

Job Seeker Registration Instructions & Job Browsing Tips

I would like to participate in the NHPCO October 28th Career Fair, how do I do so?

1. Log into your NHPCO Career Center Job Seeker profile. (If you do not have a profile you will need to create one and upload a resume to participate in the Career Fair)
2. Upon logging in, at the top of your profile overview page you will see the NHPCO Career Fair listed. Click “Attend This Event”



3. You are listed as an attendee for the Career Fair and ready to begin browsing job listings!

I have registered for the NHPCO Career Fair, now what?

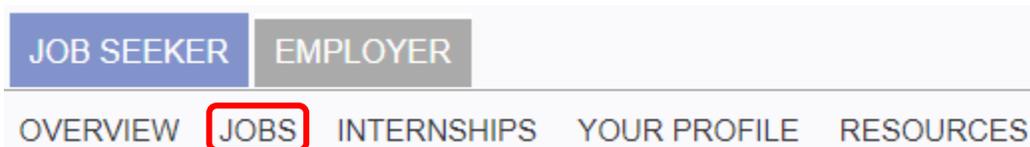
1. Once you have clicked “Attend This Event” your overview screen will change to the below.



2. With the NHPCO Career Fair hub now displayed you will be able to do the following.
 - a. Check, send or reply to any messages between yourself or registered employers
 - b. View your calendar of scheduled interviews
 - c. Update your availability to show employers when you are free for interviews (this is highly recommended)
 - d. Upload your resume if not already uploaded (resumes must be uploaded for employers to view them and request and interview)

How do I browse Career Fair positions posted by employers?

1. To browse jobs posted by the employers attending the event, click the “Jobs” tab at the top of your profile overview page.



2. Once you get to the jobs page you will see the below. Career Fair postings are indicated by a tent icon to their left. You can use the drop down search fields to filter jobs, any Career Fair posting will show up with their indicating icon. However all non-Career Fair postings will display as well.
3. If you would like to filter by only Career Fair postings. Click the check box by the tent icon circled below and then click “Search Jobs”. This will then filter so all you will see is Career Fair Postings.

The screenshot shows a job search interface with a blue header bar containing navigation links: Search, Browse, Explore, Your Job Alerts, and Your Saved Jobs. Below the header is a search bar with fields for Keywords, Location, Sector, Discipline, Type, and Level. A red box highlights the 'SEARCH JOBS' button in the top right corner. Another red box highlights a checkbox labeled 'Only show NHPCO Virtual Career Fair jobs' at the bottom left of the search bar area.

I found a position I like, how do I apply or message the posting employer?

1. Once you find a position you're are interested in you will need to message the employer or apply to the position.
2. Once you click the position on the jobs page it will open in a new window. On the left of the page you will see options to either “apply”, “request an interview” or “send the employer a message”.
3. Best practice is to request an interview, include your resume and a message to the employer.
4. Once you have done this you will be able to view those applications, messages and interview requests from the Job Seeker overview page and the NHPCO Career Center hub.
5. If you do get an interview scheduled please be sure the employer has provided you with a virtual meeting room for a face-to-face interview or a phone number for a phone interview.

GOOD LUCK AND ENJOY THE NHPCO CAREER FAIR!!