

# Employer Virtual Career Fair Day of Guide



## Before the fair:

Test your access to the UMaine CareerLink by logging in. If this is your first time accessing CareerLink, please click "Forgot Password" to create a password and log in.

**CareerLink Login**

☒ Student/Alumni  
☐ Employer

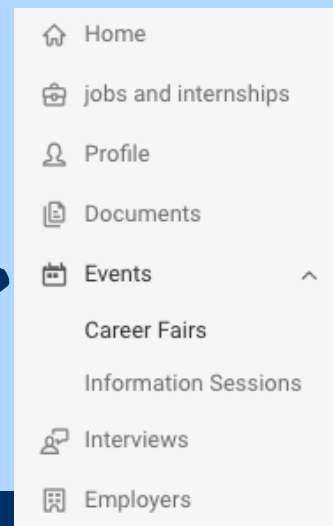
Username:

Password:

[forgot your password?](#)  
[new user?](#)

## On the Day of:

Log in and go to **Events > Career Fairs** to find the event. Employers may access the fair one hour prior to the start time of the fair, and remain online one hour after the fair closes to wrap up any chats.



# Before the Fair Begins



From the menu, select **Events** > **Career Fairs** > Fair Name & Date  
If you are not shown as Registered, please call us at 207-581-1359.  
Click "View Chats" for the active fair.

When the fair begins, "**Go online**" so students will see you are available and can join your queue. Your team of representatives will see the same queue. View Resume to prior to each video chat.

Confirm you "Meeting Instructions" Video Chat link is correct.



Select to "**View Resume**" prior to "**Start Chat.**"

You cannot view a student's resume during the chat.

You may also review the resume at any point after the chat ends.

University of Maine  
**careerLINK**  
STUDENTS & JOBS & EMPLOYERS

SS

## Video Chat Queue

Upcoming Completed

Student Name Search

1 result Show 20

**TT** Tiffany Tanner  
Graduating in May, 2022  
Master of Arts - Global Policy  
Ready to chat  
[Start Chat](#) [View Resume](#)

**Chat Profile**  
SS  
Sally Supervisor

**Video Chat Settings**  
Status  
Online  
Estimated Chat Time  
5 minutes  
[Video Chat Instructions](#)

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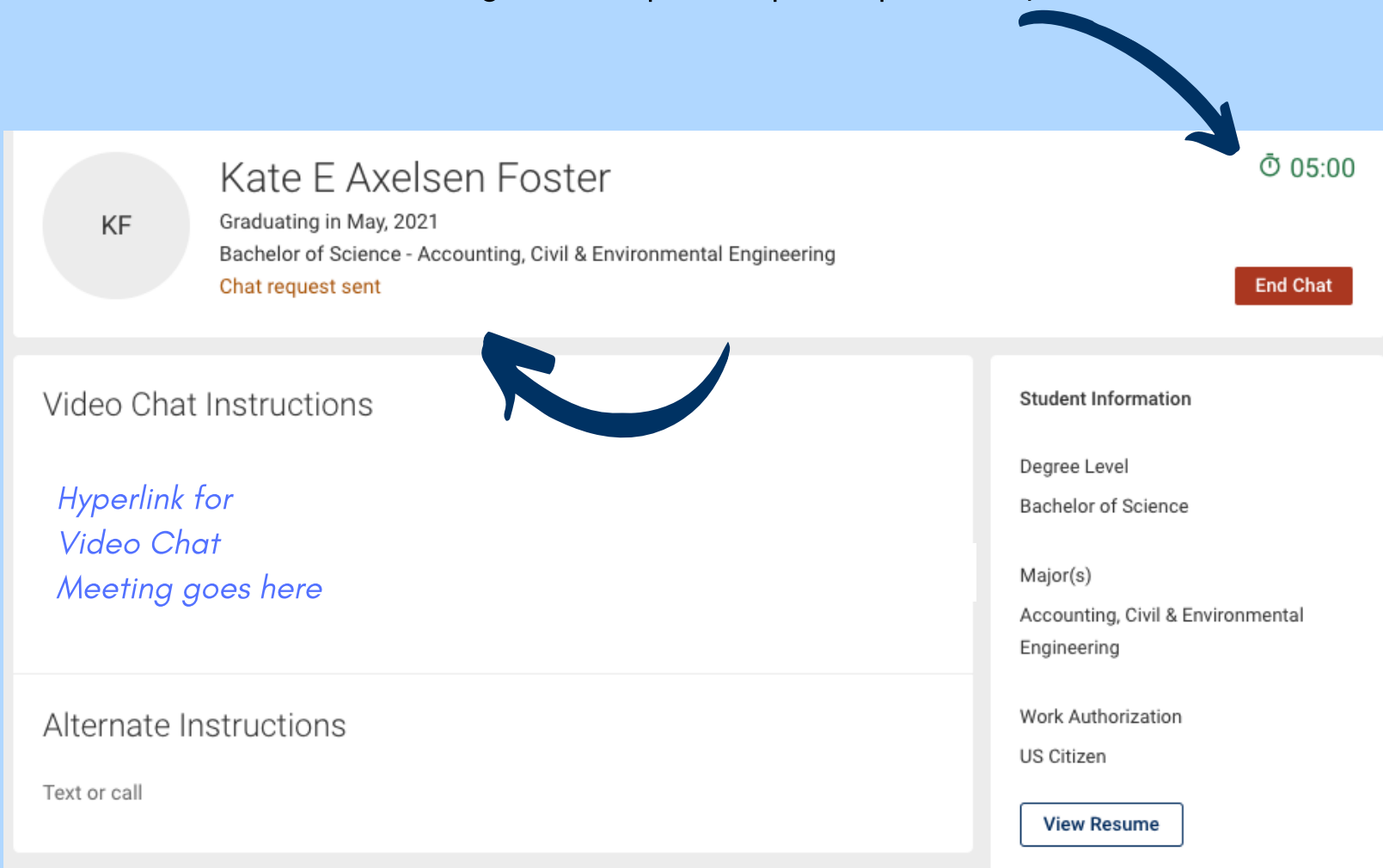


Click "**Start Chat**" and confirm, or "Add Instructions" to join your video chat. (This is where the hyperlink to your Zoom, MS Teams, WebEx, GoToMeeting, etc. would have been added during the registration process.) If the information previously entered is correct, simply click "**Save**." The student will receive your chat invitation with the specific link. This may take a moment. (Call the student's phone number on their resume if it takes more than 1-2 minutes.)

The screenshot displays the Career Center interface. A modal dialog box titled "Add Chat Instructions" is centered on the screen. It contains the text: "You may start chatting with a student only after you have added instructions on how a student can join chat. Please add chat instructions now to start chatting with students." Below this text are two buttons: "Not Now" and "Add Instructions". A hand cursor icon is pointing at the "Add Instructions" button. In the background, the "Upcoming" tab is selected, showing a list of students. One student, Tiffany, is visible with a green checkmark and the status "Ready to chat". To the right, the "Chat Profile" section shows the supervisor's name "Sally Supervisor" and status "Online". Below that, the "Video Chat Settings" section shows the status "Online" and an "Estimated Chat Time" of "5 minutes". At the bottom of the screen, there is a form titled "Alternate Chat Instructions" with a text area containing a Zoom link and a "Save" button circled in blue. The "Maine" logo is visible in the bottom left corner.

The next screen displays student information, Chat request sent, and a timer. The countdown begins when the student accepts your invitation. Please be patient, as it may take a minute for the student to connect.

(You may update chat instructions here. Students may bypass downloading new software and join from browser to access your meeting link to speed up this process.)



The screenshot shows a chat interface for a student named Kate E Axelsen Foster. At the top, there is a header bar with a circular profile picture placeholder containing the initials 'KF', the student's name, graduation information, and a status 'Chat request sent'. A red 'End Chat' button is on the right. A green timer icon shows '05:00'. Below the header, the main area is divided into two columns. The left column has a section titled 'Video Chat Instructions' with a blue hyperlink 'Hyperlink for Video Chat Meeting goes here' and a section titled 'Alternate Instructions' with the text 'Text or call'. The right column is titled 'Student Information' and lists details: Degree Level (Bachelor of Science), Major(s) (Accounting, Civil & Environmental Engineering), and Work Authorization (US Citizen). A 'View Resume' button is at the bottom of this section. Two blue arrows are overlaid on the image: one points from the text '(You may update chat instructions here...)' to the 'Video Chat Instructions' section, and the other points from the text 'Students may bypass downloading new software...' to the 'End Chat' button.

Kate E Axelsen Foster  
Graduating in May, 2021  
Bachelor of Science - Accounting, Civil & Environmental Engineering  
Chat request sent

05:00

End Chat

Video Chat Instructions

[Hyperlink for Video Chat Meeting goes here](#)

Alternate Instructions

Text or call

Student Information

Degree Level  
Bachelor of Science

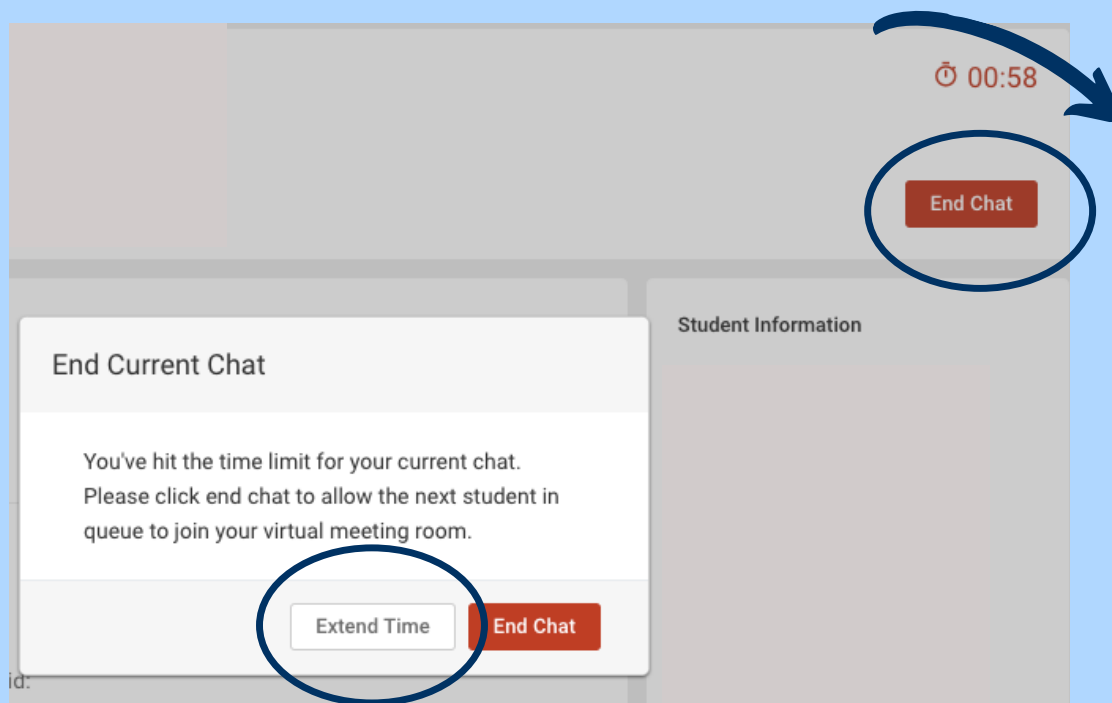
Major(s)  
Accounting, Civil & Environmental Engineering

Work Authorization  
US Citizen

View Resume



A notification to "**Extend Time**" or "**End Chat**" will appear at 1:00 minute remaining. The "Extend Time" option adds 2:00 minutes to the timer. The extra time will not show on the student's screen, so please alert them.



After each chat, record notes about the conversation—include whether or not you are interested in following up with the student. Filter by "interested" students later when reviewing completed chats.

- Home
- Profile
- Jobs
- OCR
- Events
- Career Fairs
- Information Sessions
- Publication Requests
- Career Outcomes
- Calendar
- Account

Graduating in May, 2021

Bachelor of Science

Accounting, Civil & Environmental Engineering

[View Resume](#)

Overall Feedback

Interested

Future Contact

Name of the contact to whom you want to pass this student's information

Sally Supervisor

Notes

These will only be visible to you

Student has great work experience and seemed very motivated.

Cancel

Submit

Estimated Chat Time

5 minutes

[Video Chat Instructions](#)

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**MAINE**



Review "**Completed**" Chats at any point. View all students who met with your team, as well as the overall feedback- not viewable to students. View students waiting in the queue under the "**Upcoming**" tab.

Home

Profile

Jobs

OCR

Events

Career Fairs

Information Sessions

Publication Requests

Career Outcomes

Calendar

Account

Home / Events / Career Fairs / Video Chats / Completed

## Video Chat Queue

Upcoming

Completed

Student Name

Search

✓ Chatted with

Sally Supervisor

Selection

No Selection ×

Clear All

4 results

Show 20 ▾

KF

Kate E Axelsen Foster

Chatted with Sally Supervisor

Chat concluded on Sep 24 at 10:01 AM

View Resume

TT

Tiffany Tanner

Chatted with Sally Supervisor

Chat Profile

SS

Sally Supervisor

katesv@gmail.com

Video Chat Settings

Status

Online

Estimated Chat Time

5 minutes

Video Chat Instructions



# Invite Students to Chat

If there are no upcoming chats, designate one representative on your team to invite from "All RSVP'd students" to chat, or create a New Message. Click the Advanced Search option. Click the arrow to expand All Majors, and select relevant criteria for your targeted population(s). Select all results and Invite to Chat, Save as Excel, or Generate Publication.

## Invite students

To generate interest in your organization before or during the fair, find and invite students to your booth from the All RSVP'd Students Tab.

Use the Mail To tool to send your invitation.

### Attend

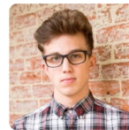
Search RSVP Students

☐ Select All | 0 Items Selected

Mail To

Save as Excel

Ge



Arnold Calv

Bachelor's - Gr

[Download Resume](#)

[New Message]

Invite To Chat



Emmy Elsner

Bachelor's - College of Engineering/Computer Engineering

[Download Resume](#)



Eduardo Savin

Bachelor's - Business and Administration

[Download Resume](#)



**MAINE**



## Tips for Success:

- Set status to "Online" and View Chats to locate the queue once ready to begin 1:1 video chats.
- At least one representative from your team must be online for students to join your team's queue.
- Need a short break? Set your status to "Busy."
- Need a longer break? Be sure another representative stays online, or students will leave your queue.
- Simply closing your browser window will **NOT** sign you out of the fair and students will still be able to join your queue.
- Be sure your company's open positions are posted in UMaine's CareerLink.
- View and download student resumes prior to a chat, as they cannot be viewed during a chat, only before and after.
- Google Chrome works best with this system.
  - Internet Explorer and Microsoft Edge do not work well.
- Representatives may stay logged into the fair past 2:00 pm, EST to finish meeting with students waiting in the queue.



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to our event  
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a list of companies,  
and more:**

**<https://umaine.edu/career>**

