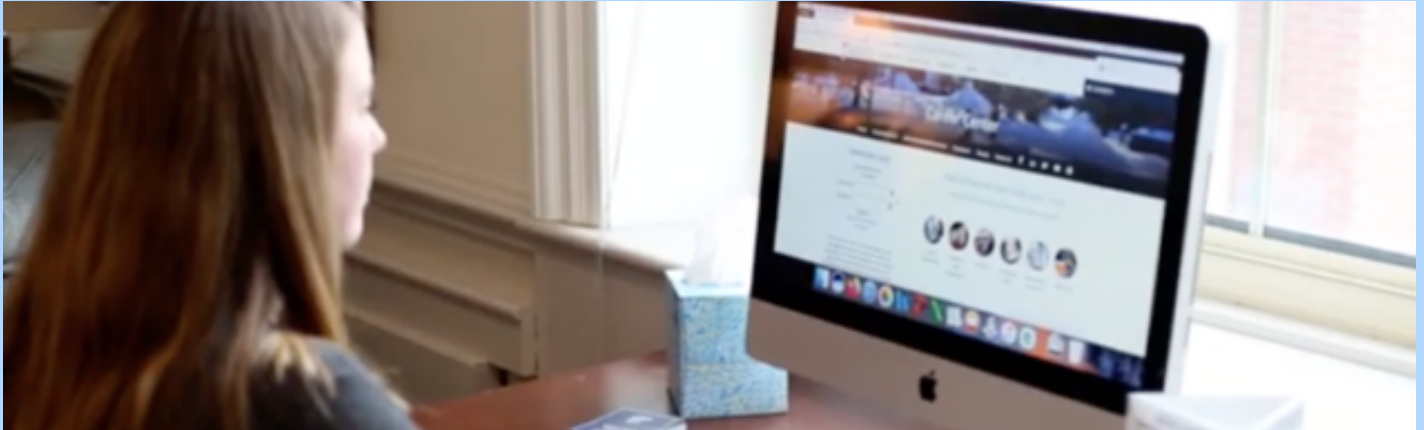


# Student Virtual Career Fair Day of Guide



On the day of the fair:

Log in to **CareerLink** and select **Events > Career Fairs** to find the event. If you have not registered to attend, do so now. Click **Attend**.

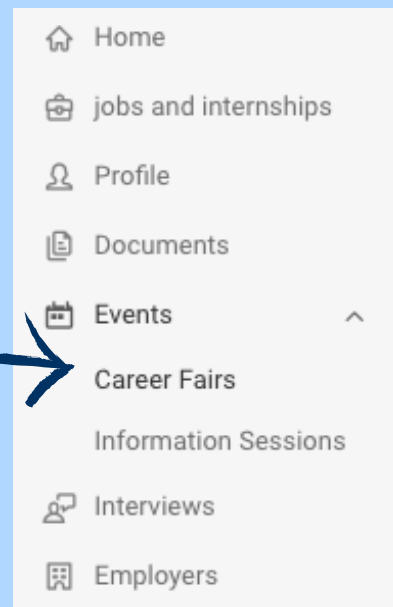
**CareerLink Login**

☒ Student/Alumni  
☐ Employer

Username:

Password:

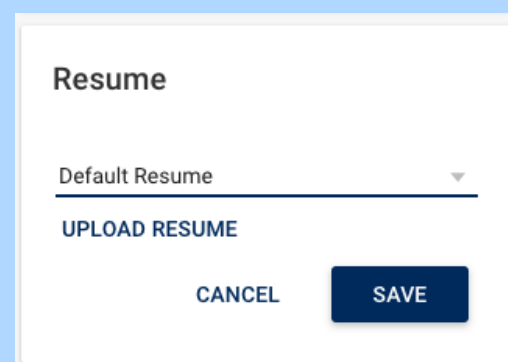
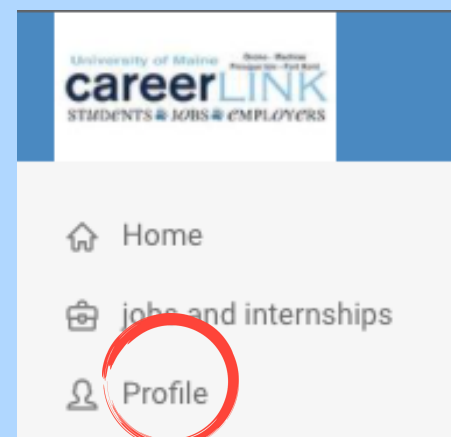
[forgot your password?](#)  
[new user?](#)



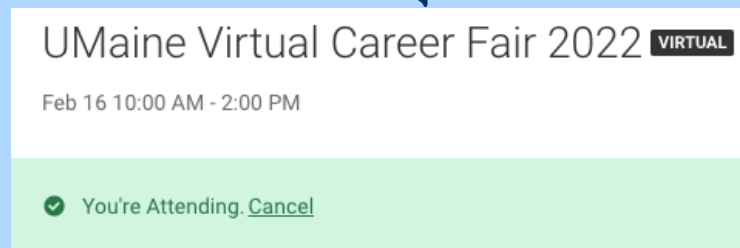
# Before you RSVP to the Fair... Upload your updated resume!

Before RSVP'ing to the fair, it is important to check your CareerLink Profile to **ensure your most recent resume is uploaded and selected for the Fair**. This can be done by completing the following steps on CareerLink:

1. If you have already RSVP'd to the fair, **click Cancel**. You will not lose registration or a spot at the fair by doing this.
2. Navigate to your CareerLink Profile to **view your resumes** on the righthand side of the page. Select or upload your **desired resume**. This will be your Default Resume.
3. Navigate back to the Events to RSVP for the Fair. **You will be prompted to select a resume**. Here is where your most desired resume is selected.
4. You are now attending the Career Fair with the desired resume.



**NOTE: If you are already registered as "Attending" but want to upload a different resume, these steps are required.**



# What to Expect



Prior to the fair, you may view the alphabetized list of employers. Click the star to add particular employers to your **Favorites**. Those will now appear at the top of your list. The morning of the fair you may start by joining the queues of organizations that interest you. (This is how you "line up" to chat with a recruiter at their virtual booth.)

Note: The representatives with status set to "online" will show as available to join their queue. If a representative is offline they may be available later in the event. Check back again.

- 1) Confirm your computer **camera and sound** work.
- 2) Update your **CareerLink Profile** to accurately reflect your first and last name, year, major, and upload a picture of your headshot (optional).
- 3) Upload your most recent **resume**.



Search companies recruiting your major.

Join their queue to speak with a representative.

A specific link for 1:1 video chats will display when a recruiter invites you.

Click the link to join their meeting. A timer will appear.

Keep CareerLink window open to see the time remaining, and have your video chat in a separate window. If you log out of CareerLink, you log out of the fair, and lose your spot in other employer queues. Zoom, Microsoft Teams, WebEx, GoToMeeting, and similar platforms will be utilized, so having some familiarity with them is helpful.

Note: You may skip prompts to download new software, if you see **"join the meeting from your browser"** to save time.

Click the button to join a queue. You may join 3 at a time.  
Click the same button to leave a queue at any time. The  
estimated wait time for a queue will be visible on the right  
of your screen.

Now until 5:00 PM



Chat Profile

✓ You're Attending.

Overview

Employers

Video Chats

Keywords

Search

Filters ▾

2 results

Show 20 ▾

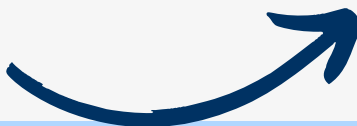


Exciting Engineering Company

1 representative online

Estimated wait: 5 minutes

Leave  
Queue



Upcoming Video Chats (1/3)



Exciting Engineering... ✕

1 representative online

Estimated wait: 5 minutes

Chat Profile

Edit



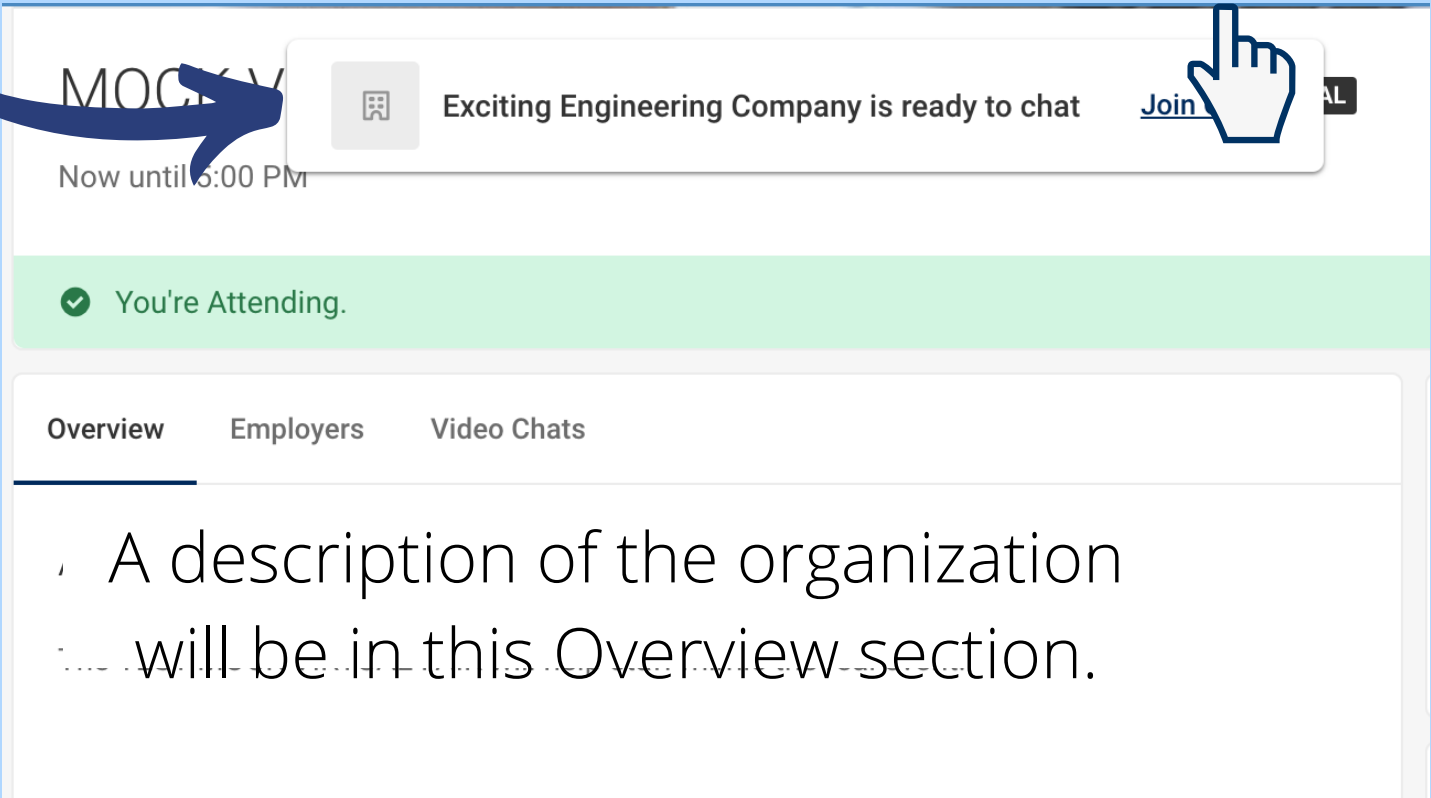
Tiffany Tanner

Graduating in May, 2022

If you do not see an option to join the queue, it means  
the representative is not currently online. Be patient and  
keep checking— they need breaks too!



Monitor the queue times carefully. When a representative is ready to speak with you, you will receive a pop-up notification inviting you to join the chat with a specific hyperlink. The timer will begin when you click the link.



The screenshot shows a web interface for a chat service. At the top, there is a header with the text "MOCK V" and "Now until 6:00 PM". Below this, a green banner displays a checkmark icon and the text "You're Attending.". Underneath the banner is a navigation bar with three tabs: "Overview", "Employers", and "Video Chats". The "Overview" tab is currently selected. The main content area below the tabs contains the text: "A description of the organization will be in this Overview section."

A large blue arrow points from the left side of the image to a pop-up notification box. The notification box is white with a thin border and contains a small icon of a person at a computer, the text "Exciting Engineering Company is ready to chat", and a "Join" button. A hand cursor icon is positioned over the "Join" button, indicating it is clickable.

Be patient, as it may take time to connect. The employer may extend the chat time, if they do not have others waiting in their queue. You will not see this reflected on your timer.



Exciting Engineering Company ★

Sally Supervisor

Chatting Now

04:38

End Chat

### Video Chat Instructions

Talk to me through this Zoom link:

Join from PC, Mac, Linux, iOS or Android:

A specific link will be provided here.

### Representative Information

SS


Sally Supervisor

### Having Trouble Connecting?

If you are not able to connect through the link, an email or phone number may be listed here to contact the representative directly.

# After the Chat

Let the employer end the chat.  
You will receive a notification when the chat is over.  
You may then join other queues.



Exciting Engineering Company ★  
Sally Supervisor  
Chatting Now

00:00

End Chat

### Video Chat Instructions

Talk to me through this Zoom link:

Join from PC, Mac, Linux, iOS or Android

### Representative Information

SS

Sally Supervisor

### Having Trouble Connecting?

-

This Chat has Ended

You're done! The employer representative has ended this chat.

Close



You will have the option to take notes after the chat.  
These notes are **only** visible to you.

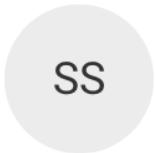
Start Time

Sep 24, 2020 at 10:06 AM

Duration

6 minutes

Representative Information



Sally Supervisor

Notes

These will only be visible to you

Submit notes to  
finish each chat!

Very interested in this company. Send thank you email.

Submit

Cancel



To review or edit your notes, simply go the "Video Chats" tab in the main event page and click on the company.

Now until 5:00 PM

✓ You're Attending.

Overview

Employers

Video Chats

Keywords

Search

3 results

Show 20 ▾



Exciting Engineering Company ★

Sally Supervisor

Chat concluded: Sep 24 at 4:06 PM

# Additional Information

Search to filter employers, by majors and positions they are hiring for. Click the **Star** to add them to your Favorites. Your Favorites will appear at the top of the alphabetized list when you click the Employers tab.

The screenshot shows the 'Employers' tab of the Career Center interface. A large blue arrow points to the search bar at the top. Another blue arrow points to the star icon next to the 'AIT Bridges' listing. A third blue arrow points to the 'Mark Interested' button next to the 'CCB INC' listing.

**Overview** **Employers**

Keywords  Search

Filters

Position Types  Website

Majors/Minors Recruiting For

Work Authorization Desired

**Employers List:**

Logo	Employer Name	Representatives	Action
	AIT Bridges	2 representatives attending	☆
	American Plant Maintenance LLC	2 representatives attending	☆
	Barletta	1 representative attending	☆
	CCB INC	3 representatives attending	☆ Mark Interested

**Left Sidebar Menu:**

- Profile
- Documents
- Events
- Career Fairs
- Information Sessions
- Interviews
- Employers
- Resources
- Calendar
- My Account

# Tips for Success

- Ensure you have a stable internet connection, power source, working camera and sound.
- Google Chrome works best with this system.
- Internet Explorer does not work well.
- Manage your queue times.
- Dress professionally.
- Treat video chats with employers as mini-interviews.
- Representatives and students may stay logged into the fair after it ends, to finish meeting with students waiting in the queue.
- Take notes about the conversations and new contacts.
- Follow up with thank you emails after the fair.



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a list of companies,  
and more:**

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