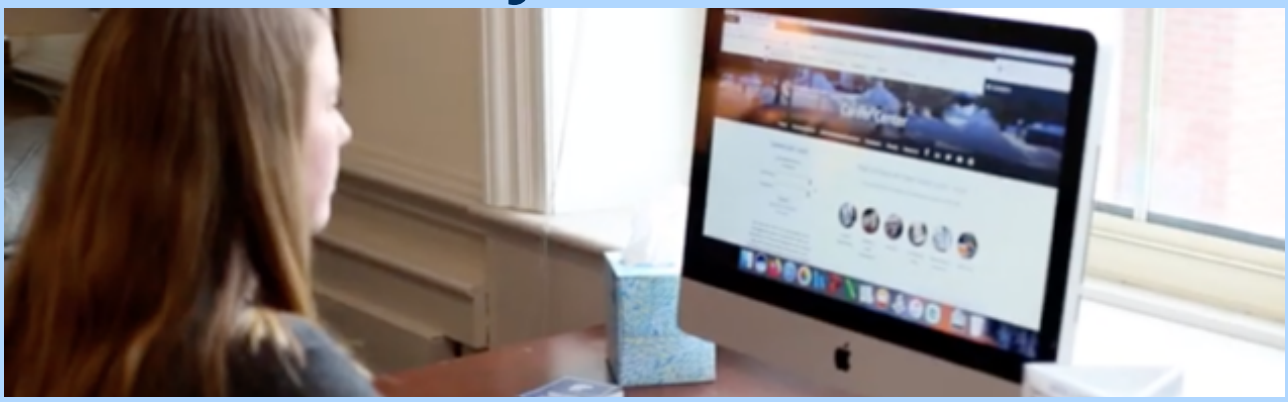
Career center
The Division of Student Life

THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

Employer Virtual Career Fair Day of Guide

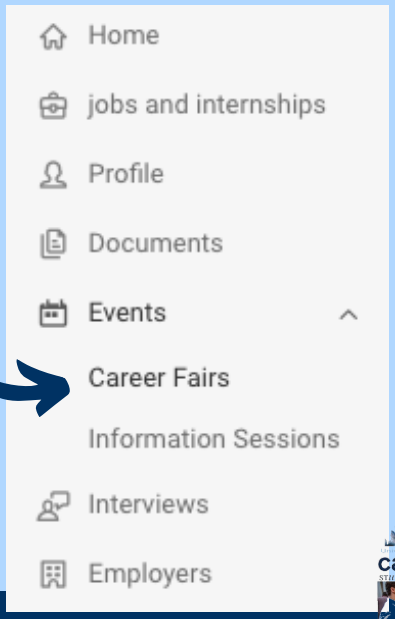


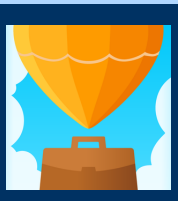
Before the fair:

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.

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.

Download on the App Store

GET IT ON Google Play

Career center
The Division of Student Life

1865 THE UNIVERSITY OF MAINE

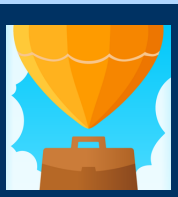
5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

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 online. You may download student resumes prior to each video chat session.



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

Download on the App Store

GET IT ON Google Play

Career center
The Division of Student Life

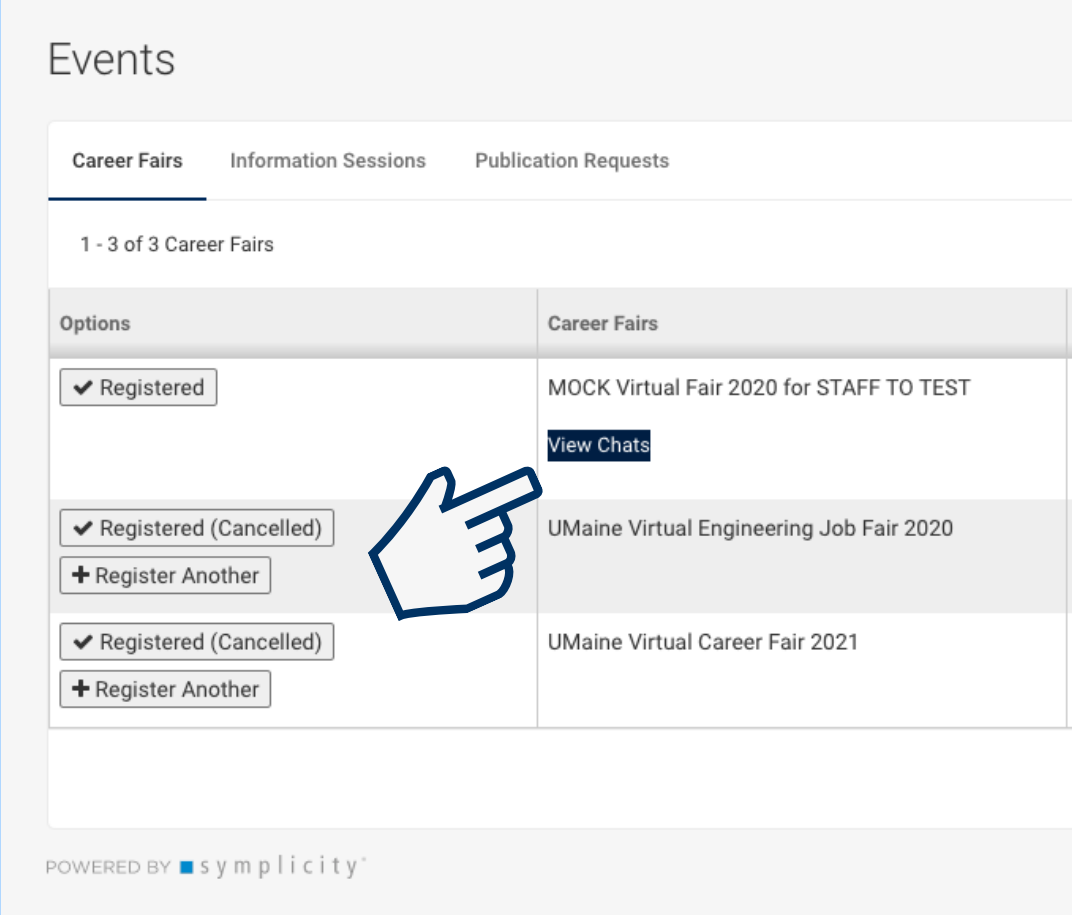
1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

What to Expect

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



*Note: Select UMaine Virtual Career Fair 2021 from the list of fairs. Register for the **MOCK Virtual Fair on Wednesday January 13, 2021** to test it out in advance (optional). There is no fee to participate in the MOCK fair.

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

Download on the App Store

GET IT ON Google Play

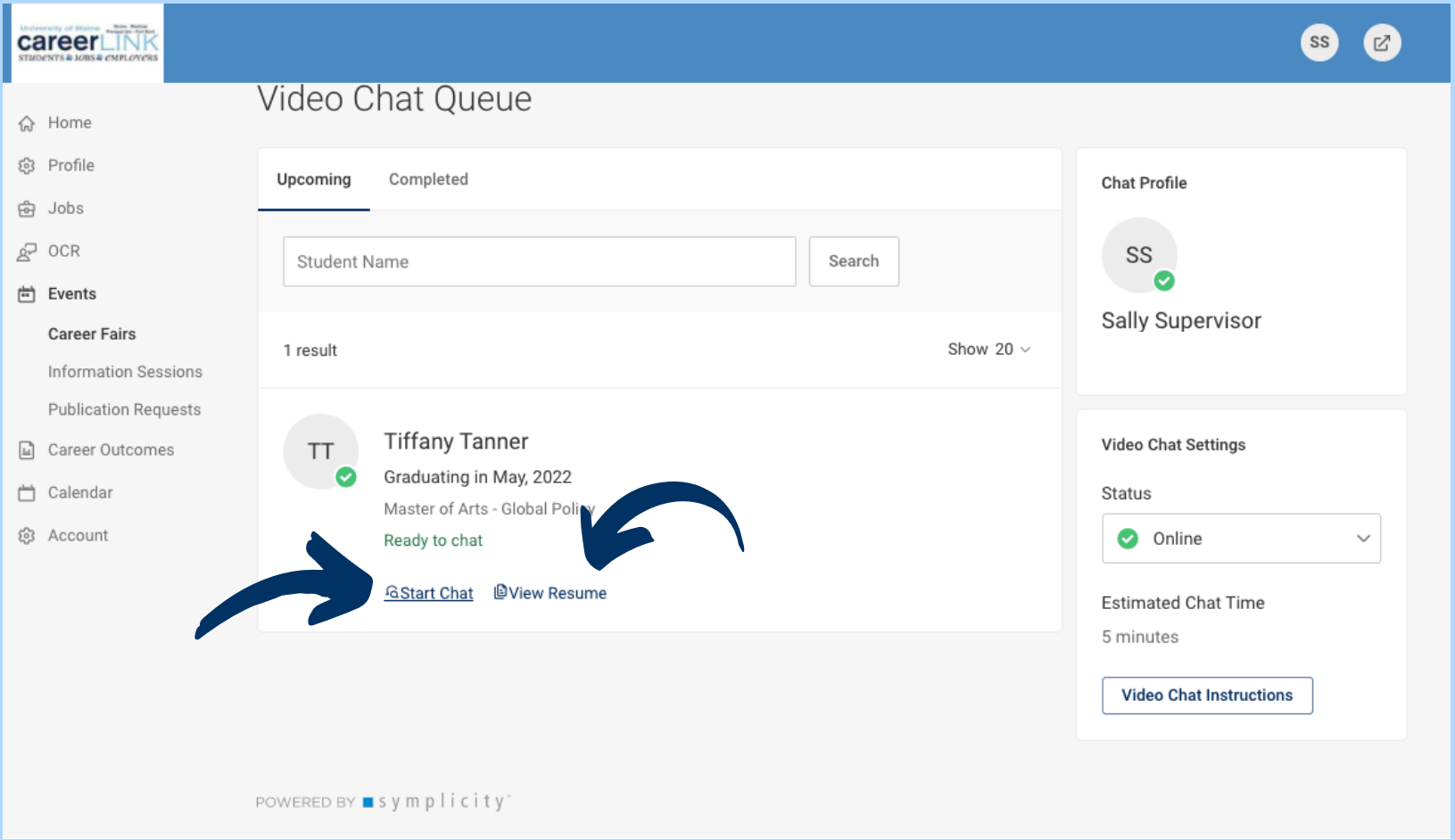
Career center
The Division of Student Life

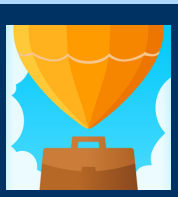
1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

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.





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

Download on the App Store

GET IT ON Google Play

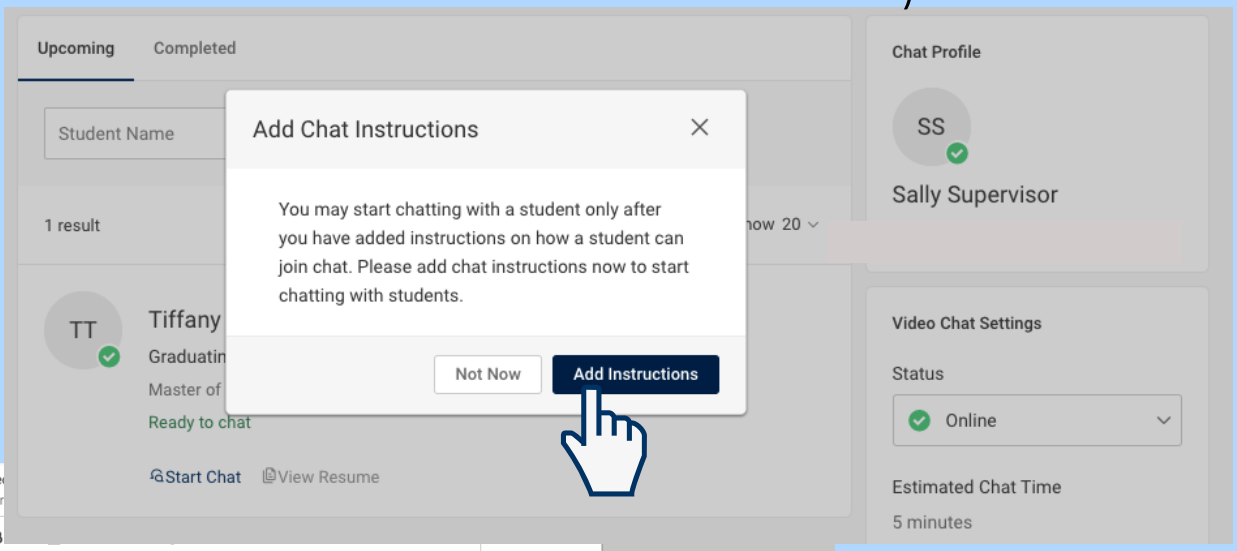
Career center
The Division of Student Life

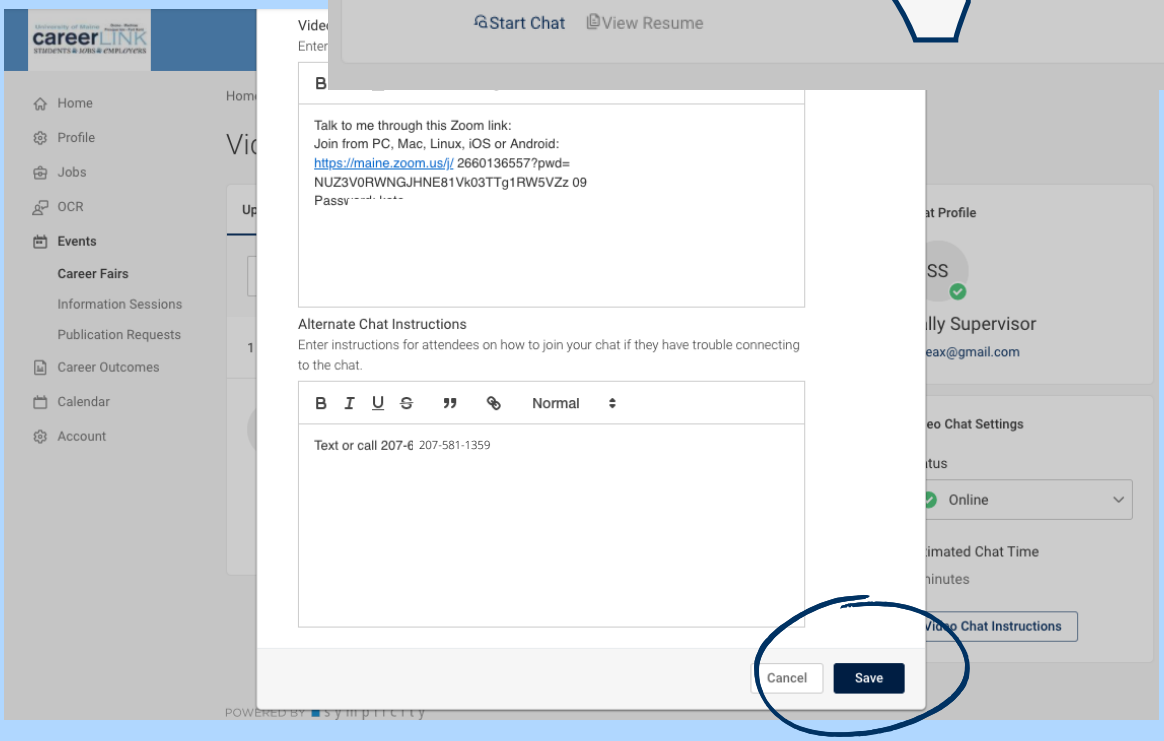
1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

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 using the number on their resume if it takes more than 1-2 minutes.)





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

Download on the App Store

GET IT ON Google Play

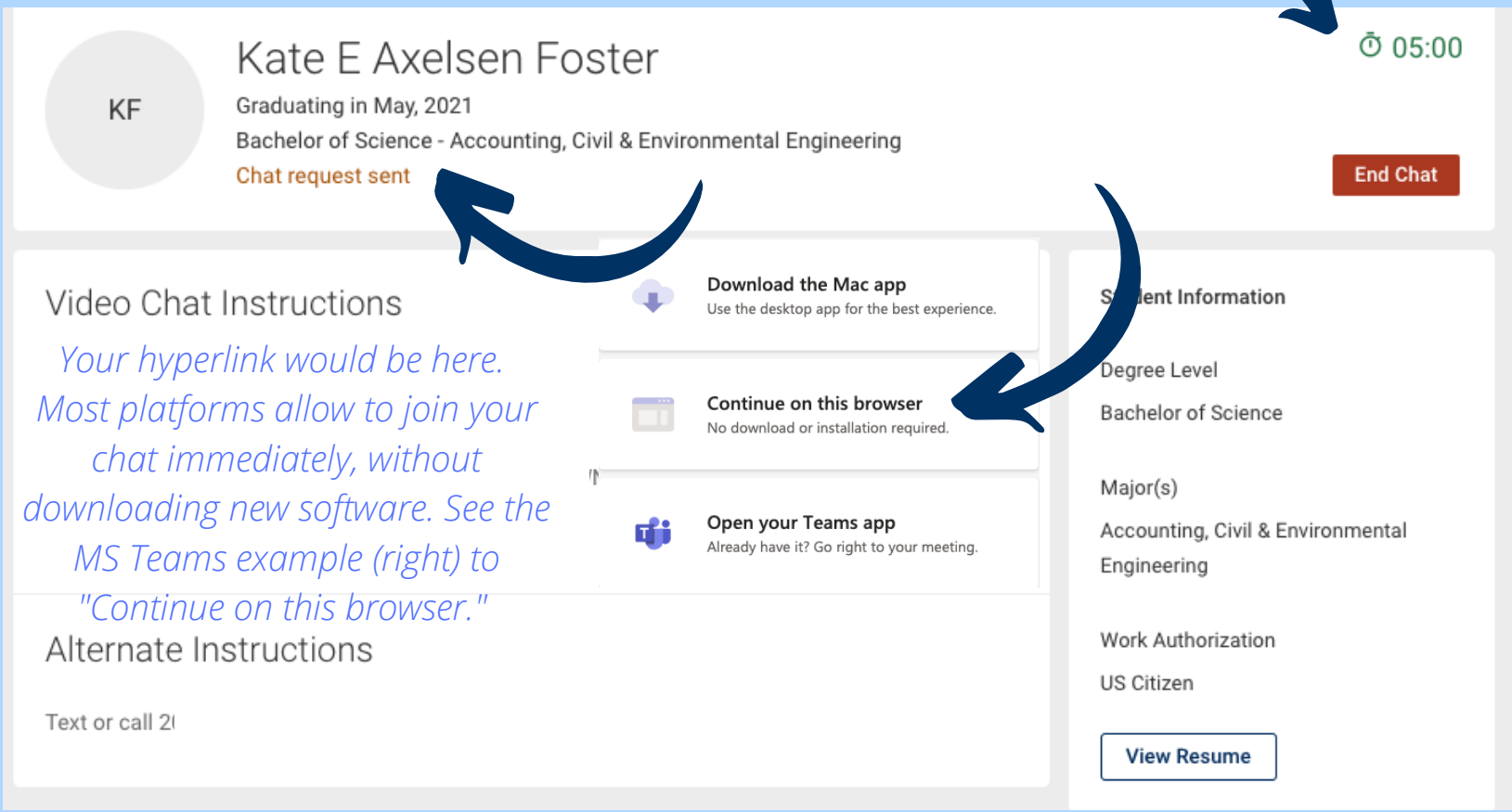
Career center
The Division of Student Life

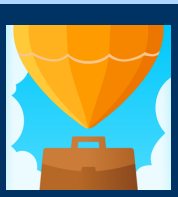
THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

The next screen displays the student's 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 your chat instructions here. For example, if students can bypass downloading new software to access your video chat meeting link, that will speed up this process. See below for the MS Teams, example.)





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

Download on the App Store

GET IT ON Google Play

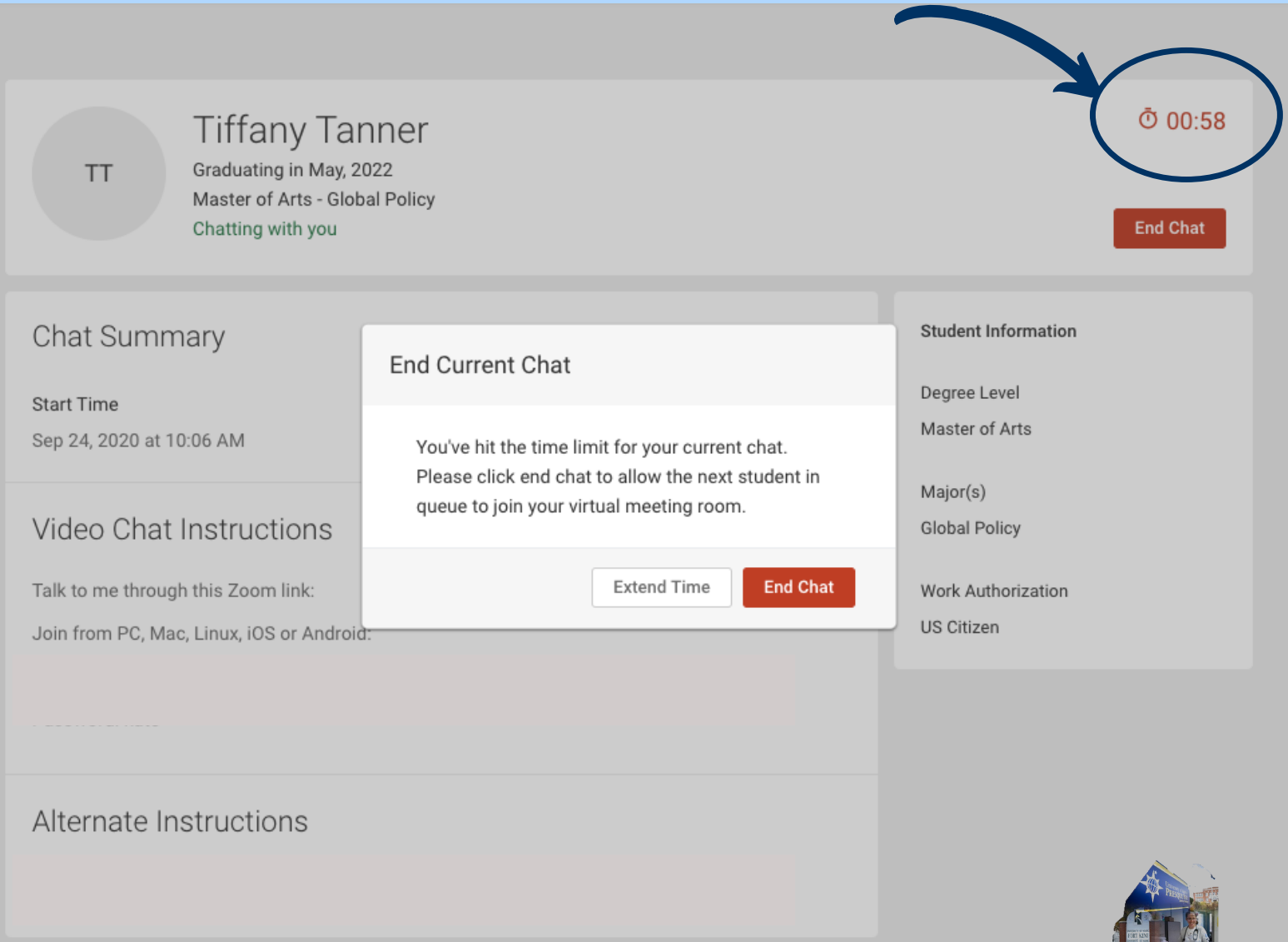
Career center
The Division of Student Life

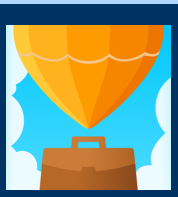
1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

You will receive a notification to "**Extend Time**" or "**End Current Chat**" with 1:00 minute remaining. The "Extend Time" option will add 2:00 minutes to your timer. The extra time will not show on the student's screen, so please alert them.





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

Download on the App Store

GET IT ON Google Play

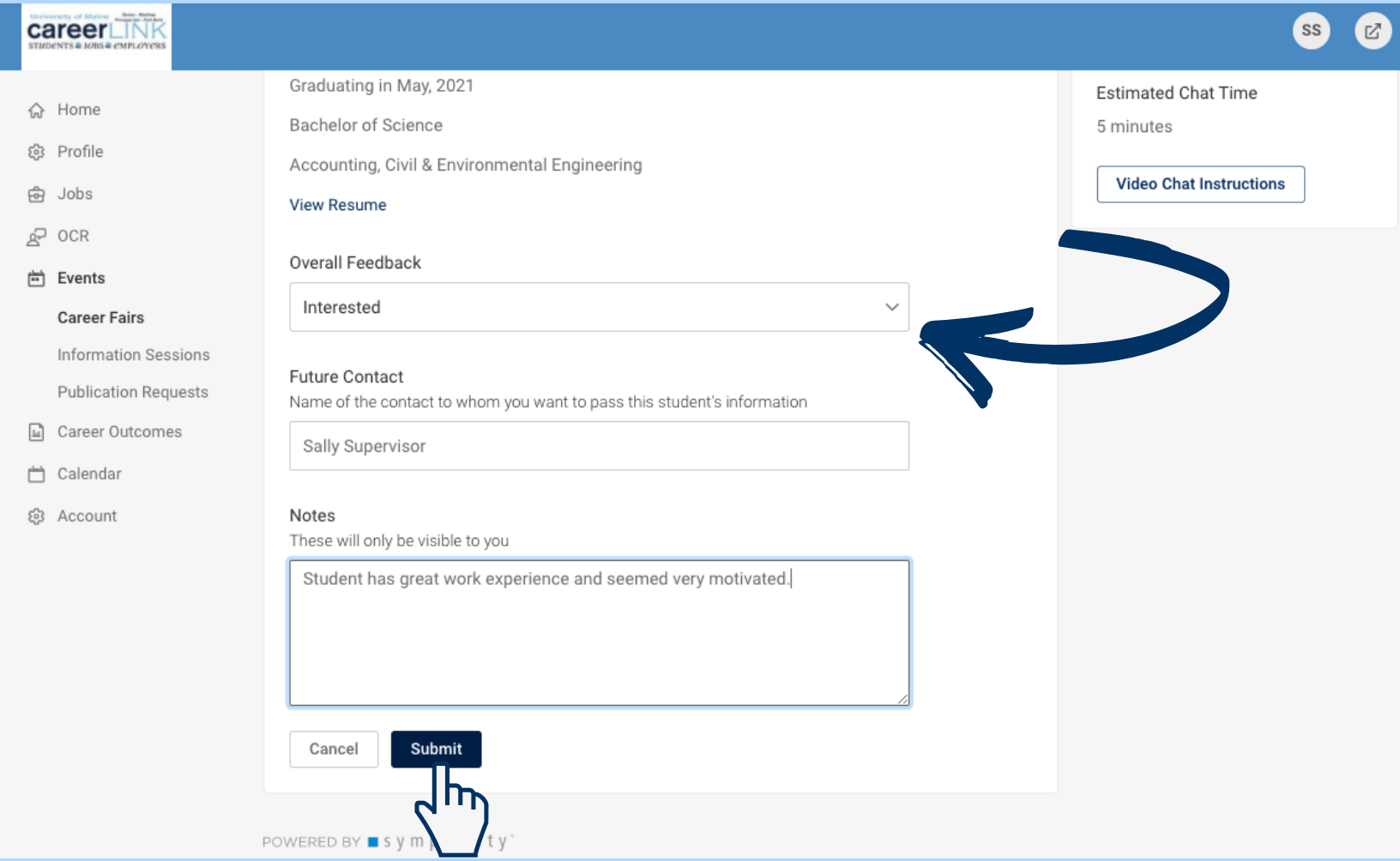
Career center
The Division of Student Life

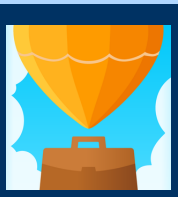
1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

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





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

Download on the App Store

GET IT ON Google Play

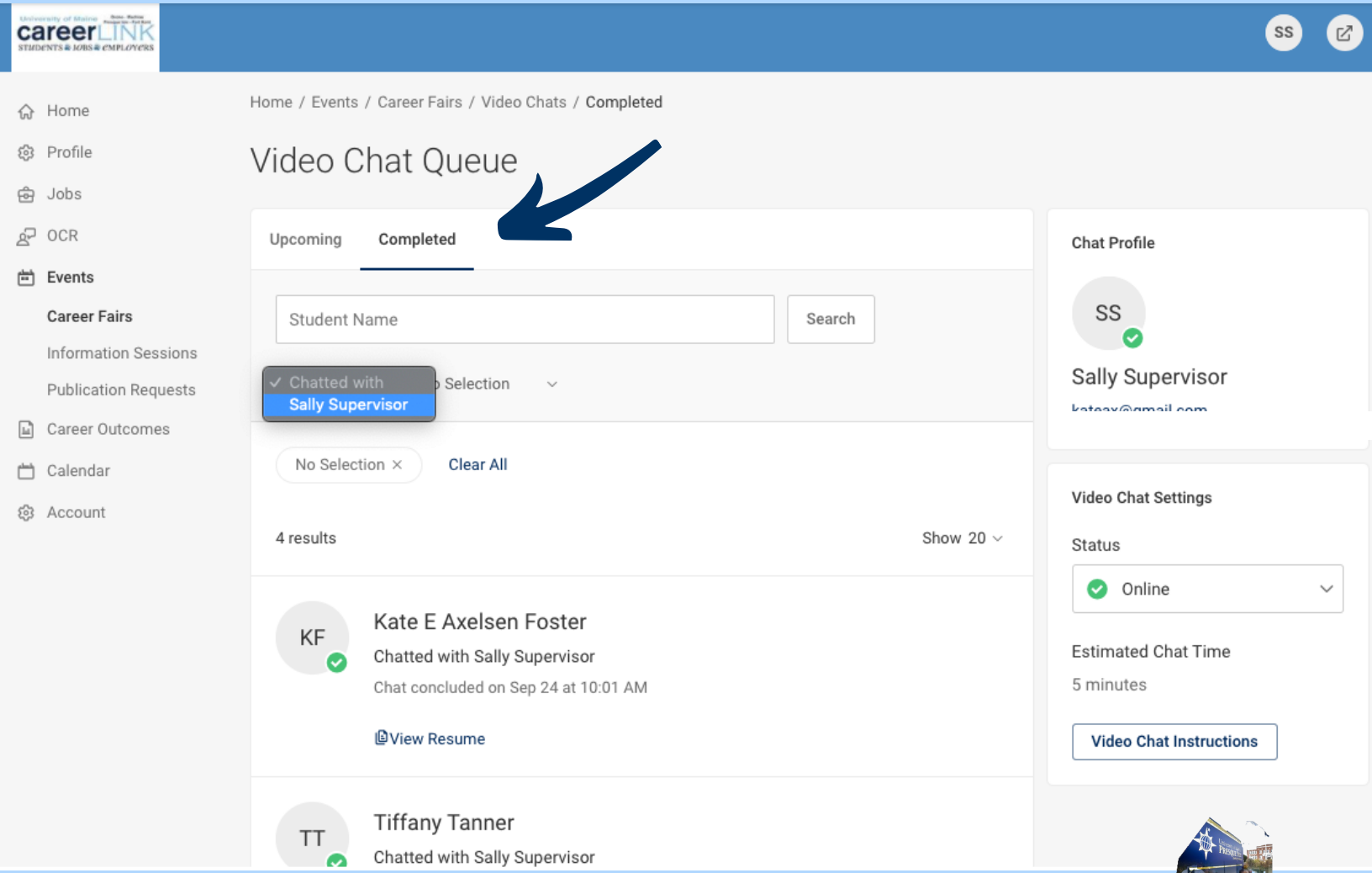
Career center
The Division of Student Life

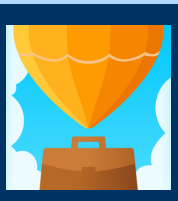
1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

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.





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

Download on the App Store

GET IT ON Google Play

Career center
The Division of Student Life

1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

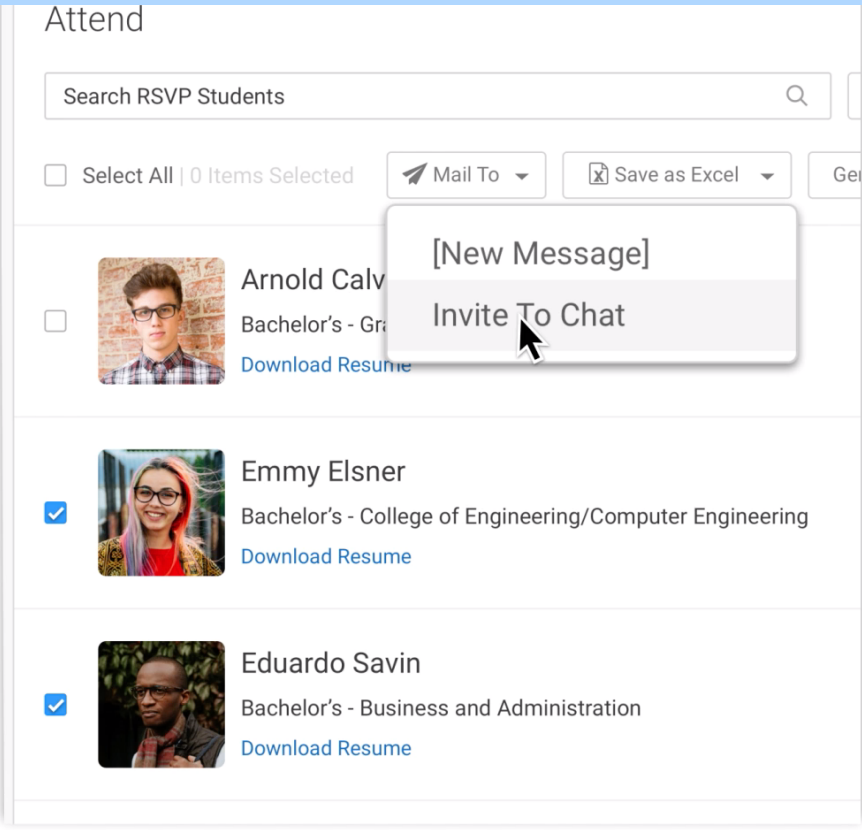
Invite Students to Chat

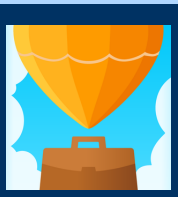
Invite the RSVP'd students to chat with you, or create a New Message. Search by clicking ALL RSVP'd Students. Click the black arrow next to All Majors, and select the relevant criteria.

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.





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

Download on the App Store

GET IT ON Google Play

Career center
The Division of Student Life

1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

Group Chat Options

Consider hosting a Group Chat (virtual information session) during the fair. Schedule a session(s) via Zoom, MS Teams, WebEx, GoToMeeting, etc. Modify your fair registration to include the specific time and hyperlink for the session, and add a note including this information within your profile information under the description of your organization.

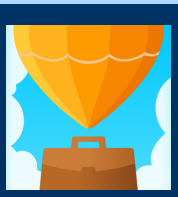
Keep the Group Chat between **20 to 30 minutes**, if possible.

Have **at least one representative** continue the 1:1 chats, to avoid losing any students from your queue.

Set your status to "busy" if you need to pause your 1:1 video chats to lead the Group Chat.

Invite RSVP'd students to your Group Chat(s) by clicking ALL RSVP'd Students. Click the black arrow next to All Majors, and select the relevant criteria. Select all students in your results and create a **New Message** including the time and link.

Hosting a Group Chat is not required. Recruiters found it helpful to hold two group chats: one earlier in the event and one later in the day. Do what works for your team.



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

Download on the App Store

GET IT ON Google Play

Career center
The Division of Student Life

1865 THE UNIVERSITY OF MAINE

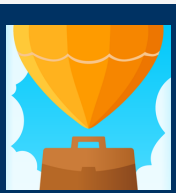
5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

Tips for Success:

- Set your status to "Online" and locate the queue when you are ready to begin your 1:1 video chats.
- At least one representative from your team must be online for students to join your team 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 3:00 pm, EST to finish meeting with students waiting in the queue.

MAINE



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

Download on the App Store

GET IT ON Google Play

Career center
The Division of Student Life

1865 THE UNIVERSITY OF MAINE

5748 Memorial Union, Room 300
Orono, ME 04469-5748
Phone: 207.581.1359 | Fax: 207.581.3003

umainecareercenter@maine.edu
umaine.edu/career

Special Thanks to our Supporter and Friend Sponsors!

For a complete list of sponsors, along with a short training video, a list of participating organizations, and more, visit: https://umaine.edu/career/upcoming-events/career-fair/

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

Download on the App Store

GET IT ON Google Play