

Employer Virtual Career Fair Day of Guide



Before the fair:

Test your access to the UMaine CareerLink by logging in. If you don't have an existing account or were registered by another person, click "Forgot Password" to create a password and gain access.

CareerLink Login

☒ Student/Alumni
☐ Employer

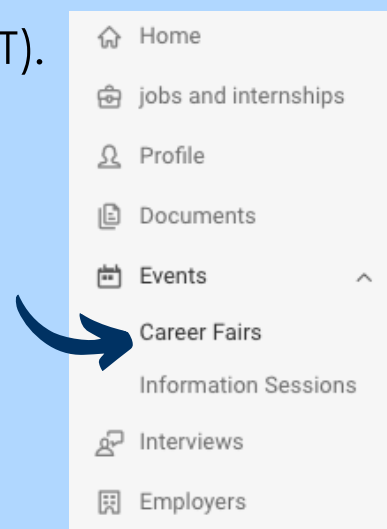
Username:

Password:

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

On the Day of:

Log in and go to **Events > Career Fairs** to find the event. You can access the employer interface one hour prior (9:00 am, EST) to the start time of the fair (10:00 am, EST).



Before the Fair Begins



Confirm "Video Chat" instructions are correct. Update your status to "busy" if you need to step away during the fair.

When the fair begins, set your status to "**online**" so students can join your queue, which will be visible to all your company's representatives who are online. You may download student resumes prior to each video chat session.

Once you navigate to the **Events > Career Fairs** tab, you will see an option to "View Chats" for the active fair.



Select "View Chats," to see the list of students in the queue.

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

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

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

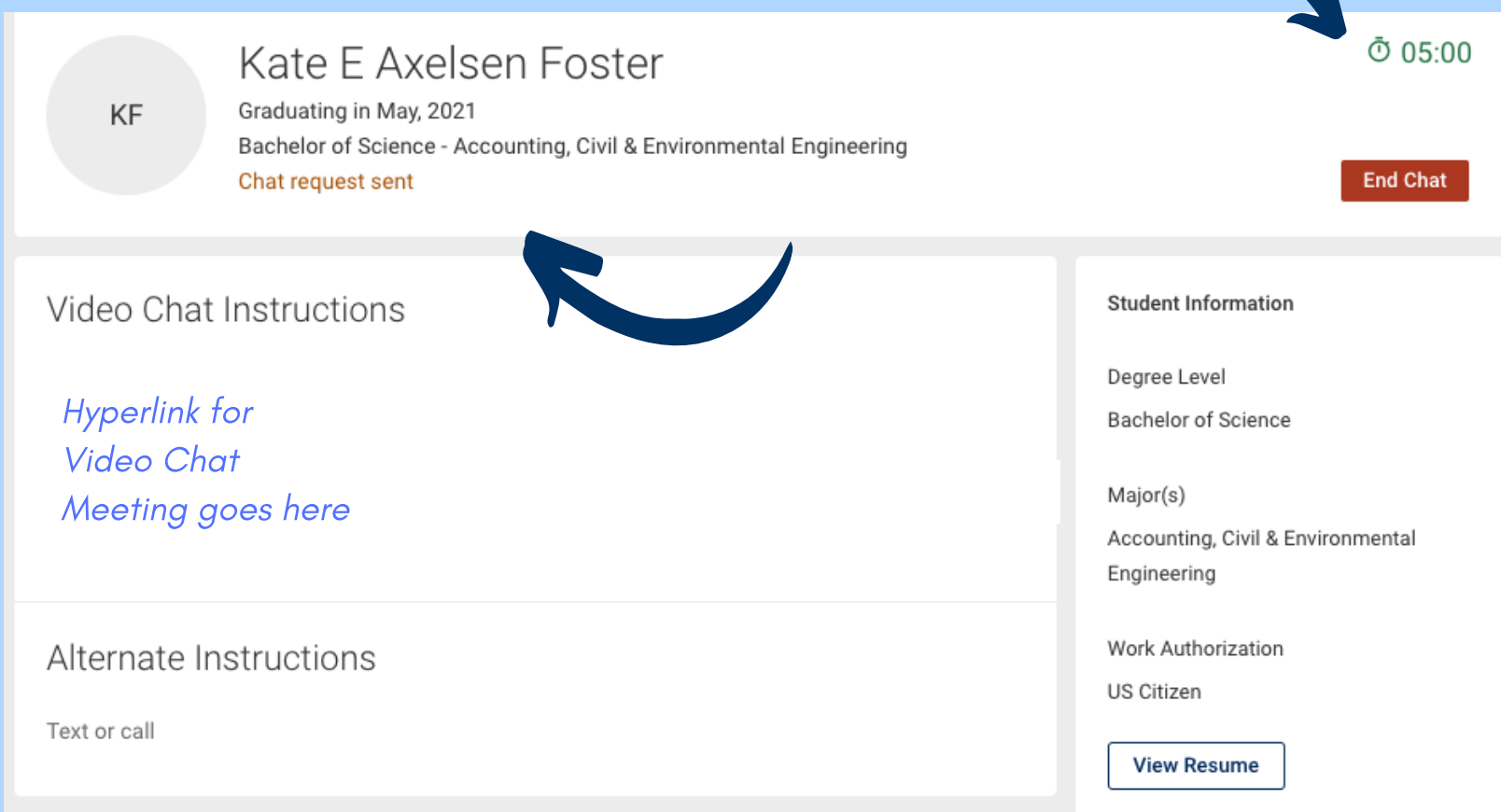
The screenshot shows the 'Video Chat Queue' interface. On the left is a sidebar with navigation links: Home, Profile, Jobs, OCR, Events, Career Fairs, Information Sessions, Publication Requests, Career Outcomes, Calendar, and Account. The main content area has tabs for 'Upcoming' and 'Completed'. Below the tabs is a search bar labeled 'Student Name' with a 'Search' button. A list of results is shown, with '1 result' and a 'Show 20' dropdown. The result is for 'Tiffany Tanner', who is 'Graduating in May, 2022', studying a 'Master of Arts - Global Policy', and is 'Ready to chat'. Two blue arrows point to the 'Start Chat' and 'View Resume' links below her name. On the right side of the interface, there are three panels: 'Chat Profile' showing 'SS' and 'Sally Supervisor', 'Video Chat Settings' showing 'Status' as 'Online' and 'Estimated Chat Time' as '5 minutes', and a 'Video Chat Instructions' button. At the bottom, it says 'POWERED BY simplicity'.




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. At the top, there are tabs for 'Upcoming' and 'Completed'. Below these, a list of students is shown, with 'Tiffany' selected. A modal dialog box titled 'Add Chat Instructions' is open, displaying a message: '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.' The dialog has two buttons: 'Not Now' and 'Add Instructions'. A hand cursor is pointing at the 'Add Instructions' button. To the right of the dialog, there is a 'Chat Profile' section for 'Sally Supervisor' and a 'Video Chat Settings' section with a 'Status' dropdown set to 'Online' and an 'Estimated Chat Time' of '5 minutes'. Below the dialog, there is a form titled 'Alternate Chat Instructions' with a text area containing a Zoom link: 'https://maine.zoom.us/j/2660136557?pwd=NUZ3V0RWNGJHNE81Vk03TTg1RW5VZz09'. The form also has a 'Save' button circled in blue. In the bottom left corner, there is a logo for 'MAINE' featuring a cougar head.

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.)





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

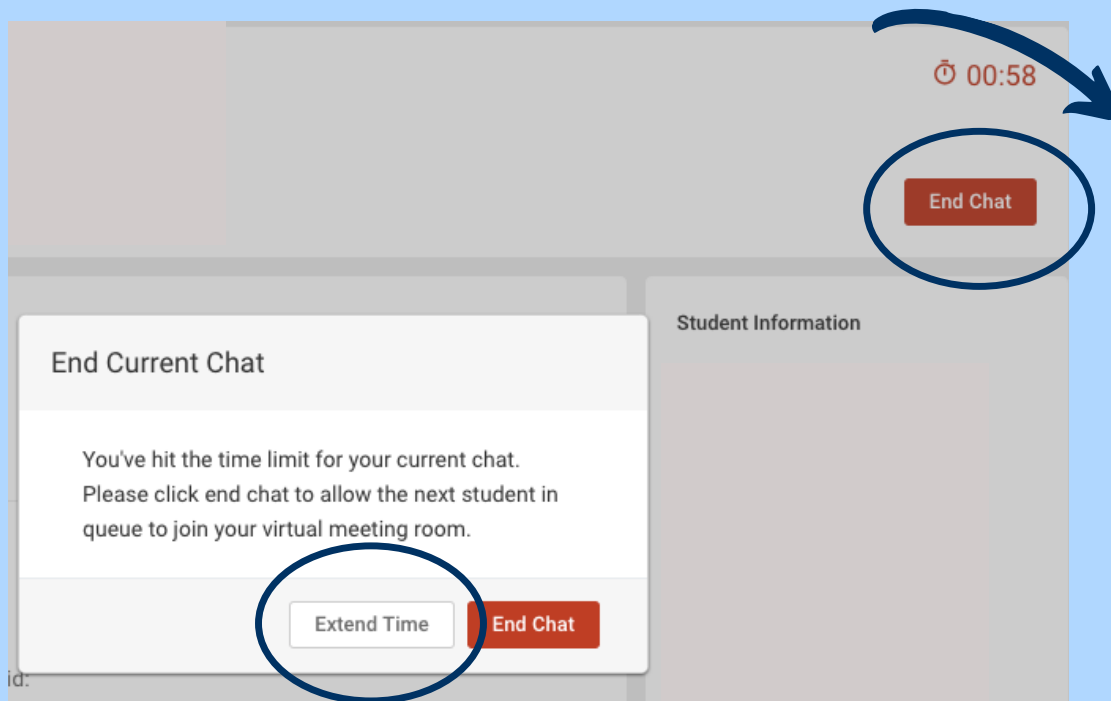
Major(s)
Accounting, Civil & Environmental
Engineering

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](#)

POWERED BY  symmetry

MAINE



Review completed chats by navigating to the "**Completed**" tab in the Video Chat Queue, at any point. View all students who met with your team, as well as overall feedback from the team of representatives. View students waiting in the queue under the "**Upcoming**" tab.

Home

Home / Events / Career Fairs / Video Chats / Completed

Profile

Video Chat Queue

Jobs

OCR

Events

Upcoming **Completed**

Career Fairs

Information Sessions

Publication Requests

Career Outcomes

Calendar

Account

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](#)

MAINE



Invite Students to Chat

One representative from your team may invite RSVP'd students to chat, or create a New Message. Search by clicking ALL RSVP'd Students. Click the arrow next to All Majors, and select the relevant criteria.

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



Arnold Calvo
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 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 the chat, as they cannot be viewed during a chat, only before and after.
- Google Chrome works best with this system.
 - Internet Explorer does not work well.
- Representatives may stay logged into the fair past 2:00 pm, EST to finish meeting with students waiting in the queue.



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

<https://umaine.edu/career>

