

The Ultimate Guide to Online Job Fairs

Still getting to grips with online job fairs? Simply follow our handy guide to find out everything you need to know to get started.

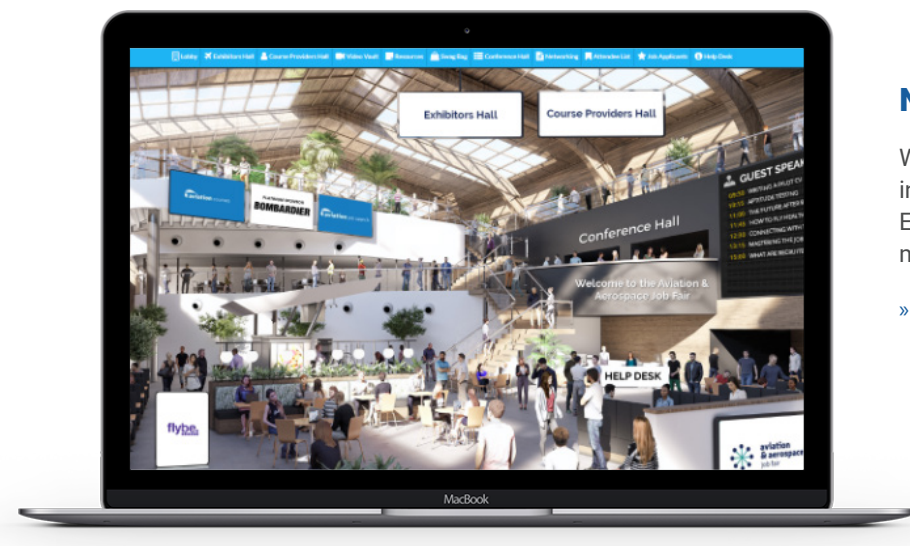
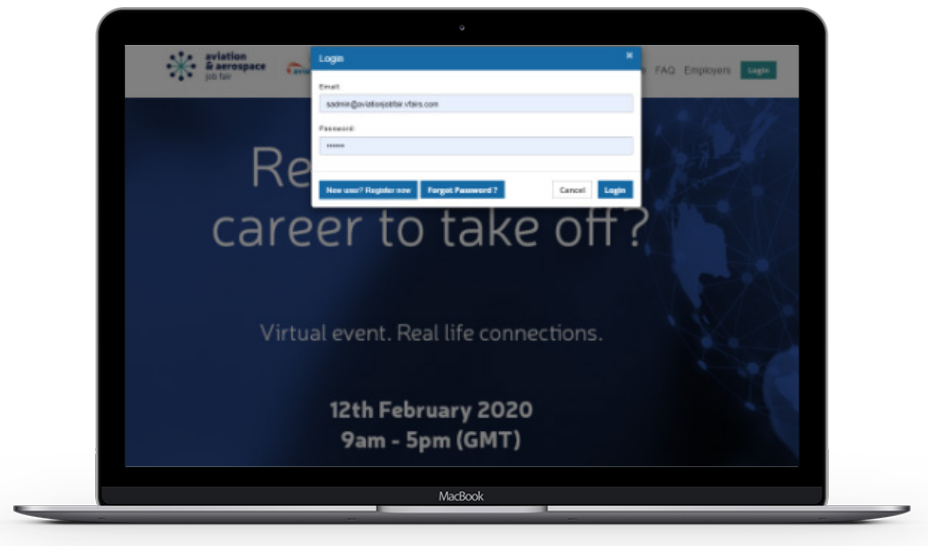
LOGGING IN

Your username is your email address, used in the registration process.

Forgotten your password? Simply follow the steps to reset your password.

To log in visit
aviationjobfair.vfairs.com/en/login

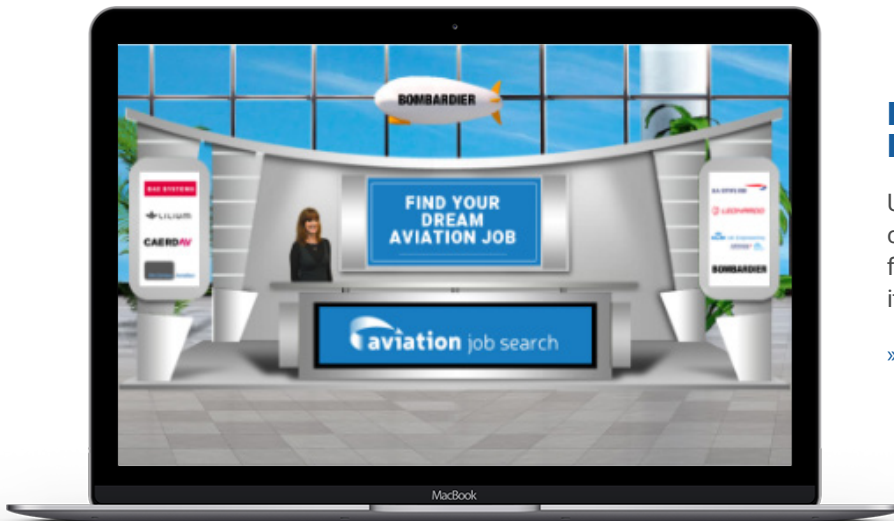
» *Top tip: Pre-register before the event to make logging in a swift process on the day!*



NAVIGATE VIA THE LOBBY

When you enter the job fair, you will be taken into the lobby. From here, you can navigate the Exhibition and Course Provider Halls, using the menu bar and TV screens.

» *Top tip: Need some assistance? Simply visit the 'Help Desk' and speak to one of our representatives who will be online to help with any problems you may have.*



DISCOVER MULTIPLE EMPLOYERS

Use the scroll bar to discover employers and course providers in the exhibition halls. Love to find out more? Simply click on the booth to enter it.

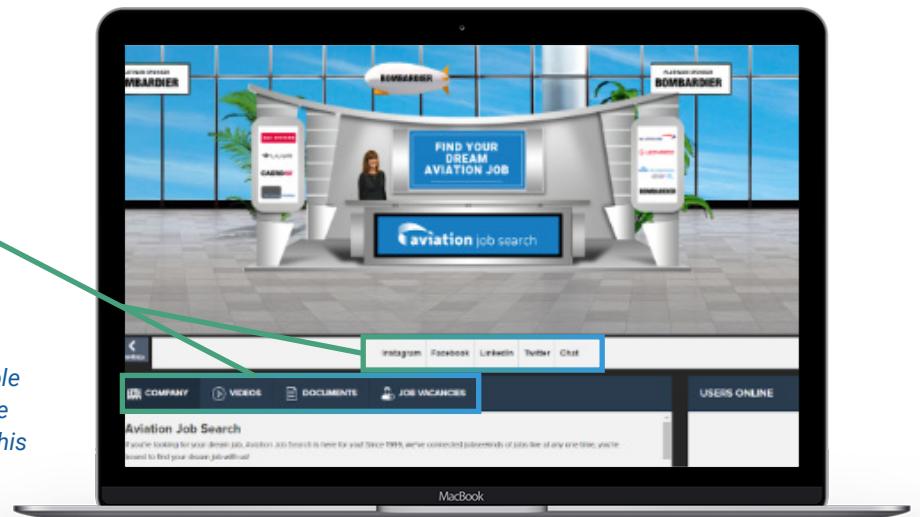
» *Top tip: Looking for an exhibitor in particular? In each hall, scroll the Exhibitors Index to find who you're looking for.*

NAVIGATE VIA THE MENU BARS

Once in a booth, find out more about the employer using the menu bar. Use the social links to discover more about the company culture of the employer.

You can also search job vacancies, watch corporate videos and view documents.

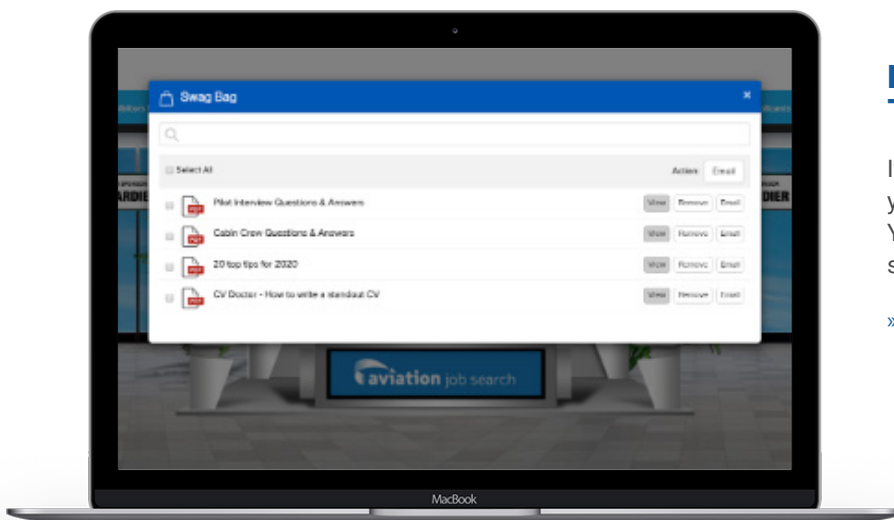
» *Top tip: By watching corporate videos and viewing social media pages, you should be able to build an impression on what it would be like to work for their company. You can also use this information to ask engaging questions when you enter the chat room.*

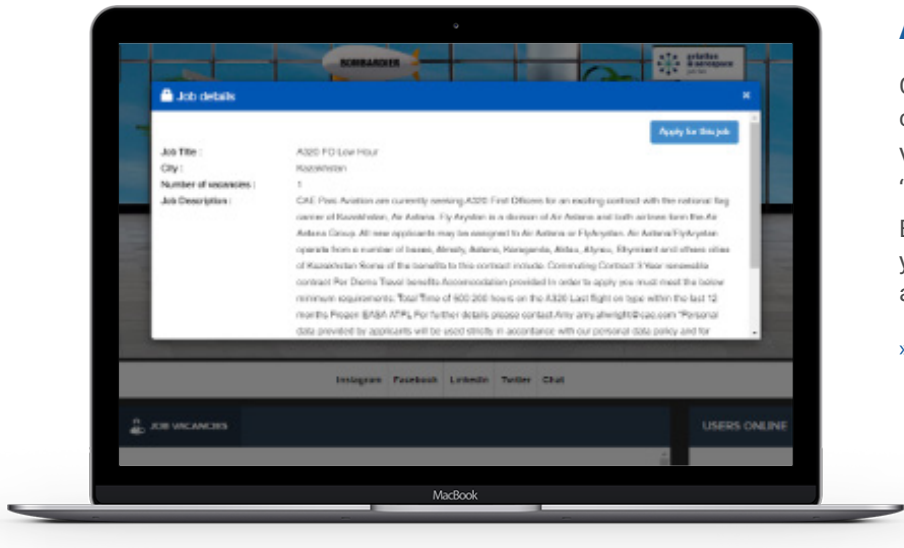


DOWNLOAD CONTENT TO YOUR SWAG BAG

If a document catches your eye, simply save it to your personal Swag Bag and email it to yourself. You can view the contents of your swag bag by searching for 'Swag Bag' in the menu bar.

» *Top tip: You don't need to email the contents of your Swag Bag one by one. Wait until you've collected all the relevant documents before emailing the entire Swag Bag to yourself.*





APPLY FOR JOBS

On each booth, search through open positions by clicking on the 'Job Vacancies' tab.

View further information by selecting 'View Details.'

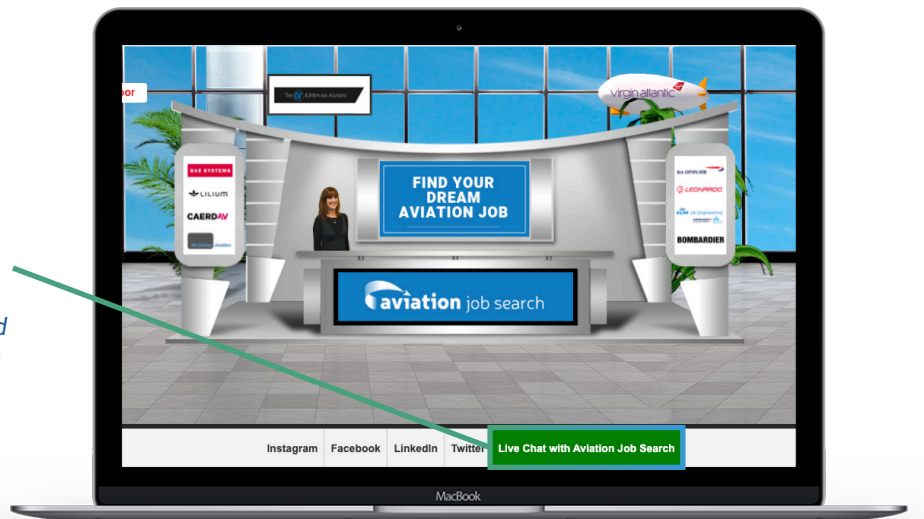
By clicking on the 'Apply for this job' button, your application (including your CV) will be automatically sent to the recruiters inbox.

» *Top tip: Make sure you upload an updated CV in the registration process to maximise your chances of success. Didn't upload your CV or prefer to update it? Simply head into your settings in the top right hand corner of the screen to make changes.*

SPEAK WITH EXHIBITORS LIVE!

Love to find out more about the company or a particular role? Simply click the 'Chat' tab to enter the chat room.

» *Top tip: Make sure you log in early to get ahead of the crowd. The chat rooms will be very busy during peak periods.*



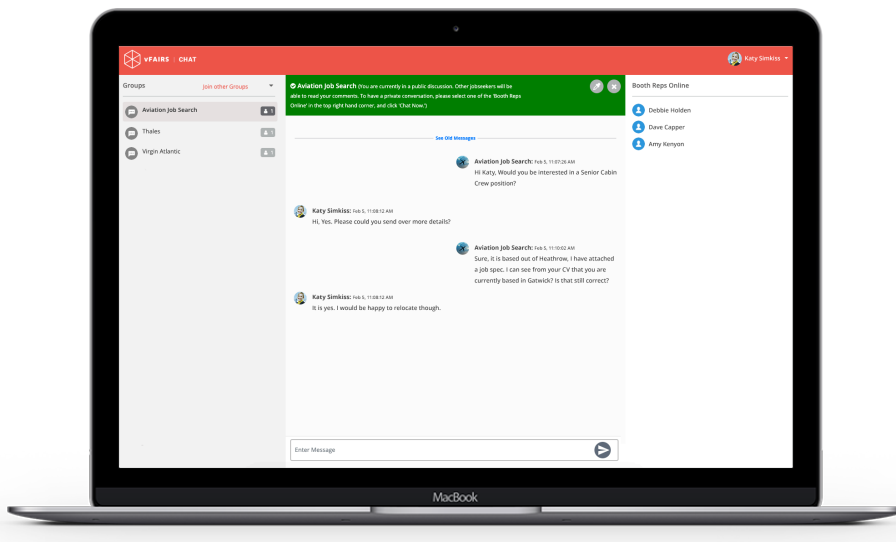
ENTER THE CHATROOM

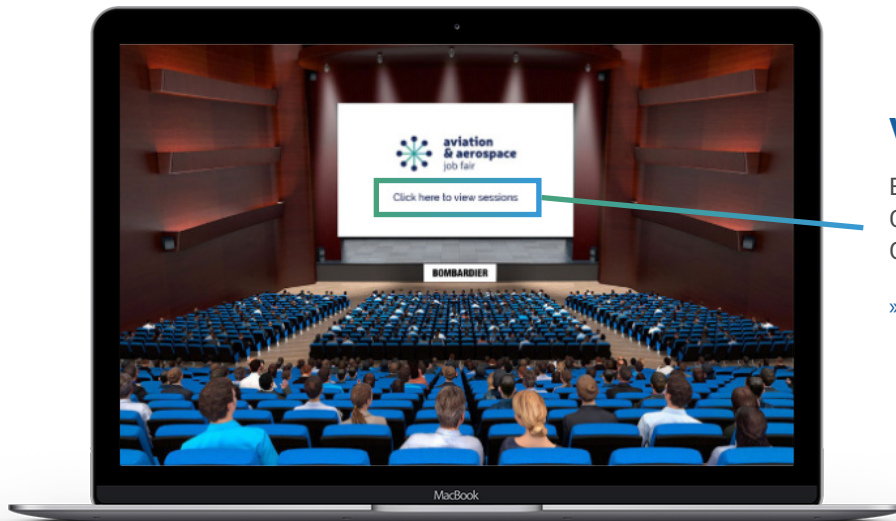
Use the chat room to speak live with employers and course providers. You will initially enter into a public chat room. Discussions in the public chat room will be visible by other jobseekers.

To have a private discussion, simply select a representative from the company to initiate a conversation with. You can see a full list of representatives online in the top right hand corner of the chat room.

Whilst speaking with exhibitors, they will be able to view your registration details, including your CV.

» *Top tip: We recommend you come prepared with some insightful questions and initiate a private conversation with your chosen employer. Asking the right questions will help you stand out in a crowded space!*





VISIT THE CONFERENCE HALL

Enter the conference hall using the menu bar. Click on the screen to view a full list of Live and On Demand webinars.

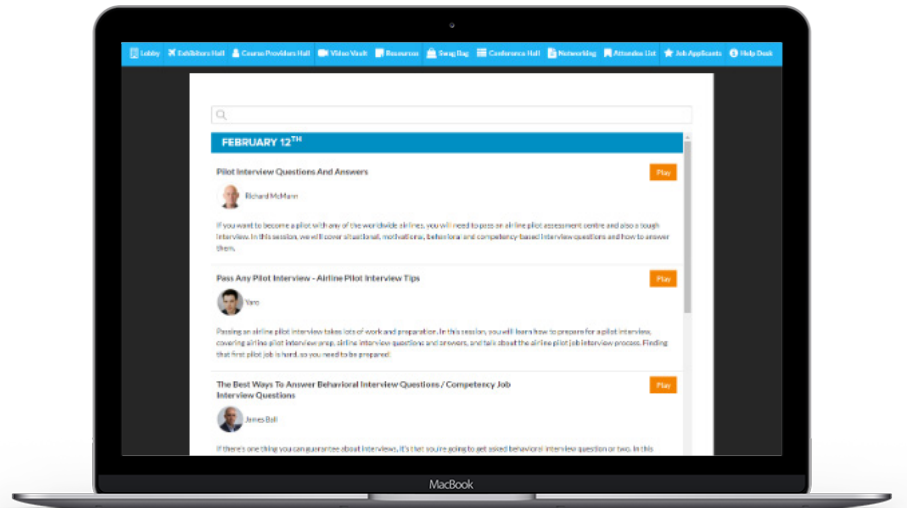
» *Top tip: Keep an eye on the notifications feature in the bottom right hand corner of the screen. This will keep you up to date when live webinars are about to begin.*

WATCH AND PARTICIPATE IN LIVE WEBINARS

Navigate through Live and On Demand webinars using the menu bar. Live webinars will commence at the specified time and On Demand webinars will be available to view at all times.

Got a burning question during a live webinar? Simply ask your question and it may be answered during the Q&A at the end of the session.

» *Top tip: Missed a live webinar? Don't panic! Recordings of live webinars will be available to view from 21st March in the Conference Hall.*

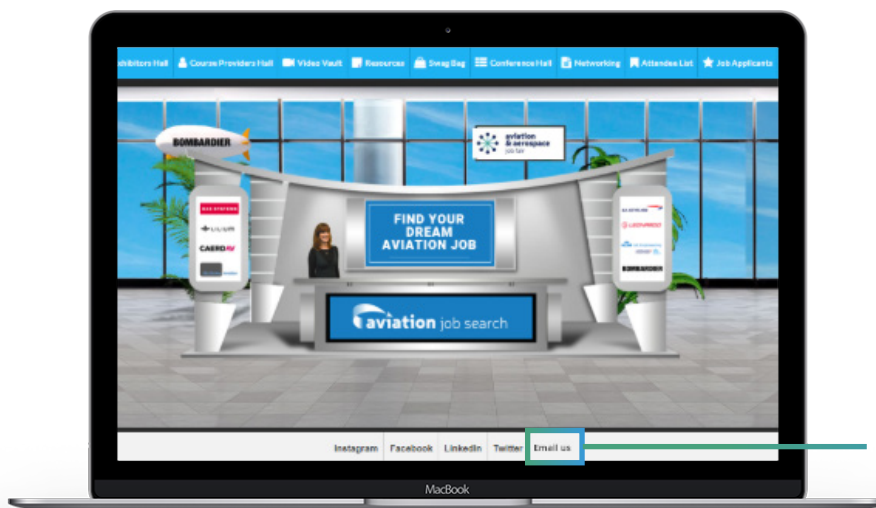


MISSED THE JOB FAIR?

The job fair goes live between 10am and 4pm on 20th March. This means exhibitors will be online and available to speak with live about genuine career opportunities.

However, the job fair will be open between 21st March and 21st April for jobseekers to view content, watch webinars and apply for vacancies. Exhibitors won't be online during this period.

» *Top tip: Should you wish to contact exhibitors after the job fair, you may send a message using an offline contact form.*



CAN'T FIND WHAT YOU'RE LOOKING FOR?

If you still have an unanswered question,
please email events@simplygroup.net
and a member of the team will get back
to you as soon as possible.

