

Zoom Etiquette – Peer Workforce Job Fair

To contribute in ensuring a supportive environment, please keep the following “do and don’ts” in mind

Do: Find a clean, quiet space and dress comfortably and appropriately.

- If shared space: share you are in a meeting/ask not to be disturbed
- Silence phones and close other windows on your computer
- Use headphones if not in a private area

Do: Make sure your name and pronouns- [Why include this](#) are displayed.

Do: Be on time, by **logging on 5 minutes early**.

- Once logged in you will be placed in a **waiting room**—**please wait there until the host opens the room**
- Be present, however we recognize that **quick breaks** are sometimes needed please **share in the chat** that you are stepping away and **mute your mic** and **shut off your camera** until your return

Do: Be aware of your background, lighting, and noise.

- Use a picture/background if you wish, one you would use at place of work

Do: To ensure sound quality, **stay muted if you are not speaking**.

- Facilitators will mute as needed **to reduce noise and feedback**
- Use ‘Reactions’ i.e. ‘raise hand’, ‘emoji’ or ‘Chat’ to communicate

Do: Please **hold comments and questions until the end of each presentation**. Why we ask this:

- We may answer questions at a later point in presentation
- **Write down your questions and comments as they are important to us**
- **Please email crwtrainingcenter@mhaw.org with any questions, we will also share the email of each presenter**

Do: It’s okay to have snacks and beverages during the Job Fair.

Do not: Take screenshots, cell phone pictures, or record the meeting.

Do not: Use the chat for side conversations.

Do not: Engage in texting, social media, unrelated work, or other distractions.

Do not: Engage in activities you would not engage in at your place of employment.