VIRTUAL CAREER FAIR EVENTS WITH BRAZEN

Brazen is an internet based chat software that seeks to humanize engagement by making personal interaction efficient and scalable. It provides a great venue for WPI students and alumni to chat with employers of interest who may be unable to attend in-person events held on campus. Through virtual career fairs held in Brazen, you will have the opportunity to chat one-on-one with employers in "booths." Chats will typically last for 7-10 minutes per employer, depending on the fair's settings and the length of the lines.

How it Works:

Step 1: Register

Create an account, complete the registration form, and review any instructional videos. Be sure to set up your account and register for events using your WPI email, not LinkedIn. This allows the Career Development Center (CDC) to easily verify your information when approving participants. Please add your LinkedIn URL when registering for events so that employers will be able to check out your profile. You will also be able to upload your resume as part of the registration process.

Step 2: Explore

Research participating organizations and opportunities. Just like an in-person fair, it is important to know who the company is, what they are recruiting for, and how you "fit."

You can find out what employers will be attending a virtual career fair by logging in to **Handshake**, going to the "Events" tab, then selecting "Search Fairs", and selecting the appropriate career fair.

Just like an in person career fair, consider applying for positions prior to the event, to show your interest and awareness of their opportunities.

Step 3: Attend

Log in and join the chat from any device. While you can use your smartphone, tablet, or computer to log in and chat with employers, the CDC recommends using a device with a physical keyboard for your own ease of use.

How to Navigate the Lobby and Chatting:

You can see all of the employer booths and wait times from the lobby. In order to chat with a particular employer, you will need to enter the booth and click on the green "Chat" button. You can get in line to chat with multiple employers. It is important to enter into official chats with employers rather than just using the comment box within a booth—official chats are the only way that your conversation with the employer will be logged for both parties. This is important, as both employers and you will have access to these logged chats for follow up and future reference.

Because there is a set amount of time that you can chat with an employer, it is a good practice to have certain information like your elevator pitch and any specific questions that you want to ask typed up in advance. This way you can simply copy and paste your elevator pitch into a chat when you begin, saving valuable time. If you need to step away from your device at any time, you can change your status to "Away" in the lobby. This will save your place in line, but will not open up

any new chats until you switch your status back to "Available."

Once your chat with an employer has ended, be sure to rate the chat and write up some notes for yourself. This information is private and will not be seen by the employers. Once you have completed your notes, simply hit the "Save and Continue" button. Later, you can log back in, check out your notes, and even see a transcript of conversations you had with employers. This will be very helpful as you write thank you notes to all of the employers that you chatted with during the event.

As mentioned above, you will only have a transcript if you clicked on the "Chat" button within an employer booth. You will not be able to see transcripts from any interactions in the open comment box within the booths.

For more information, check out this helpful **video**.

We also recommend that you check out our **Career Fairs** tipsheet for more information on how to prep for a career fair.

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