

SET UP FOR SUCCESS

A TACTICAL GUIDE TO VIRTUAL CAREER FAIRS

HOSTED ON THE BRAZEN EVENT PLATFORM



PREPARE LIKE A PRO: PRE-EVENT CHECKLIST



REGISTER EARLY

- Sign up for a Brazen account.
- Complete the registration process for the specific career fair offered by your university.
- Familiarize yourself with the log-in process. Brazen is web-hosted. No downloads needed.



SHOW YOUR BEST SELF

- Upload your updated resume. This allows recruiters to get a quick snapshot of you.
- Fill out your profile, including a professional photo.
- Double check that all your information is up-to-date.



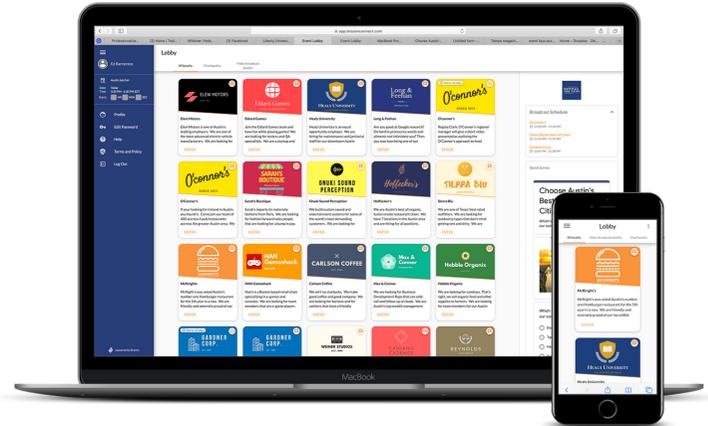
MAKE A GAME PLAN

- Explore the booths even before the event starts. Once fully registered, you will be able to enter the Brazen platform, discover employers, and research open opportunities.
- Block off time on your calendar and pace yourself. Career fairs can be multiple hours long so attend the fair when you can be focused and uninterrupted.



CHECK YOUR TECH

- Make sure you secure a stable Internet connection.
- Run this [quick Brazen test](#) and this [one-click Vonage test](#). (Vonage powers Brazen's video and audio chats.)



FAILED YOUR TECH CHECKS?

Both the Brazen and Vonage tests are designed to help identify whether you have a technical issue and, if so, what kind. Follow the recommendations provided in the results. Brazen Support is available if you need help.

Next Steps



PRE-EVENT TROUBLESHOOTING 101



I FORGOT MY PASSWORD

[Click here](#) to reset your password. Be sure to check your spam folder if you do not receive an email within five minutes.



I'M NOT RECEIVING ANY EVENT EMAILS

Emails are sent from **notifications@brazen.com**. First, check to see if they are getting caught in spam. Then, make sure to whitelist Brazen's IP address: 168.245.116.172.



HOW DO I TEST MY AUDIO & VIDEO?

You can run two automated tests to make sure you are prepared to join 1-to-1 video chats or video broadcast booths:

- 1) Run this [quick Brazen test](#)
- 2) Run this [30-second Vonage test](#).
(Vonage powers Brazen's video and audio chats.)

Both tests are designed to help identify whether you have a technical issue and, if so, what kind. Follow the recommendations provided by the test results. Then, follow the next steps provided by Brazen.



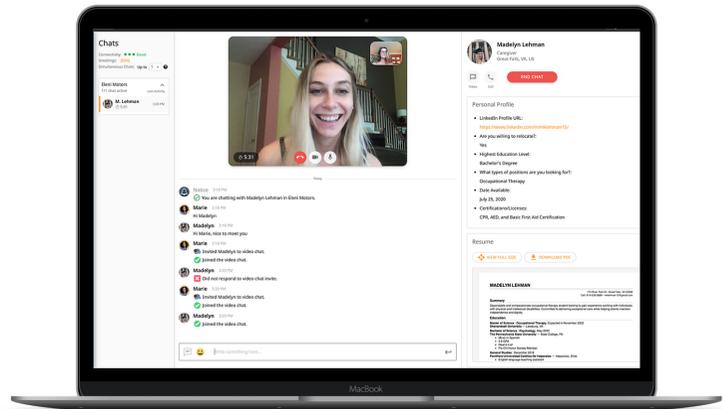
BRAZEN ISN'T LOADING PROPERLY

Make sure you are using a browser supported by Brazen: Chrome, Safari, Firefox and Edge. Also, ensure that you have the most recent version of the browser. For best results, we recommend **Chrome**.



I NEED FURTHER ASSISTANCE

Brazen's support team is here to help. Visit Brazen's support site, submit a [help request](#), or reach out to support@brazen.com.



KNOW YOUR WAY AROUND

You're going to get the hang of Brazen quickly. We promise. Just like other software and apps you use, the web-based platform is intuitive and modern. All your controls can be accessed by one menu.

NAVIGATION GUIDE:



CHAT AVAILABILITY

Toggle on your chat availability to connect with live recruiters! If you need to take a break, simply turn off your chat availability without leaving the event or losing your place in line.



CHAT HISTORY

Stay organized with chat history as you have conversations with different recruiters. You will be able to access your chat history after the event as well.



SEARCH BOOTHS

Search booths to make your job search efficient. Find employers by using filters that match your search criteria, and **easily get in line to chat with them.**



REGISTRATION

Have full control over how you appear before recruiters. In order to make the best impression, be sure to upload a profile photo that shows your face and an up-to-date resume.



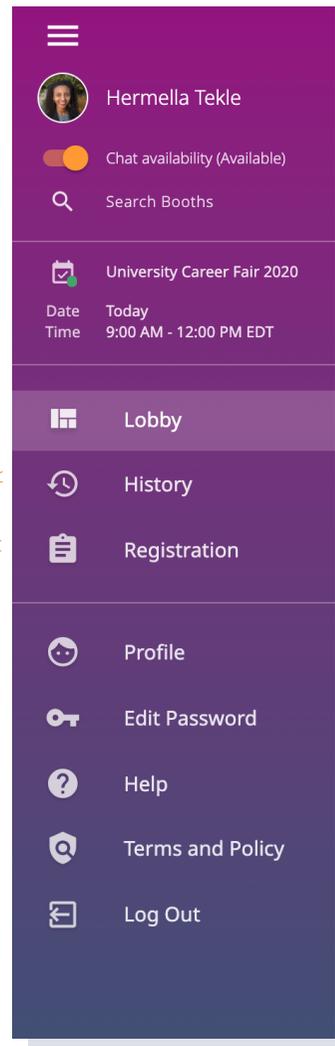
LOBBY

Head to the lobby to discover booths, opportunities and event activities.



HELP

If you need technical assistance, Brazen's support team is here to help.



TROUBLESHOOTING VIDEO & AUDIO

At Brazen, we take connection seriously.

Audio or video is essential to Brazen's live video broadcasting booths and 1-on-1 chats. These features require access to your device's camera and microphone.

TRY THESE STEPS FIRST...

Do you have other apps and tabs open?

Try closing out of any unnecessary applications or windows, refreshing your page, and trying again.

How is your Internet connectivity?

Weak connections can often create disruptions in audio and video. In order to address this issue, try getting a hard wired connection or switching to an alternative Internet source.

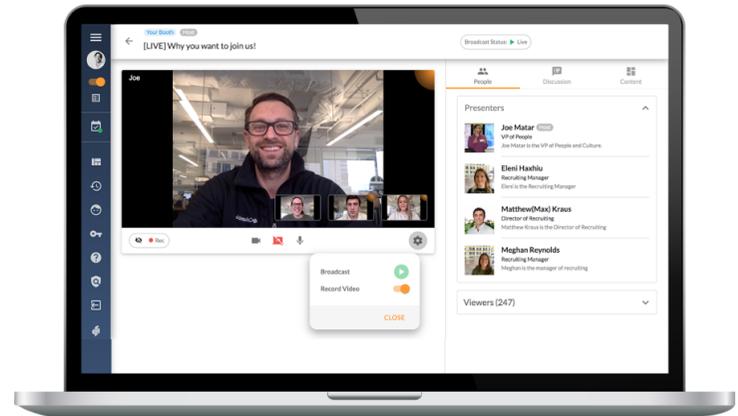
Is your browser up-to-date?

Make sure you have the latest version of your browser. Brazen supports Chrome, Firefox, Safari and MS Edge browsers. For best results, we recommend Chrome.

Is your camera, mic and screen share enabled?

Review your browser settings to make sure your browser can have access to your camera, mic and screen share.

Also, check your device settings to make sure your audio, camera and screen settings are set to the preferred channels.



STILL NOT WORKING?

Diagnose the problem using these automated system checks:

- Run the very quick [Brazen Service Check](#)
- Run the 30-second [Vonage Service Check](#)

These tests reveal whether you have a technical issue, and also provide instructions on how to address them. If you need help interpreting your system checks or need further assistance, [submit a request to Brazen Support](#). Be sure to include your test results so that Brazen Support can help you quickly.

YOU ATTENDED A CAREER FAIR. NOW WHAT?

Believe it or not, the conversations you have at job fairs help you advance in your career.

These friendly chats are in fact valuable leads that can secure your next job or professional connections for the future. Whether for now or later, use these strategies to fully leverage the connections you make:



THE DATA-DRIVEN DEBRIEF

Brazen tracks the conversations you have with recruiters and organizes them for you in a single view. You can sign into the event even after it's over and review the interactions you've had during the fair, including full transcripts of chats, recruiter profiles, and notes you took during the event. Use this data to devise a strategy for prioritizing follow-ups with certain recruiters and opportunities.



THE APPLICATION SCHEDULE

There's no way around this next part: buckle down and apply. You can sign into Brazen after an event has ended to review the job opportunities they are actively hiring for, as well as explore other openings on the companies' websites. Make a list of positions you're interested in and set a schedule for when you will apply to each one. Even if you are awaiting replies, make sure to stick to the schedule and keep applying.



THE LONG GAME VIA LINKEDIN

You didn't just have a conversation with a recruiter at the job fair, you made a connection. Adding recruiters you have met with on LinkedIn can be another valuable way to stay in touch. By connecting on social media, you will be more privy to their company's updates, other openings and industry news. Plus, if you are an active LinkedIn user, the recruiter may also receive updates about you. By setting up this connection now, it better positions you to follow up in the future.



THE PROFESSIONAL, YET PERSONAL THANKS

Follow up with recruiters, on LinkedIn or via email if you have their contact information, to thank them for their time and assistance. Don't just make it a generic thanks, however. Tailor your thanks by specifying your interest in the employer.

At a loss for words? Review your chat transcripts and refer back to conversation with the recruiter. Remember, you are making a human connection!