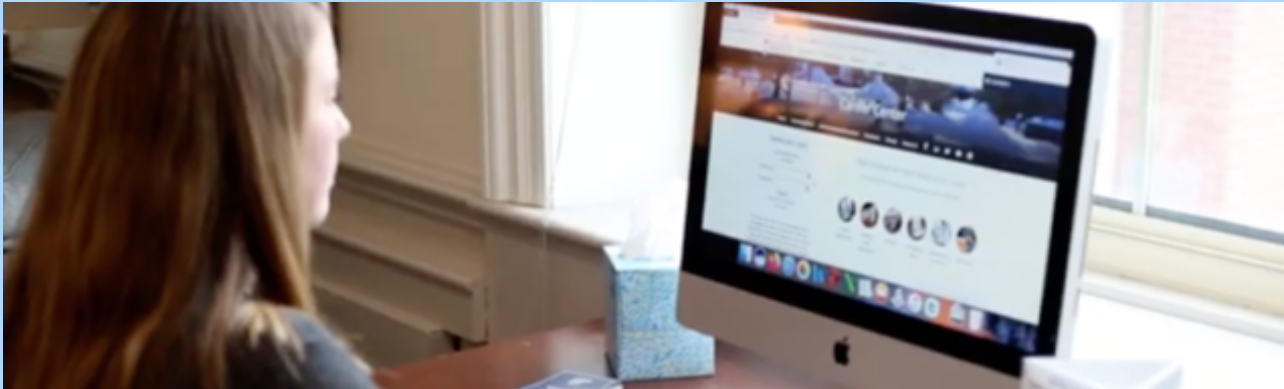


Employer Virtual Career Fair Day of Guide



Before the fair:

Test your access to the UMaine CareerLink by logging in. If you don't have an existing account or were signed up as a representative by another person, click "Forgot Password" to generate access.

CareerLink Login

☒ Student/Alumni
☐ Employer

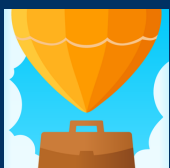
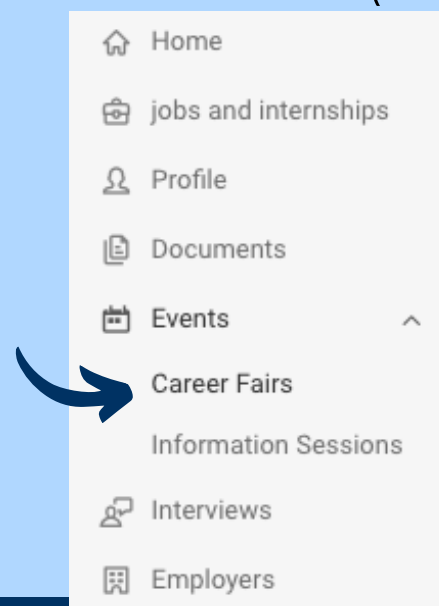
Username:

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 (8:00 am, EST) to the start time of the fair (9:00 am, EST).



Download the Symplicity Jobs & Careers App to research employers and update your profile.

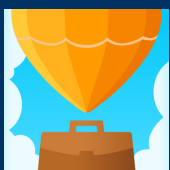


Before the Fair Begins



Confirm your "Video Chat" instructions to students are correct. Also, please note how to toggle your status to "offline" or "away" 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 currently online. You may download resumes if students have uploaded them.




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What to Expect

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

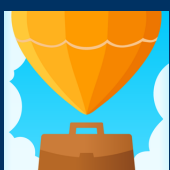
Events

Career Fairs Information Sessions Publication Requests			
1 - 3 of 3 Career Fairs			
Options	Career Fairs	Accepting Registrations	Days
<input checked="" type="checkbox"/> Registered	MOCK Virtual Fair 2020 for STAFF TO TEST View Chats	Yes	Sep 24, 2020 9:00 AM - 5:00 PM
<input checked="" type="checkbox"/> Registered (Cancelled) <input type="button" value="+ Register Another"/>	 One Virtual Engineering Job Fair 2020	Yes	Oct 21, 2020 9:00 AM - 3:00 PM
<input checked="" type="checkbox"/> Registered (Cancelled) <input type="button" value="+ Register Another"/>	UMaine Virtual Career Fair 2021	Yes	Feb 03, 2021 9:00 AM - 3:00 PM

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*Note: if you are registered for more than one fair, these will show up in the menu, but they will not be currently active.



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Once you select "View Chats," you will see the list of students in your queue. You have the option to "**View Resume**" and "**Start Chat.**"

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

You may review the resume at any point after the chat has concluded.

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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Download the Symplicity Jobs & Careers App to research employers and update your profile.



When you click the "**Start Chat**" option, you will be prompted to confirm your instructions on how to join the chat. This confirmation only happens before the initial chat. If you previously, entered the information, click "**Save.**" The student will receive your invitation to join the chat.

Home / Events / Career Fairs / Video Chats / Upcoming

Video Chat Queue

Upcoming Completed

Student Name

1 result

TT Tiffany
Graduating
Master of
Ready to chat

Start Chat View Resume

Add Chat Instructions

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.

Not Now **Add Instructions**

Chat Profile

SS
Sally Supervisor

Video Chat Settings

Status
Online

Estimated Chat Time
5 minutes

Talk to me through this Zoom link:
Join from PC, Mac, Linux, iOS or Android:
<https://maine.zoom.us/j/2660136557?pwd=NUZ3V0RWNGJHNE81Vk03TTg1RW5VZz09>

Alternate Chat Instructions
Enter instructions for attendees on how to join your chat if they have trouble connecting to the chat.

B I U S " " Normal

Text or call 207-581-1359

Cancel **Save**



Download the Symplicity Jobs & Careers App to research employers and update your profile.



The next screen displays the student's information, a note: "Chat request sent," and a countdown timer. The countdown begins when the student accepts your invitation. Please be patient, as it may take some time for the student to connect after accepting. (You may update your chat instructions, if students can bypass downloading new software to access your video chat meeting link.)



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

Link here. (Some platforms require software downloads, others allow students to join your chat immediately. See this MS Teams option to "Continue on this browser" as an example.

Alternate Instructions

Text or call



Download the Mac app

Use the desktop app for the best experience.



Continue on this browser

No download or installation required.



Open your Teams app

Already have it? Go right to your meeting.

Student Information

Degree Level

Bachelor of Science

Major(s)

Accounting, Civil & Environmental Engineering

Work Authorization

US Citizen

View Resume



Download the Symplicity Jobs & Careers App to research employers and update your profile.



You will receive a notification to "**Extend Time**" or "**End Chat**" with one minute remaining. The "Extend Time" option will add two minutes to your timer. These extra two minutes will not show on the student's timer.

The screenshot shows a chat interface for a student named Tiffany Tanner. At the top right, a red timer icon displays "00:58", which is circled in blue with an arrow pointing to it from the text above. Below the timer is a red "End Chat" button. The student's profile on the left includes a circular avatar with "TT", the name "Tiffany Tanner", and details: "Graduating in May, 2022", "Master of Arts - Global Policy", and "Chatting with you". A central modal dialog titled "End Current Chat" contains the text: "You've hit the time limit for your current chat. Please click end chat to allow the next student in queue to join your virtual meeting room." At the bottom of the modal are two buttons: "Extend Time" and "End Chat". The background interface includes sections for "Chat Summary" (Start Time: Sep 24, 2020 at 10:06 AM), "Video Chat Instructions", "Alternate Instructions", and "Student Information" (Degree Level: Master of Arts, Major(s): Global Policy, Work Authorization: US Citizen). A collage of campus photos is visible in the bottom right corner.



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After concluding a chat, you may type notes about the conversation, including whether you are "interested" or "not interested" in the student. You can filter "interested" students later when reviewing your 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

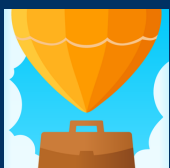
Submit

Estimated Chat Time

5 minutes

[Video Chat Instructions](#)

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Download the Symplicity Jobs & Careers App to research employers and update your profile.



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

Video Chat Queue

Upcoming **Completed**

Student Name

Search

✓ Chatted with

Sally Supervisor

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

kateax@gmail.com

Video Chat Settings

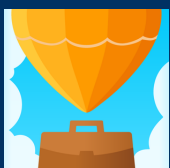
Status

Online ▾

Estimated Chat Time

5 minutes

[Video Chat Instructions](#)



Download the Symplicity Jobs & Careers App to research employers and update your profile.



Additional Information

You have the option to invite any students registered for the fair to chat with you.

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.

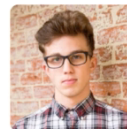
Attend

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

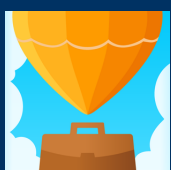
[Download Resume](#)



Eduardo Savin

Bachelor's - Business and Administration

[Download Resume](#)



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Tips for Success:

- Set your status to "Online" and locate the queue when you are ready to begin your 1-on-1 video chats.
- A representative must be online for students to join your queue.
- Need a short break? Set your status to "Busy."
- Need a long break? Make 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.
- Student resumes cannot be viewed during a chat, only before and after.
- Internet Explorer does not work well with this system; Google Chrome works best.
- Representatives may stay logged into the fair after the end time (3:00 pm, EST) to wrap up meetings with students waiting in the queue.

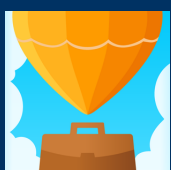
MAINE



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Special Thanks to Supporters and Friends!



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