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**EMPLOYERS EMPLOYER WHY ATTEND** Im assessing whether we should participate in the NASW Virtual Career Fair. Can you provide me with more information about this event? The Virtual Career Fair is perfect for: Employers looking to fill their pipeline with qualified candidates, find suitable candidates for current and hard-to-fill roles, and showcase their brand to talented, skilled social workers. Employers seeking to schedule 1-on-1 interactive conversations with candidates seeking social work positions. With hundreds of outstanding attendees at various career stages, this is the premier opportunity to interview prospects seeking their next role. When you participate, you will be able to: Make connections that are invaluable to help you build your talent pipeline and identify promising candidates for now and for the future. Gain access to NASW Joblinks resume database as part of your employer package and the ability to screen resumes before and during the event. Promote your companies/organizations open positions and increase brand awareness on NASW Joblink. Easily schedule your own 1:1 interviews. Gather real time feedback that can inform your recruitment strategies and improve your employer brand going forward. You can view participating employers by clicking on the Employer Directory tab on the main event page. For further information regarding the number of registrants expected for this event and other details, please email Evan Denisoff at [evan@webscribble.com](mailto:evan@webscribble.com). Whats included in the Employer Packages? Whats included varies based on the type of package purchased. However, all employer packages include unlimited resume database access until the end of the event and at least one conference job match posting. Click on the Employer Packages tab on the main event page to find full details about the available employer packages. Back to table of contents

**EMPLOYER KEY DATES, TIMES, & TIME ZONE** What are the dates and times for the Virtual Career Fair? The event will take place on Wednesday, February 5, 2025 from 10:00 am to 4:00 pm Eastern. Employer registration closes on February 5, 2025 at 10:00 am Eastern and Job seeker registration will close on February 5, 2025 at 3:00 pm Eastern. Post-event access to the resume database search closes on February 12, 2025 at 5:00 pm Eastern. Your event job postings will also be deactivated on February 12, 2025 at 5:00 pm Eastern. What is the time zone for the Virtual Career Fair? All event times are in the Eastern time zone. Back to table of contents

**EMPLOYER REGISTRATION & LOGIN QUESTIONS** How do I register for the Virtual Career Fair? Step #1 - All companies/organizations must register to take part in the Virtual Career Fair and can choose from a variety of package options. Go to the main event page to find full details about the available employer packages and register for the event. Step #2 - Once you are registered to attend the event, be sure to create or update your NASW Joblink employer profile. Login or create your employer account by visiting the NASW Joblink, and selecting either the Register option or the Sign-in option from the top menu. Step #3 - Set-up your event schedule, by logging into your NASW Joblink employer account, then clicking on the link for the event which will be located in your account dashboard. From here you will be able to set-up your interview schedule, request interviews with candidates, search the resume database, and more. How do I know if my organization is registered for the Virtual Career Fair? To see if your company/organization is registered for the career fair, click on the Virtual Career Fair link in the top navigation menu of NASW Joblink. Then, click on the Employer Directory tab which will take you to the list of the employers that are registered to attend. If your company/organization is listed there, it means that your company/organization is registered for the event. If you see your company/organization is registered and would like to be added as a recruiter, please contact the person on your staff who is in charge of registering your company/organization for this event. Im trying to register for the Virtual Career Fair, but Im running into difficulties. The website is saying my email is wrong: To register for the career fair, you need to use the email address and password that is associated with your employer account on NASW Joblink. If you dont have an employer account, then you will need to set one up. Click on the Sign In" button in the top navigation bar and create an account I forgot my password: Click the Sign In button in the top navigation bar. Click on the Forgot Password link at the bottom of the sign-in page to reset your password. My staff is having difficulties registering for the Virtual Career Fair. If you want to have multiple users use your companies/organizations account on NASW Joblink, you will need to share access to the account. To do this, the person who created the main account (a.k.a. the account administrator) must create sub-accounts for the people they want to have access to the companies/organizations account. See the FAQ "How do I create a sub-account?" below for further details. If your staff members have already registered for the event and are still encountering difficulties, please contact [careercenter@webscribble.com](mailto:careercenter@webscribble.com) and describe the issue(s) your staff is encountering. We will research the issue(s) and troubleshoot as needed. My account on NASW Joblink is currently set up as a job seeker, but I want to register as an employer. Can I have all participating staff from my company/organization use one login? While its possible for your whole recruitment team to share a single login, wed suggest creating sub accounts for each member of your recruitment team as a best practice. Setting up sub accounts offers a couple of key benefits: Each person will access their own sub-account using their own unique login. Each person with a sub-account will be listed with the same employer but will have the ability to set up a different schedule and availability, so they can perform interviews from their own device. In addition, each person will be able to select the platform they want to use for their interviews. For further detail and a tutorial on how to create sub accounts for your recruiters, please watch this video. When do I create a sub-account? You create a sub-account when you want to have multiple users use your companies/organizations account on NASW Joblink. To share access to the account, the person who created the main account (a.k.a. the account administrator) must create sub-accounts for the people they want to have access to the companies/organizations account. Each sub-account user will have their unique login credentials (email and password). They can see all jobs and all applicants and can post and manage jobs on behalf of the employer. Each sub-account user will have the same logo, profile picture, and company/organization information as the companies/organizations main career center account. How do I create a sub-account? To create a sub-account, the account administrator needs to log in to their account by clicking on the Sign In" button in the top navigation menu, and then follow the instructions below. From the drop-down menu, select User Account Fill out the form and hit save. A new sub-account will appear in the User Account section. Note - new sub-account users do not receive invitations nor confirmations when their sub-account has been created. The companies/organizations account administrator will need to communicate with their teammates about the newly created sub-account. For further detail and a tutorial on how to create sub accounts for your recruiters, please watch this video. My account administrator created a sub-account for me. How do I log in? To log in: Click the Sign In button in the top navigation bar Click on the Virtual Career Fair event link in the top navigation menu You should see the options to set your availability and schedule with your company/organization. If you are having issues, please contact [careercenter@webscribble.com](mailto:careercenter@webscribble.com). My company/organization is registered for the Virtual Career Fair. I was under the impression that we would gain the ability to post jobs as part of our registration for this event. I am attempting to do a job posting now, but it's prompting me to pay a fee. Can you please tell me why? If your company/organization has purchased a package with conference job match postings and has not yet exceeded the number of postings allotted to the package, then please contact [careercenter@webscribble.com](mailto:careercenter@webscribble.com) for assistance resolving the issue. If your company/organization has purchased a package with conference job match postings and exceeded the number of postings allotted to the package, please contact Evan Denisoff at [evan@webscribble.com](mailto:evan@webscribble.com). My employer package for the Virtual Career Fair includes conference job match postings. When do I use them? The conference job match postings included in your package are good from the date of purchase until February 12, 2025. They will be removed from NASW Joblink at 5:00 pm Eastern on this date. Please note, these are use it or lose it job postings, so employers participating in the Virtual Career Fair are encouraged to post their jobs as soon as possible after purchasing an employer package. Back to table of contents

**EMPLOYER ACCOUNT SET-UP QUESTIONS** How do I set up what platform I want to use for my interviews? What are my platform choices for interviews? What if I want to use an interview platform other than the ones listed? How do I provide direction to candidates Im inviting to participate in interviews? When you register for the Virtual Career Fair, you will first purchase your preferred exhibitor package. Once you are registered for the Virtual Career Fair and received the confirmation that your employer account is activated, you should visit NASW Joblink and login. To log in: Click the Sign In button in the top navigation bar When signed-in, you will see the event located in the Upcoming Events section of your account dashboard. Select the event and you will be taken to a screen that will allow you to set-up your interview schedule, including the length of your interview slots and the method you would like to use to conduct your interviews. You can choose to conduct your interviews on Google Meet, GoToMeeting, Skype, or Zoom or by Phone by clicking the button for one of these options. If theres another platform youd like to use, such as Microsoft Teams, then click the Other button. Note - If you are using a virtual meeting platform to conduct your interviews, then you will want to create a special room to use for this purpose in that platform. Once you choose your interview method, you should enter the relevant details candidates will need for your interview sessions in the text editor box provided in the Interview Method area. You can keep it very simple, for example, if you are using Zoom you can enter the Zoom meeting link and password (if required). Or, if you are meeting by phone, you can enter the phone number including the area code. Or, if you select Other you can enter those details below. You also have the option to include more detailed instructions. Following is an example to give you an idea of what you can include. You should customize what you include in this area to fit your companies/organizations specific approach and preferred instructions for candidates. The ABC Organization will be conducting 30-minute interviews using Zoom. As we work directly with attendees to schedule interviews, we will provide the Zoom link and other relevant information. Candidates should arrive in the Zoom room no more than five minutes before their appointed interview time. The interviewer will open the Zoom room at the appointed time or communicate with candidates directly if there will be any changes to the interview start time. Is it possible to have the name of the interviewer for each time slot noted so that the candidates can see who they are scheduling with? At this time, employers are not able to indicate the name of the interviewer for each time slot. Instead, it will show the name of the company/organization. Back to table of contents

**EMPLOYER INTERVIEW MANAGEMENT QUESTIONS** How do I find candidates registered to attend the Virtual Career Fair? Log in to your employer account by clicking on the Sign In button in the top navigation bar. Then, click on Resume Database from the top navigation bar. To find candidates registered to attend the Virtual Career Fair in the resume database select the Show attendees from filter and then select NASW 2025 Virtual Career Fair and hit search. How do I schedule an interview with a candidate attending the Virtual Career Fair? Log in to your employer account by clicking on the Sign In button in the top navigation bar. Then, click on Resume Database from the top navigation bar. To find candidates registered to attend the Virtual Career Fair in the resume database select the Show attendees from filter and then select NASW 2025 Virtual Career Fair and hit search. To schedule an interview with a candidate, select the View link in the bottom right corner of the candidates profile, and then select the event and the date and time from the drop lists provided under the Invite to interview: header, then hit the Apply button. A meeting request will appear on the candidates schedule and that time slot will be blocked on your schedule until such time as the candidate either accepts or declines the request or you reschedule or cancel the request. How do I reschedule an interview with a candidate? Log in to your employer account by clicking on the Sign In button in the top navigation bar. Then, click on the Virtual Career Fair event link in the top navigation bar. Once you are on the event page, click the My Schedule button. As a first step, you should cancel the original interview. Next, ask the job seeker to select a new interview time from among your remaining open slots. How do I cancel an interview with a candidate? Log in to your employer account by clicking on the Sign In button in the top navigation bar. Click on the Virtual Career Fair event link in the top navigation bar. Once you are on the event page, you can click the My Schedule button and there you can cancel your interviews. Be sure to notify each job seeker that their interview is being canceled. Back to table of contents

**EMPLOYER BILLING & CANCELLATION QUESTIONS** Can you invoice us for the Virtual Career Fair fee? The default payment method is by credit card. If your company/organization requires an invoice in order to process the career fair fee, please contact Evan Denisoff at [evan@webscribble.com](mailto:evan@webscribble.com). Can you send a receipt for the Virtual Career Fair fee? We keep track of all billing history right inside your employer account. To access a receipt for your career fair payment, log in to your account and go to My Account, then Billing History and click on the month of your virtual career fair payment to view and print out a receipt. You can print/save as pdf using the ctrl+p or command+p shortcuts. How do I remove the availability of this account for this event? If there are no pending or accepted interview requests: Please email [careercenter@webscribble.com](mailto:careercenter@webscribble.com) with your request to remove the availability of this account for this career fair, and we will remove their available slots in the schedule. If there are pending or accepted interview requests: First, remove the pending and accepted interview requests by following these steps: Be sure you are signed into NASW Joblink, then click on the Virtual Career Fair event link in the top navigation bar. Click the little arrow next to each interview spot. For all accepted interview requests, be sure to communicate with the job seekers involved regarding rescheduling with someone else on your team. Once you have completed the steps above, then go to Set Availability, remove the empty spots, and hit save. Next, send an email to [careercenter@webscribble.com](mailto:careercenter@webscribble.com) with your request to schedule interviews with participating employers. How do I find jobs posted by employers attending the Virtual Career Fair? Log in to your job seeker account by clicking on the Sign In button in the top navigation bar. Then, click on Job Search from the top navigation bar To find jobs posted by employers registered to attend the Virtual Career Fair, select the conference job match filter. How do I schedule an interview with an employer? To schedule an interview, log in to your job seeker account, then click on the link for the Virtual Career Fair in the events area of your account dashboard. Click Schedule Interview. Select an employer you want to interview with, choose an available time slot, and wait for the employer to respond. How do I reschedule an interview with an employer? To reschedule an interview, log in to your job seeker account, then click on the link for the Virtual Career Fair in the events area of your account dashboard. Click the Decline Interview button. If you dont receive a prompt to propose a new time after declining the interview, then visit the Virtual Career Fair event page, select the employer, and book a new slot at a time that works for you. Why didnt an employer accept my interview request? Dont be discouraged. Employers may not accept interview requests for a variety of reasons. For example, they may be focusing on hiring only for specific positions. The good news is that employers can still reach out to you after the event if there are different positions that you may be a better fit for. You also have the option to reach out directly to an employer after the event with a note that you attended the Virtual Career Fair and would like to be considered for future roles and opportunities. Back to table of contents

**JOB SEEKER BILLING & CANCELLATION QUESTIONS** Is there a fee for job seekers to participate in the Virtual Career Fair? Registration for this event is completely free for job seekers. I need to cancel my registration for the Virtual Career Fair. If there are no pending or accepted interview requests: Send an email to [careercenter@webscribble.com](mailto:careercenter@webscribble.com) with your request to cancel your registration for the Virtual Career Fair, and we will take care of canceling your registration. If there are pending or accepted interview requests: First, log in to your job seeker account. Then: Click on the link for the Virtual Career Fair in the events area of your account dashboard. Click the little arrow next to each interview spot. Once you have completed the steps above, then go to Set Availability, remove the empty spots, and hit save. Next, send an email to [careercenter@webscribble.com](mailto:careercenter@webscribble.com) with your request to cancel your registration for the Virtual Career Fair, and we will take care of canceling your registration. Back to table of contents

**JOB SEEKER DAY OF EVENT QUESTIONS** What if I dont have any scheduled interviews? If you dont have any interviews scheduled for the Virtual Career Fair, dont be discouraged. Employers may be focusing on hiring only for specific positions. The good news is that you can continue to request interviews from attending companies/organizations throughout the time of the event. If they have cancellations from other attendees, they may end up with open time slots that they are willing to spend on getting to know other attendees. In addition, employers can still reach out to you after the event if there are different positions that you may be a better fit for. You also have the option to reach out directly to an employer after the event with a note that you attended the Virtual Career Fair and would like to be considered for future roles and opportunities. What should I wear? Unless otherwise indicated, business casual interview attire is a safe bet for virtual interviews. This usually means blouses, button-downs and/or blazers. The key is to remember that your aim is to make a good first impression with the employers you will be meeting with. Plus, wearing a polished outfit is a great way to boost your confidence. And, while your interviewer wont be able to see what you are wearing from the waist down, its good practice to wear pants, a skirt, or even just a pair of jeans so that you arent caught unprepared. Its also good practice to do your research to get a sense of the companies/organizations culture and wardrobe expectations. A careful look through the companies/organizations website should give you some clues. In addition, you should be sure you are taking interviews in a quiet spot and have a neutral background behind you. You want the focus to be on you, so reducing noise and visual distractions is good practice. Can I login and logout during the Virtual Career Fair, or do I have to stay logged in the entire time? You will receive an email notification whenever an employer requests an interview so staying logged in is considered a best practice to minimize any risk of potentially missing or not seeing an interview request. Back to table of contents

**JOB SEEKER MISCELLANEOUS QUESTIONS** Who should I contact if I have a question that I dont see answered in these FAQs? Back to table of contents

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