

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:

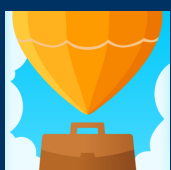
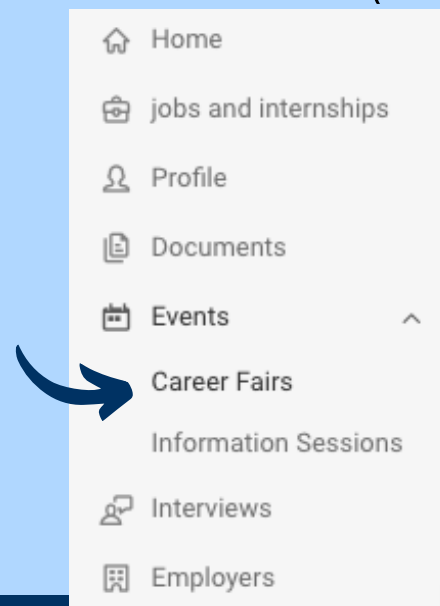
Password:

Submit

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



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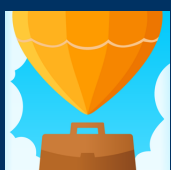


What to Expect

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

The screenshot shows the 'Events' page with three tabs: 'Career Fairs', 'Information Sessions', and 'Publication Requests'. The 'Career Fairs' tab is active. Below the tabs, it says '1 - 3 of 3 Career Fairs'. The main content is a table with two columns: 'Options' and 'Career Fairs'. The first row shows 'Registered' in the Options column and 'MOCK Virtual Fair 2020 for STAFF TO TEST' in the Career Fairs column, with a 'View Chats' button. The second row shows 'Registered (Cancelled)' and '+ Register Another' in the Options column, and 'UMaine Virtual Engineering Job Fair 2020' in the Career Fairs column. The third row shows 'Registered (Cancelled)' and '+ Register Another' in the Options column, and 'UMaine Virtual Career Fair 2021' in the Career Fairs column. A hand icon points to the 'View Chats' button. At the bottom, it says 'POWERED BY ■ simplicity'.

*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.



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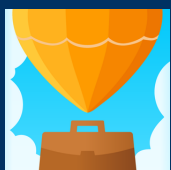
Select "View Chats," to see the list of students in the queue.

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 navigation menu with options: Home, Profile, Jobs, OCR, Events, Career Fairs, Information Sessions, Publication Requests, Career Outcomes, Calendar, and Account. The main content area is titled 'Video Chat Queue' and has two tabs: 'Upcoming' (selected) and 'Completed'. Below the tabs is a search bar with the placeholder 'Student Name' and a 'Search' button. A '1 result' is shown, with a 'Show 20' dropdown. The result is for 'Tiffany Tanner', with a profile picture 'TT' and a green checkmark. Her details include 'Graduating in May, 2022', 'Master of Arts - Global Policy', and 'Ready to chat'. Below her name are two buttons: 'Start Chat' and 'View Resume'. Two blue arrows point to these buttons. On the right side, there are three panels: 'Chat Profile' for 'Sally Supervisor' (SS) with a green checkmark; 'Video Chat Settings' showing 'Status' as 'Online' with a dropdown arrow; and 'Estimated Chat Time' as '5 minutes' with a 'Video Chat Instructions' button. At the bottom left, it says 'POWERED BY ■ simplicity'.

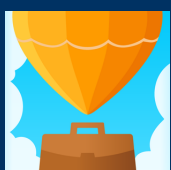


Download the Symplicity Jobs & Careers App to research employers and update your profile.



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.)

The screenshot displays the Career Center interface. A modal dialog box titled "Add Chat Instructions" is centered on the screen. The dialog 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 the text are two buttons: "Not Now" and "Add Instructions". A hand cursor is pointing at the "Add Instructions" button. In the background, a student profile for Tiffany is visible, along with a "Start Chat" button. Below the dialog, a text editor is open, showing a Zoom link and alternate chat instructions. The "Save" button at the bottom of the text editor is circled in blue.



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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.)

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
*Your hyperlink would be here.
Most platforms allow to join your chat immediately, without downloading new software. See the MS Teams example (right) to "Continue on this browser."*

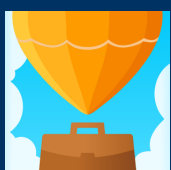
Alternate Instructions
Text or call 21

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



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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.

Tiffany Tanner
Graduating in May, 2022
Master of Arts - Global Policy
Chatting with you

00:58

End Chat

Chat Summary

Start Time
Sep 24, 2020 at 10:06 AM

Video Chat Instructions

Talk to me through this Zoom link:
Join from PC, Mac, Linux, iOS or Android:

Alternate Instructions

Student Information

Degree Level
Master of Arts

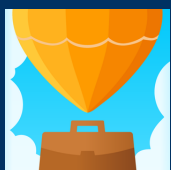
Major(s)
Global Policy

Work Authorization
US Citizen

End Current Chat

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.

Extend Time End Chat



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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.

- 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.

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.

- 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

No Selection x

Clear All

4 results

Show 20 v

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

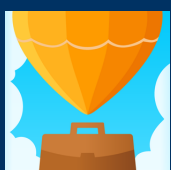
Status

Online

Estimated Chat Time

5 minutes

Video Chat Instructions



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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.

Attend

Search RSVP Students

Select All | 0 Items Selected

<input type="checkbox"/>		Arnold Calv Bachelor's - Gr Download Resume
<input checked="" type="checkbox"/>		Emmy Elsner Bachelor's - College of Engineering/Computer Engineering Download Resume
<input checked="" type="checkbox"/>		Eduardo Savin Bachelor's - Business and Administration Download Resume



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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.



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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



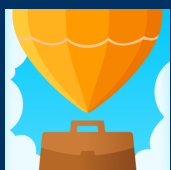
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**[https://umaine.edu/career/upcoming-
events/career-fair/](https://umaine.edu/career/upcoming-events/career-fair/)**



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