welcome to the Employer Practice Chat Room! Employers please use this room to practice logging in and playing with the settings. This is an example of how your 'real' chat room will look. This is only a test room. A welcome greeting like this will also pop up for your real employer chat room when a job seeker logs in. You will be able to view your own welcome greeting soon. We will also have a practice training Q&A all the week of the event. Please contact Lori Adler with any questions/concerns. Thank you!

**John R.- Recruiter:** Welcome Emily, to our chat room.  
how can we help you?

**Emily Smith :** Hey John

**Emily Smith :** I am excited to learn about your company and jobs. I live in NY which is a state I see that you hire in. Is there any onsite training required or is it all virtual?

**John R.- Recruiter:** Great Question Emily and I would be happy to assist you with that information.

The sidebar shows 2 users: Emily Smith and John R.- Recruiter. At the bottom, there is a text input field and a 'Send' button.

# Where to Register for the Job Fair!

**Open to entire general public nationwide!**

**Invite Family and Friends!**

**Must register online to attend @**

**<http://myemploymentoptions.com/register-for-virtual-job-fair/>**

**Shortcut To Register:**

**myemploymentoptions.com**

**Click 'Job Fairs' at top**

# Watch For Confirmation Email!

## **Your Registration Confirmation Email:**

Will contain 2 Important Items. Read ASAP!

- 1). A Link to a Test Site to Practice Early**
- 2). Software Tips & Suggestions**

If you do not receive the confirmation email, or still have major technical issues after reading the tips, email Lori at: [ladler@myemploymentoptions.com](mailto:ladler@myemploymentoptions.com)

## Summary of Important Tips

- **Research each company before job fair by Googling their website:**
  - Tip: Google company name and careers ex. **Convergys careers**
- **After registering, watch for a Confirmation email.**
  - Test all software and practice in the demo room before job fair.
- **Don't ask the recruiter information that is readily available to you!**
  - Read all information above each chat room before logging-in.

# Questions?



**HELP**

Many of you submitted great questions with your registration!

We will answer a few of those now.

## Questions & Answers

**Q: Corrine from Alabama had this question:**

***What is the interview process like and do we get to upload our resume to recruiters?***

**A:** Most employers do not conduct interviews during the job fair. They may provide their email for you to send your resume or connect with them afterward. You will not be able to upload your resume during the job fair.

## Questions & Answers

**Q:** Regina from Kentucky had this question:

*“Do I Need to Receive SSDI or SSI benefits to attend the online fair?”*

**A:** No, our online events are open to the Public!

## Questions & Answers

**Q:** Drika from California asked: *“Will I be able to access the job fair from a phone?”*

**A:** It is best to attend the fair using a PC or laptop. Tech Support Assistance is limited for cell phones.



## Questions & Answers

**Q: Pam from Pennsylvania asked “*How do you apply for a job through an online job fair?*”**

**A:** You apply for the jobs through the employers’ websites. The job fair is to connect with employers, get noticed, and ask specific questions about the companies and their jobs.

## Questions & Answers

**Q: Altroy had this question “*How do I have to customize my resume for a certain position at the online job fair.*”**

**A:** Employment Options hosted a webinar about resumes, with specific tips about resumes for work from home jobs. You can check it out here:  
<https://www.myemploymentoptions.com/home-page/about-meo/podcast-archives/>

## Connect With Us!



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## If You Receive SSDI or SSI:

You can apply for our free employment services in the Ticket to Work program online:

[MyEmploymentOptions.com](http://MyEmploymentOptions.com)

Click “Apply Now”  
(at the top)

The Job Fair Registration Form and Job Placement Applications are separate forms



***EMPLOYMENT OPTIONS: The Ultimate Resource for Job Seekers with Disabilities and other Challenges***

**by Paula Reuben Vieillet**

**<http://myemployeroptions.com/resources/>**



**Thank You!**

**Thank you for attending our free webinar!**

**'Chat' with You at our October 12th Virtual Job Fair!**

**Webinar Follow Up Materials Will Be Emailed in 7  
days.**

**[www.MyEmploymentOptions.com](http://www.MyEmploymentOptions.com)**