



# Virtual Job Fair

## Candidate Guide



**Social Security Administration**

Ticket to Work

# Computer Checks

In order to have the best experience at the Virtual Job Fair you will want to do a System Check prior to the event using the link below:

<https://vts.inxpo.com/scripts/Server.nxp?LASCmd=AI:4;F:APIUTILS!10&>

The system check contains a series of tests on your computer and network that includes the following: JavaScript Enabled, Flash Plug-In, Internet Browser Version, Screen Resolution, Pop-Up Blockers and Port Connectivity. These tests will determine your computer's compatibility with the requirements necessary to enter the virtual environment.

If your computer is unable to pass the tests, the first step is to upgrade your browser or Flash player. Find links to compatible software here:

<https://presentations.inxpo.com/SharedContent/HTML/TechnicalRequirements/TechnicalRequirements.html>

## **Chat Troubleshooting:**

If you are on an organizational network, some network ports may be blocked that could prevent you from accessing the system's chat functions. Certain firewall configurations can prevent the communication features from functioning properly. Share this troubleshooting document with your IT department to help diagnose these problems:

[https://presentations.inxpo.com/SharedContent/HTML/Chat\\_Troubleshooting/Chat\\_Troubleshooting.htm](https://presentations.inxpo.com/SharedContent/HTML/Chat_Troubleshooting/Chat_Troubleshooting.htm)



# Login Page

Use the login link you were provided, and enter your email address and password to enter the Virtual Job Fair.

# TICKET TO WORK

## Ticket to Work Virtual Job Fair

Email Address

Password

[Login](#)

[Forgot Password?](#)  
If you receive an "Already Logged In" message, wait 1 minute before re-entering.

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Click below to register for this event.

[Register Now](#)

## About the Event

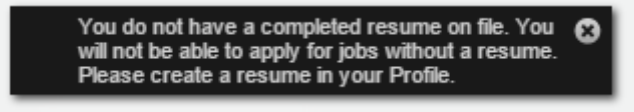
**Date:** 2/19/2015 - 2/28/2015  
**Time:** 12:00 AM CST  
**Where:** Online  
**Cost:** Free  
**Questions?** [support@inxpo.com](mailto:support@inxpo.com)

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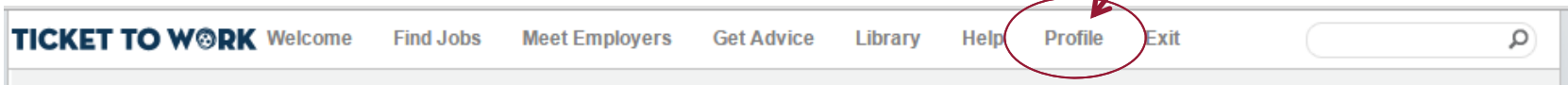


# Setup Your Profile

The first time you log into the Virtual Job Fair, the message below will pop up.



After clicking 'Login' you will be taken to the Virtual Job Fair home page. From there, click on 'Profile' in the top toolbar to access your virtual profile.



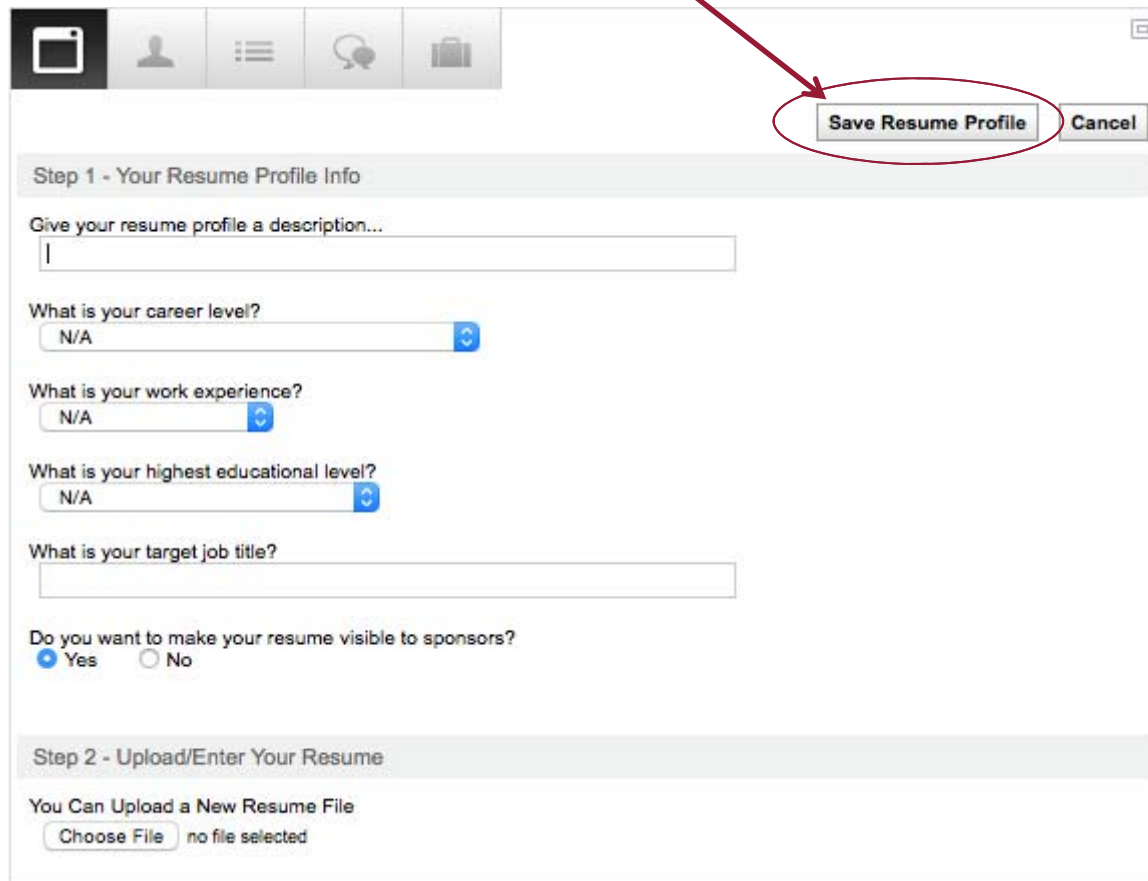
*It is essential that you fill out your virtual profile completely and accurately in order to effectively network with employers and other candidates. It will also make it easier for employers to find you in the Virtual Job Fair.*

Once you select Profile from the menu bar, select 'Add' to add your resume information



# Upload Your Resume

From here, you can enter information about the job you're seeking and name your resume profile. You can either type in your resume into the text field, or you can upload an existing document. Note: You are able to have multiple resumes in your virtual profile. Make sure to click Save Resume Profile when you are done.



The screenshot shows a web interface for creating a resume profile. At the top right, there is a navigation bar with icons for home, profile, menu, chat, and a briefcase. Below this is a modal window with two main sections: "Step 1 - Your Resume Profile Info" and "Step 2 - Upload/Enter Your Resume".

**Step 1 - Your Resume Profile Info**

- A text input field for "Give your resume profile a description...".
- A dropdown menu for "What is your career level?" with "N/A" selected.
- A dropdown menu for "What is your work experience?" with "N/A" selected.
- A dropdown menu for "What is your highest educational level?" with "N/A" selected.
- A text input field for "What is your target job title?".
- A radio button selection for "Do you want to make your resume visible to sponsors?" with "Yes" selected.

**Step 2 - Upload/Enter Your Resume**

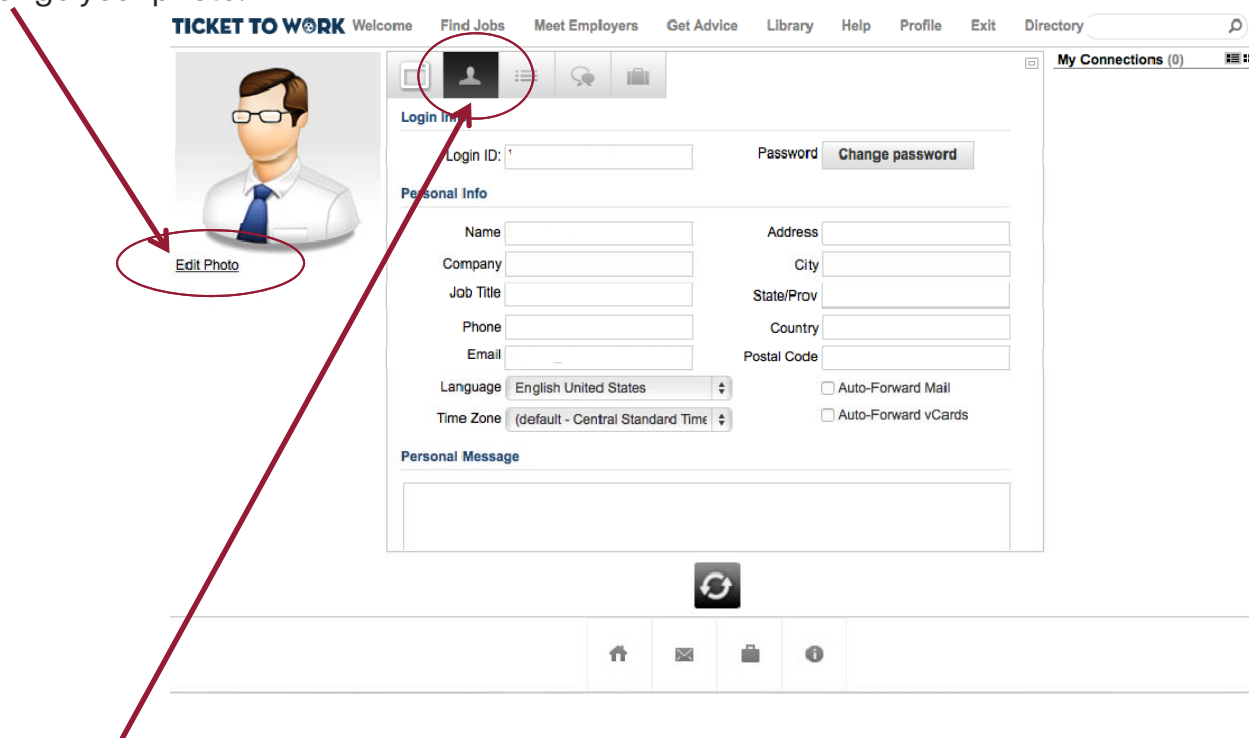
- A section titled "You Can Upload a New Resume File" with a "Choose File" button and the text "no file selected".

At the top right of the modal, there are two buttons: "Save Resume Profile" and "Cancel". A red arrow points to the "Save Resume Profile" button, which is also circled in red.



# Setup Your Profile

Once you have uploaded your resume, you may choose an image to represent yourself during the Virtual Job Fair. You may select from a list of stock images, or you can upload your own photo. Click Edit Photo to change your photo.



Click the Profile button to review and update your Personal Info. You can also select options to autoforward messages and vCards (i.e. contact info) to the email address you provided on registration. Click Save Changes to save your changes.

Your profile also includes an area to check messages people have sent you and view files you have saved to download or view.



# Virtual Job Fair Home Page

After completing your Profile, select the Welcome menu item to return the Virtual Job Fair home page.



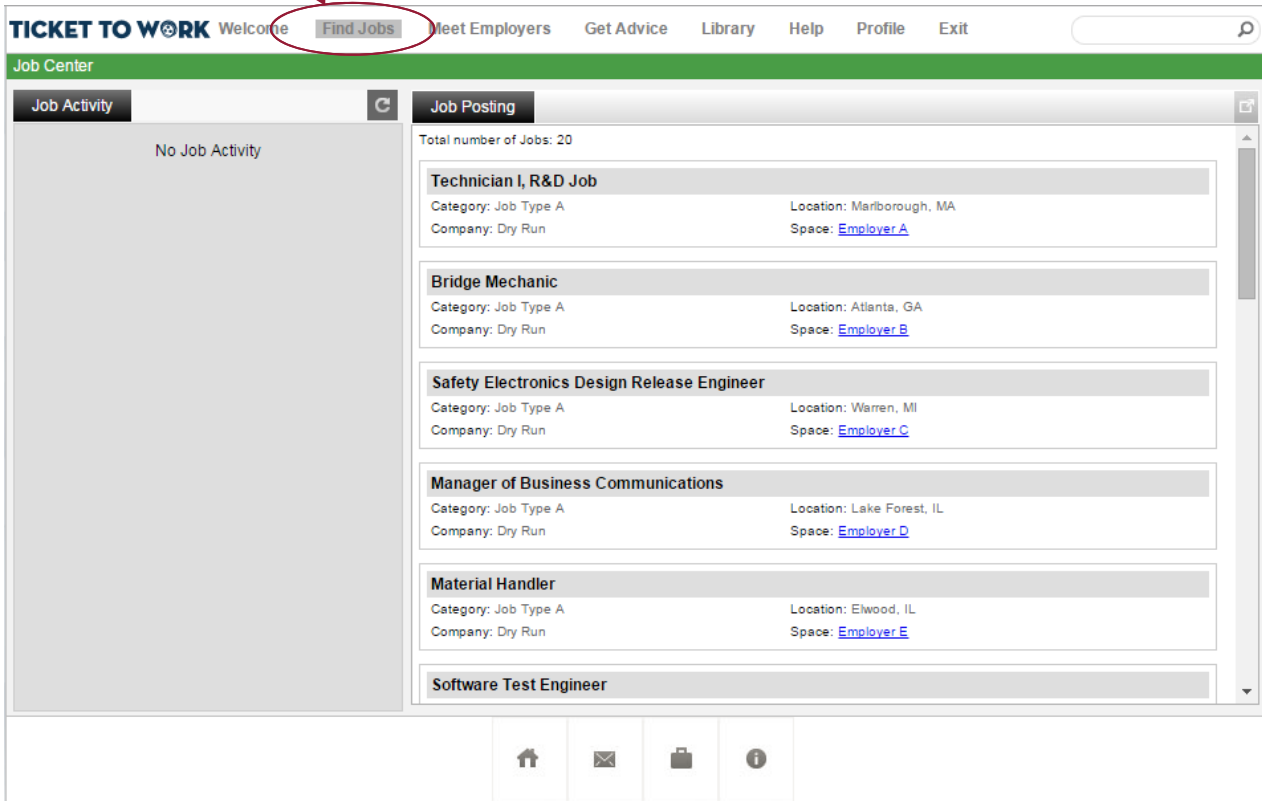
From the Virtual Job Fair home page, you can visit the main areas of the Virtual Job Fair.

- **Find Jobs:** View and search for jobs that are available from participating employers.
- **Meet Employers:** Visit and interact with employers in their booth.
- **Get Advice:** Access benefits counseling and legal advice resources.
- **Library:** Find and download a variety of presentations and documents.



# Find Jobs

By clicking on 'Find Jobs' on the Virtual Job Fair home page, you will be taken to the listings of jobs that are available.



The screenshot displays the 'Job Center' interface. At the top, a navigation bar includes 'TICKET TO WORK', 'Welcome', 'Find Jobs' (circled in red with an arrow pointing to it), 'Meet Employers', 'Get Advice', 'Library', 'Help', 'Profile', and 'Exit'. Below the navigation bar, the 'Job Center' header is visible. The main content area is divided into two sections: 'Job Activity' on the left, which shows 'No Job Activity', and 'Job Posting' on the right. The 'Job Posting' section displays a list of job listings, each with a title, category, company, location, and space. The jobs listed are: Technician I, R&D Job; Bridge Mechanic; Safety Electronics Design Release Engineer; Manager of Business Communications; Material Handler; and Software Test Engineer. Each listing includes details such as 'Category: Job Type A', 'Company: Dry Run', and 'Location: [City, State]'. The 'Space' field for each job is a clickable link (e.g., 'Employer A', 'Employer B', etc.). At the bottom of the page, there are four icons: a home icon, an envelope icon, a briefcase icon, and an information icon.

Jobs are assigned to a Space, or employer booth. If you select the name of the Employer, you will be taken to that booth to talk to representatives from that employer.





# Meet Employers

By clicking on 'Meet Employers' on the Virtual Job Fair home page, you will find logos for the participating employers. Click on a company's logo to be taken to their booth.



# Employer Booths

There are many things you're able to do in an employer's booth:

1. When you first enter the booth, you will see an image or video as well as a description of the employer. Use the navigation to the left to move through different parts of the booth.
2. Select Group Chat from the menu on the left. Group chat provides an opportunity to communicate with the employers. Use this area to ask general questions of the employers. Remember that this chat is public.

The image displays two screenshots of the 'TICKET TO WORK' virtual job fair interface. The left screenshot shows the 'Employer A' booth with a navigation menu on the left. A red circle highlights the 'Group Chat' option in the menu, with a red arrow pointing to the right screenshot. The right screenshot shows the 'Group Chat' interface for 'Employer A', displaying a chat history and a text input field. A red circle highlights the 'Group Chat' option in the left navigation menu of the right screenshot.



# Employer Booths - cont'd

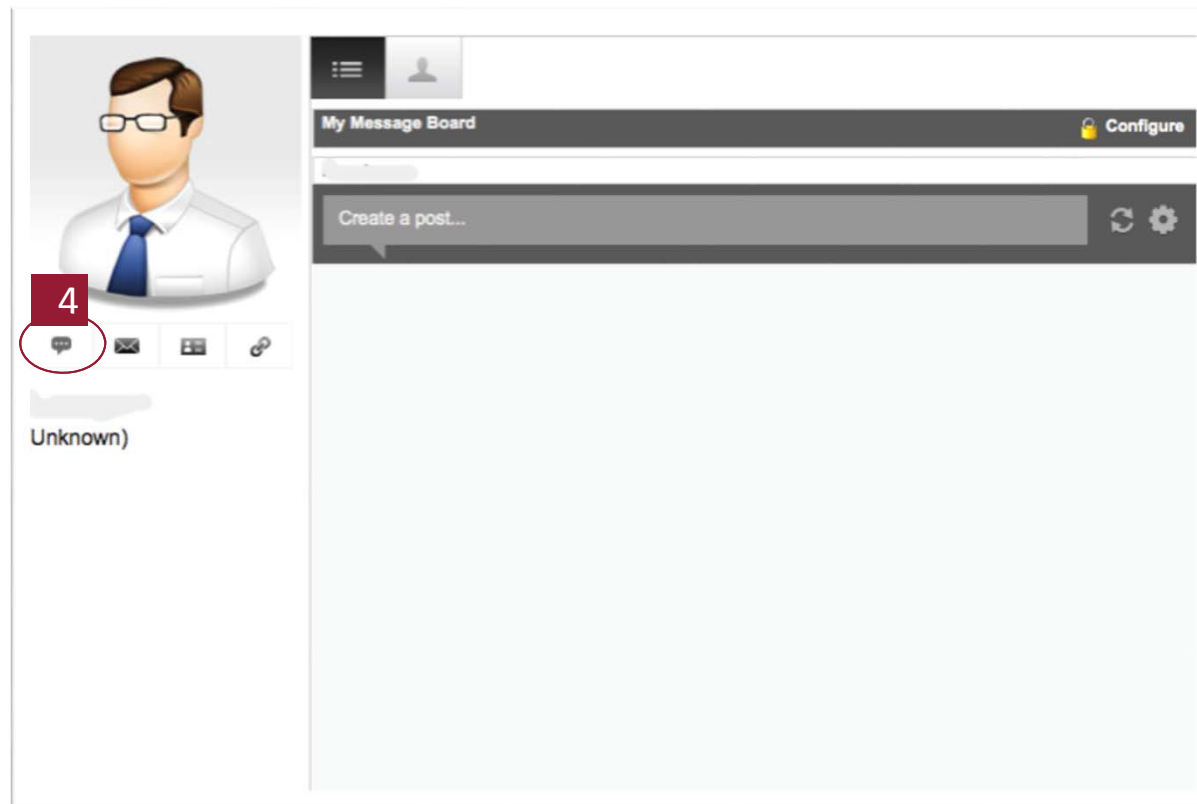
- Employers will be standing by in the booth during the Virtual Job Fair to answer your questions. Staff logged in will be shown in the Who's Here bar at the bottom of the screen. Chat with them publicly in the group chat, or request a private chat with them. Note: A yellow box around a candidate's image means he or she is available. A red box means he or she is currently engaged in a private chat; however, individuals can participate in multiple private chats.

The screenshot displays the 'TICKET TO WORK' interface for a virtual job fair. The top navigation bar includes links for 'Welcome', 'Find Jobs', 'Meet Employers', 'Get Advice', 'Library', 'Help', 'Profile', and 'Exit'. The main content area is titled 'WELCOME TO THE VIRTUAL JOB FAIR' and features a 'Group Chat' window for 'Employer A'. The chat history shows messages from 'Matt Test', 'Jamie Radick (beneficiary)', and 'Don Jones'. A red box with the number '3' is overlaid on the 'Staff (1)' bar at the bottom, which contains profile pictures for 'Joe Shaker' and 'Mike Vogel'. The interface also includes a sidebar with 'Welcome', 'Group Chat', 'Documents', and 'Job Postings' options, and a bottom navigation bar with icons for home, messages, and information.



# Employer Booths - cont'd

4. If you have personal/private questions to ask an employer, click on their name/image (either in the users bar or in the group chat box) to view their virtual profile. Click the chat bubble under their picture to initiate a private chat with them. Once you are in private chat, you can Invite another to join, such as your service provider. You can also use the Profile to send a message (email icon), exchange contact info (card icon), make a connection (link icon) or leave a message on their message board ("Create a post").



# Employer Booths - cont'd

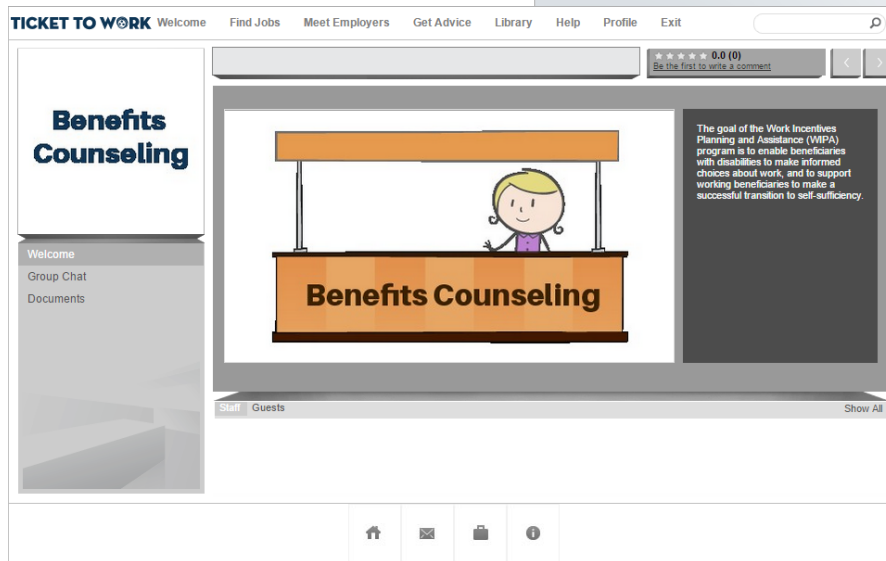
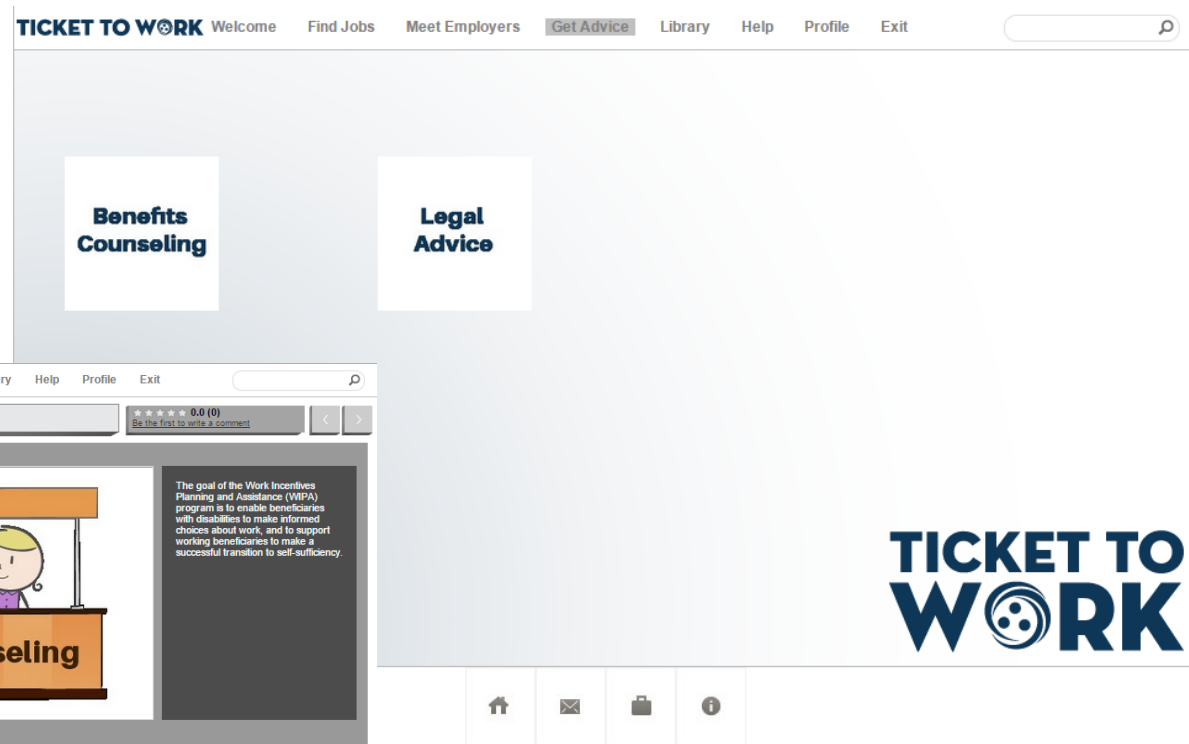
5. The Documents and Job Postings areas allow you to view information provided by the employer as well as employment listings.

The screenshot displays the 'TICKET TO WORK' virtual job fair interface for 'Employer A'. The top navigation bar includes links for 'Welcome', 'Find Jobs', 'Meet Employers', 'Get Advice', 'Library', 'Help', 'Profile', 'Exit', and 'Directory'. A search bar is located on the right. The main content area is divided into three sections: a left sidebar menu, a central booth area, and a right-hand text area. The sidebar menu, highlighted with a red circle and a red '5' in a box, contains 'Welcome', 'Group Chat', 'Documents', and 'Job Postings'. The central booth area features a cartoon character behind a counter labeled 'Employer A'. The right-hand text area contains a message: 'Even though Company A is a fictitious organization, we invite you to talk with us so we can learn more about you and you can explore all aspects of the Virtual Job Fair.' Below the main content area, there is a 'Staff' section with two profiles: 'Joe Shaker' and 'Mike Vogel'. The bottom navigation bar includes icons for home, email, a briefcase, and information.



# Get Advice

The Get Advice section provides access to benefits counseling and legal advice resources from Work Incentives Planning and Assistance (WIPA) and Protection and Advocacy for Beneficiaries of Social Security (PABSS) programs, including downloadable documents and live chats with experts. The group and chat functions are the same as in the employer booths.



# Library

The Library is where you can find and download a variety of presentations and documents, including those from participating employers and general information provided by Social Security. Click on the subject categories on the left to sort through the available documents and links. You can either view the documents or save them to your briefcase for download later.

The screenshot displays the 'Library' section of the Ticket to Work website. At the top, a navigation bar includes 'TICKET TO WORK' and links for 'Welcome', 'Find Jobs', 'Meet Employers', 'Get Advice', 'Library', 'Help', 'Profile', and 'Exit'. A search bar is located on the right. Below the navigation bar, a green header reads 'Library'. On the left, a sidebar menu lists categories: 'Home', 'Filter', 'Social Security', 'Employer A', 'Employer B', 'Employer C', 'Employer D', 'Employer E', 'Legal Advice (PABSS)', and 'Benefits Counseling (WIPA)'. The main content area is titled 'Welcome to the Resource Center' and features a 'Newly Added' section. A 'Sort By' dropdown menu is set to 'Date'. The list contains five items, each with a document icon, title, date, source, and interactive options:

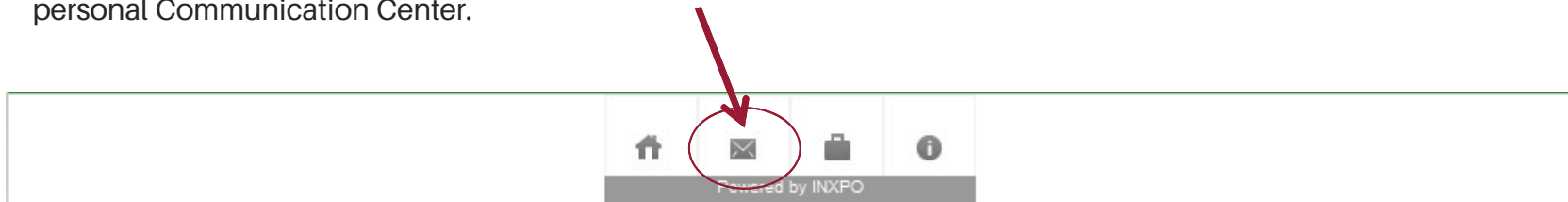
- WIPA Overview** (PPT icon): Date: 02/17/2015, From: [Benefits Counseling](#). Includes 'View' and 'Save' buttons, a 0 (0) star rating, and the text 'Be the first to write a comment'.
- PABSS Overview** (PPT icon): Date: 02/17/2015, From: [Legal Advice](#). Includes 'View' and 'Save' buttons, a 0 (0) star rating, and the text 'Be the first to write a comment'.
- Employer E Presentation** (PDF icon): Date: 02/17/2015, From: [Employer E](#). Includes 'View' and 'Save' buttons, a 0 (0) star rating, and the text 'Be the first to write a comment'.
- Employer E Fact Sheet** (PDF icon): Date: 02/17/2015, From: [Employer E](#). Includes 'View' and 'Save' buttons, a 0 (0) star rating, and the text 'Be the first to write a comment'.
- Employer D Presentation** (PDF icon): Date: 02/17/2015, From: [Employer D](#). Includes 'View' and 'Save' buttons, a 0 (0) star rating, and the text 'Be the first to write a comment'.

At the bottom of the page, there is a footer with icons for home, email, briefcase, and information.

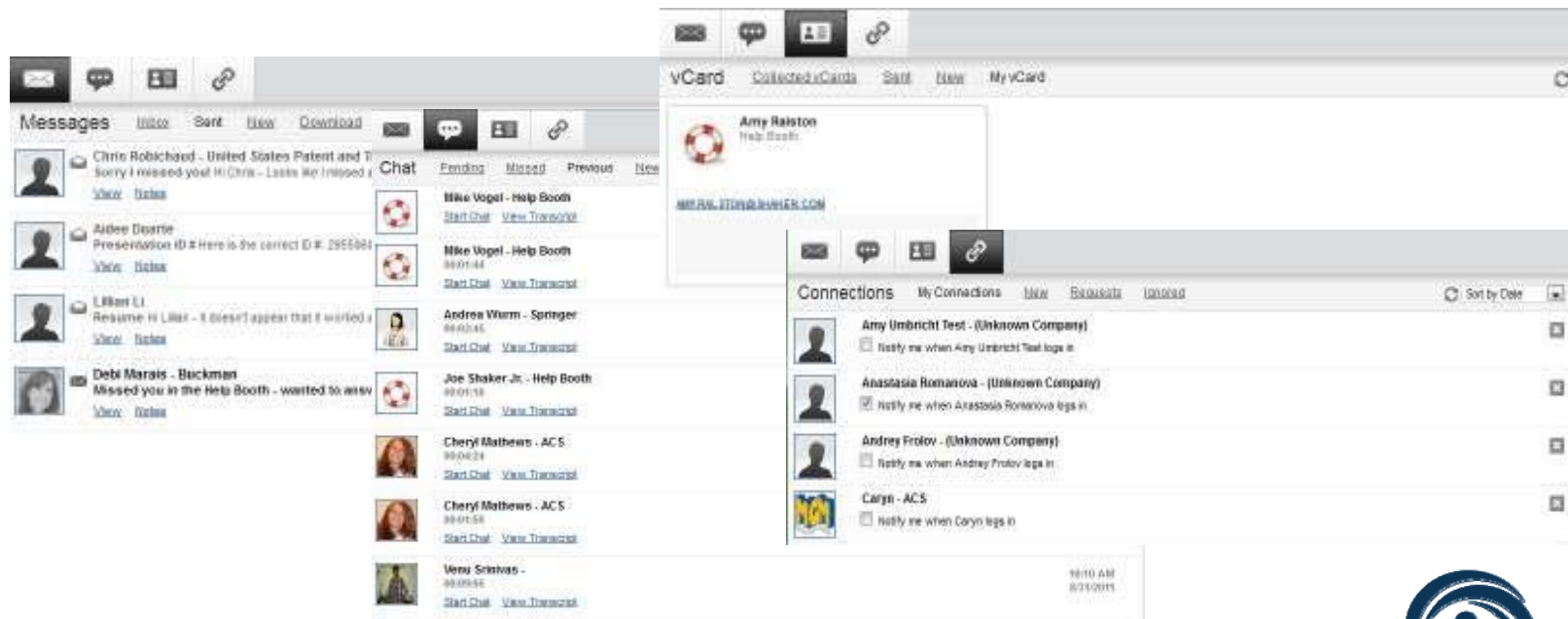


# Communication Center

There are four types of communications within the Virtual Job Fair: group chats, private chats, in-event emails and vCard sharing. To review your previous points of communication, or to initiate communication with other Virtual Job Fair participants, click the envelope icon in the bottom toolbar. This will open your personal Communication Center.



Here you can view current, previous and missed chats as well as any emails and/or vCards you received. You can also add Virtual Job Fair participants to your Connections List, so you can be notified when they log in.





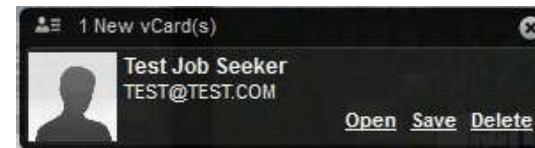
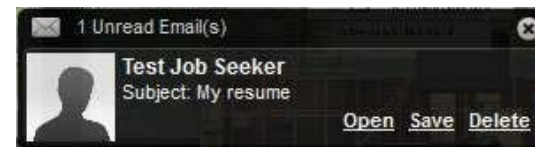
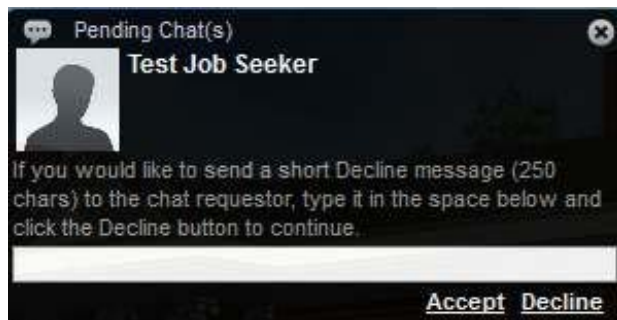
# Communication Notification

If you receive a private chat request, in-event email or vCard, you will be notified via a black communication window that appears in the top right corner of your screen. Note: The notifications will remain on your screen until you respond to them or close them out.

**Chat Request** – If you receive a chat request, you will be able to accept or decline the request. You may also send a short message to the chat requester when declining a chat.

**Email** – You have the option to open, save or delete any new unread emails.

**vCard** – The notification window will display the user’s contact information. You have the option to open, save or delete the vCard.

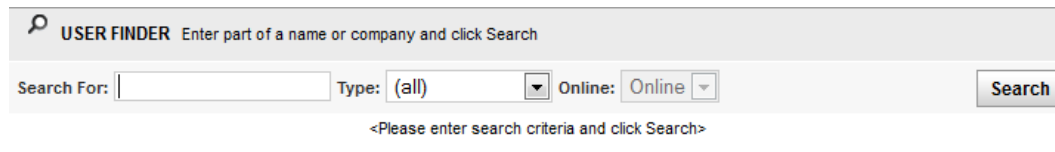


# Private Chat Invite

If you are involved in a private chat with an employer, you can invite others, such as your service provider to join in on your chat.

Click on the 'Invite' button in the chat box.

Find the person you want to invite by typing their name in the user finder.



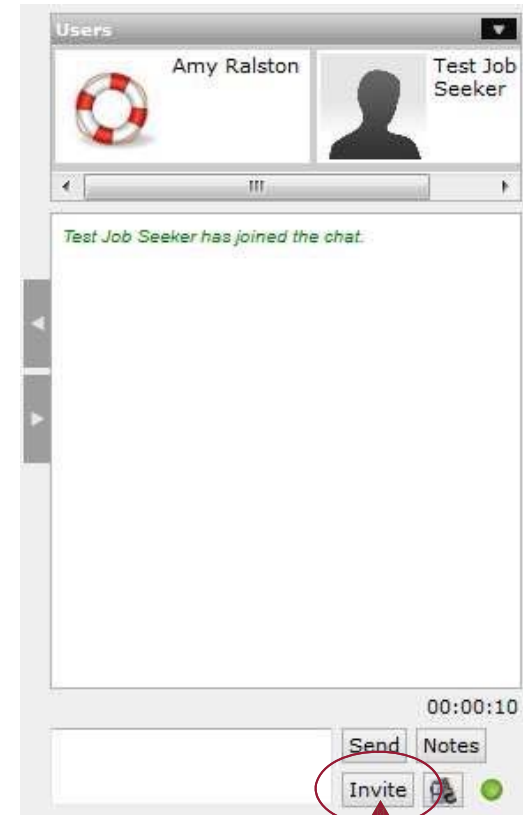
USER FINDER Enter part of a name or company and click Search

Search For:  Type: (all) Online: Online Search

<Please enter search criteria and click Search>

Click on the user's name to invite them into your discussion.

Once they accept, the user will be able to participate in your private chat. You can invite as many people as you wish into a private text chat.



# Search

You can use the search feature to find employers, jobs and other candidates. To start, type a keyword in the Search field in the menu bar. Items will be shown by category, such as spaces, documents or jobs.

The screenshot displays the Ticket to Work search interface. At the top, the navigation bar includes 'TICKET TO WORK' and links for 'Welcome', 'Find Jobs', 'Meet Employers', 'Get Advice', 'Library', 'Help', 'Profile', 'Exit', and 'Directory'. A search bar is located to the right of the navigation bar.

On the left side, there are three sections: 'MY PREVIOUS SEARCHES' with results for 'employer' and 'engineer'; 'POPULAR SEARCHES' with 'engineer'; and 'POPULAR TAGS'.

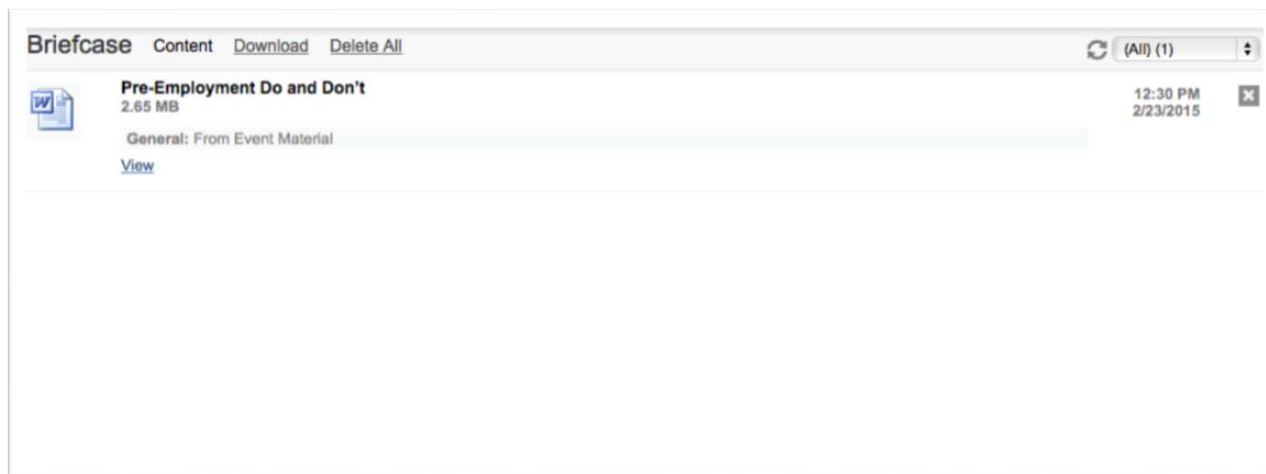
The main search area shows the search term 'employer' in the search bar. Below the search bar, there are filters for 'ALL (16)', 'SPACES (5)', and 'DOCUMENTS (11)'. The first result is a document titled 'Pre-Employment Do and Don't' (JAN\_-\_Preemployment\_Do\_and\_Dont.doc, 2.65 MB) with a 'WORD' icon and buttons for 'OPEN', 'DOWNLOAD', and 'SAVE TO BRIEFCASE'. Below this are two employer listings: 'Employer A' and 'Employer B', each with a brief description.

At the bottom of the interface, there is a footer with icons for home, email, a briefcase, and information.

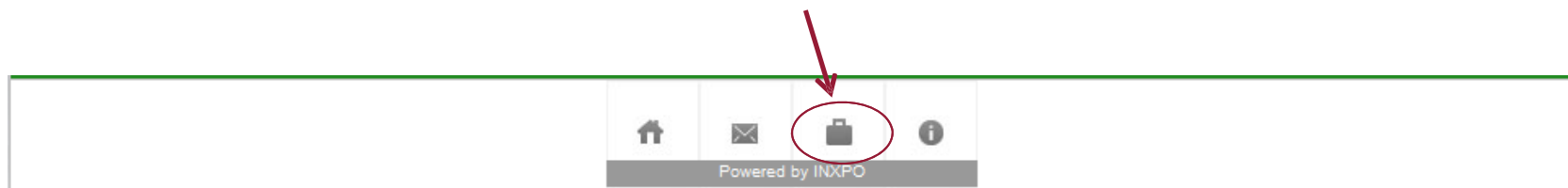


# Briefcase

The briefcase is where all of the information you download from the Virtual Job Fair will be housed. When visiting employer booths and reviewing documents and links in the resource center, you will have the option to download and save this information to your briefcase so that you can review it at another time.



You can access the briefcase by clicking on the briefcase image in the bottom toolbar.



# Best Practices

We recommend you follow these Best Practices while participating in the Virtual Job Fair to ensure that you, as well as the employers, have a positive and productive experience.

- While we encourage you to be enthusiastic at the event, it is good to be respectful of the time of others and to be mindful that there are other candidates also waiting to speak with employers. Please keep that in mind as you engage with employers in group and private chat.
- Upon entering a booth, we recommend you say Hello to the employers by way of the group chat. These employers will be welcoming all of the candidates to their booth, so while you are waiting for your chance to speak with one of them, take some time to review the content loaded into the booth.
- Each booth has been customized with documents and job postings that will provide you insight into their company, what it's like to work there, and their available opportunities. Please review this content to determine if this organization and one of their current opportunities is a good fit for you.
- Also, use this time to formulate questions for the employer and be prepared to discuss your skills, experience and motivation for finding a new job. What motivates you? What are your skills? What do you want in a job?
- After you have reviewed the booth content, spoken to recruiters and applied for the positions of interest, explore the additional resources available in the Library, and, if you have benefits or legal questions as it pertains to employment, visit the Get Advice section and speak to a benefits or legal counselor.



# Best Practices - cont'd

In order to make efficient use of this event, please target your resume and questions to positions that are a match for your skill set and interests. We also recommend you adhere to the following:

- If you're going to upload a profile photo, be sure it's respectful and appropriate.
- Display professionalism while interviewing.
- Exhibit a positive attitude.
- Research potential employers.
- Be honest about your qualifications.
- Thank the employer for their time and your opportunity to speak with them.

The purpose of this event is to help candidates find jobs and connect with employers. We encourage conversations and exchanges, and urge you to use your past experiences to help others out there. Please stay positive and use this event for its intended purpose.

Please note that repeated instances of unprofessional behavior by candidates may result in being dismissed from the event.



# Virtual Job Fair Support

If you have any questions before, during or after the VJF, please contact:

[vjf@choosework.net](mailto:vjf@choosework.net)

You'll also be able to find us in the Help Booth during the live VJF hours. Just click on the Info button in the bottom toolbar or the Help Desk link in the main menu.

