

Virtual JOB FAIR FAQ

1. What is a Virtual Job Fair (VJF)?

- a. A Virtual Job Fair (VJF) is a “conversational recruitment platform” that allows recruiters to connect with multiple job seekers and conduct initial conversations using familiar instant messaging chat technology. It is an opportunity for businesses to identify and screen candidates with whom they may want to follow up to conduct more formal interviews by phone or video.

2. How does it work?

- a. Businesses will be supported in setting up their “virtual booth” at the event, which is delivered on the platform Brazen. Employers/recruiters will have the ability to specify the type of candidates (experience, required certificates, etc.) they want and will have the ability to live chat with candidates during the event. Employers can review job seekers’ résumés in advance of the event. At the end of the event, each employer will receive complete transcripts of each chat they had with job seekers for follow up.

3. How much time do employers need to dedicate to this?

- a. Preparation in advance of the event depends on the number of positions each business is looking to fill, but as soon as employers register and identify who the recruiters will be, they will get a link to training resources and technical support that is recommended for first-time participants.

4. How much does it cost to participate?

- a. There is no cost to participate in this pilot VJF.

5. How do job seekers apply, and how many job seekers do you anticipate will participate?

- a. Job seekers register from a landing page and must register in advance to participate. During registration, they will be able to upload their résumés and answer a few questions.
- b. We plan to provide 500-750 slots for job seekers, depending on the number of employers who participate. The actual number will depend on number of recruiters attending and number of open positions.

6. How do I register?

- a. Register on the Spokane Workforce Council website here. You will need to be ready to provide the number of job openings you anticipate having at the time of the event, how many recruiters you plan to bring, and a company logo to assist our team in setting up your virtual booth.

Additional materials:

[Booth Owner Training Video + Guide](#)
[Everything you need to know about Virtual Events](#)

For questions not answered here connect with us at: TalentSolutions@esd.wa.gov or (509) 532-3186