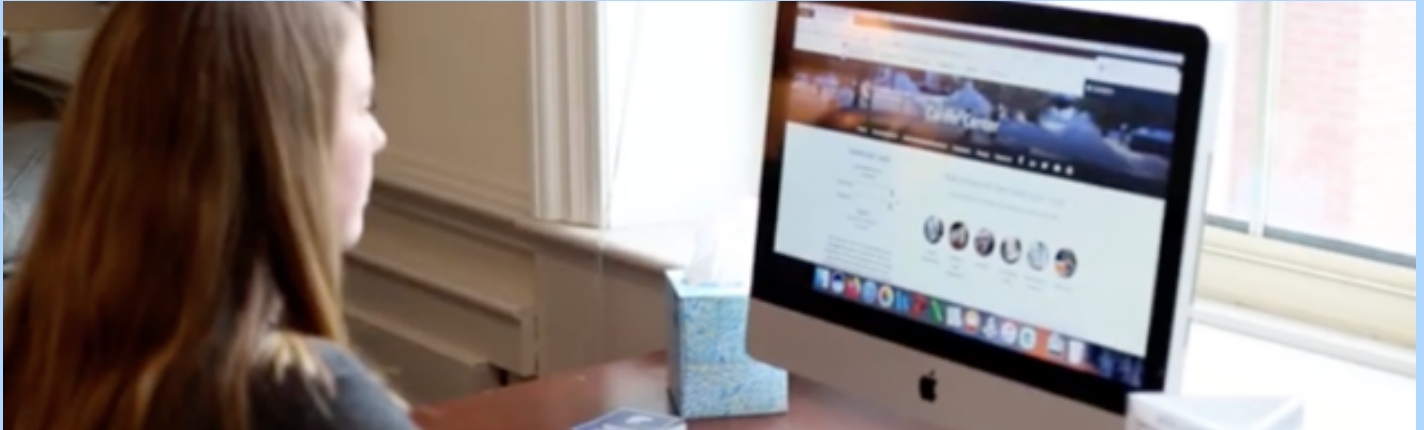


# Student Virtual Career Fair Day of Guide



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**.

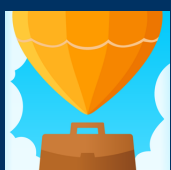
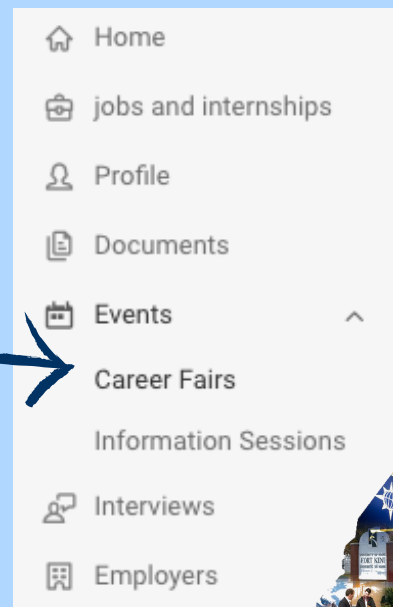
**CareerLink Login**

Student/Alumni  
 Employer

Username:

Password:

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



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



- 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**.



A specific link for 1:1 video chats will display when a recruiter invites you to chat. A timer will appear, once you click the link and join their video chat. Keep the 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.



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

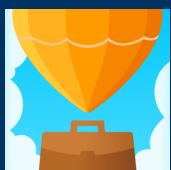


# What to Expect



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 at 9:00 am EST 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.



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



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**

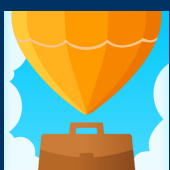
**Upcoming Video Chats (1/3)**

**Exciting Engineering...**  
1 representative online  
Estimated wait: 5 minutes

**Chat Profile** Edit

**TT**  
Tiffany Tanner  
Graduating in May, 2022

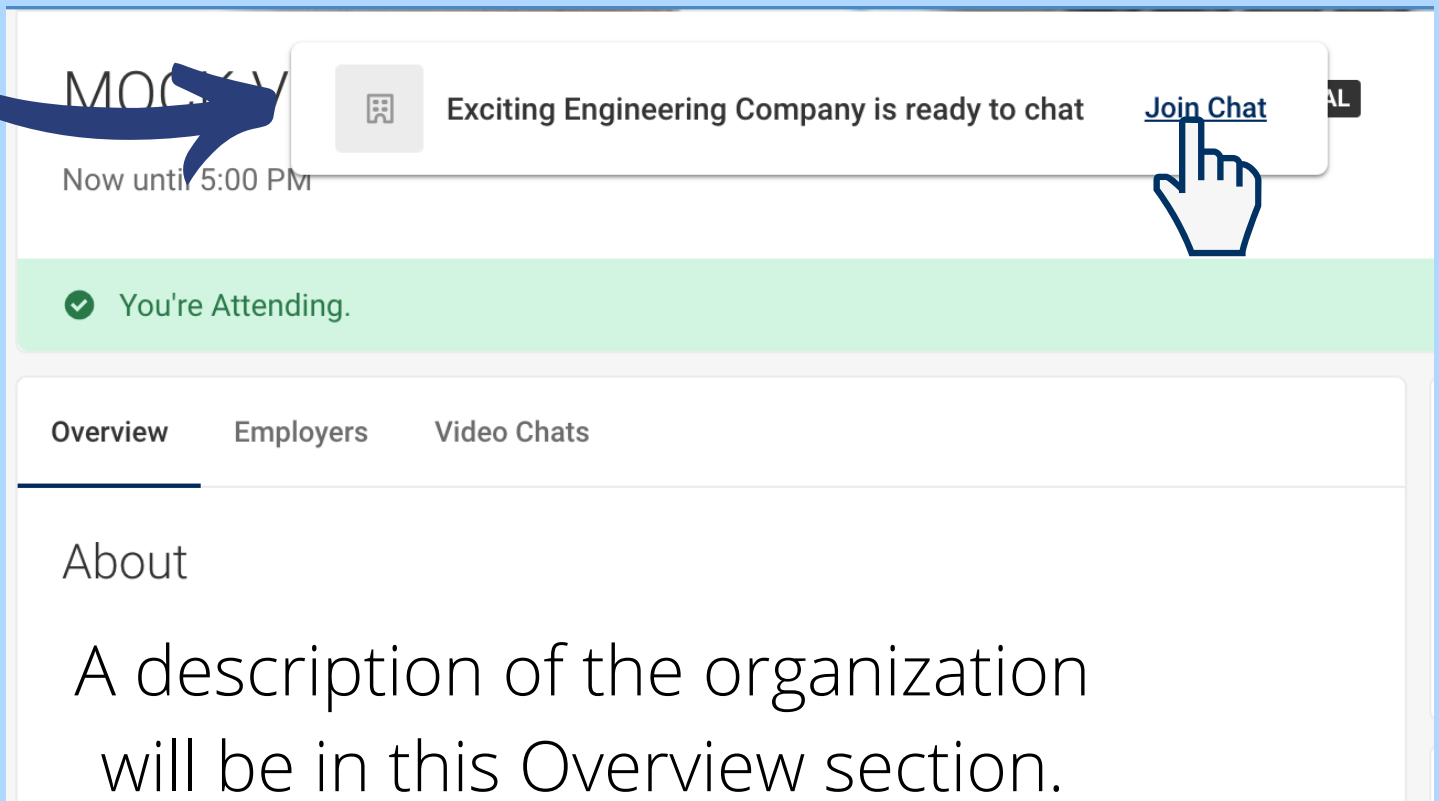
If you do not see an option to join the queue, it means the representative is not currently online. Be patient and keep checking— they need breaks too!



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



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.



MOCKY

Exciting Engineering Company is ready to chat [Join Chat](#)

Now until 5:00 PM

✔ You're Attending.

Overview Employers Video Chats

About

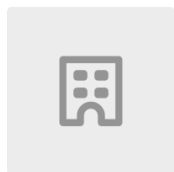
A description of the organization will be in this Overview section.



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



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 to Zoom, Microsoft Teams, WebEx, GoToMeeting, or other video chat platforms will be provided here.

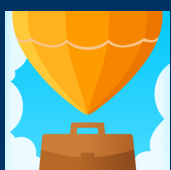
### Having Trouble Connecting?

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

### Representative Information

SS

Sally Supervisor



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



# 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.

The screenshot shows a chat window for 'Exciting Engineering Company' with a star icon and a timer at 00:00. The contact is 'Sally Supervisor' and is 'Chatting Now'. An 'End Chat' button is visible. A modal dialog is open in the center with the text 'This Chat has Ended' and 'You're done! The employer representative has ended this chat.' with a 'Close' button. To the left, there are sections for 'Video Chat Instructions' and 'Having Trouble Connecting?'. To the right, there is a 'Representative Information' section with a profile picture 'SS' and the name 'Sally Supervisor'.



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



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

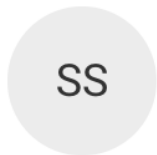
Start Time

Sep 24, 2020 at 10:06 AM

Duration

6 minutes

Representative Information



Sally Supervisor

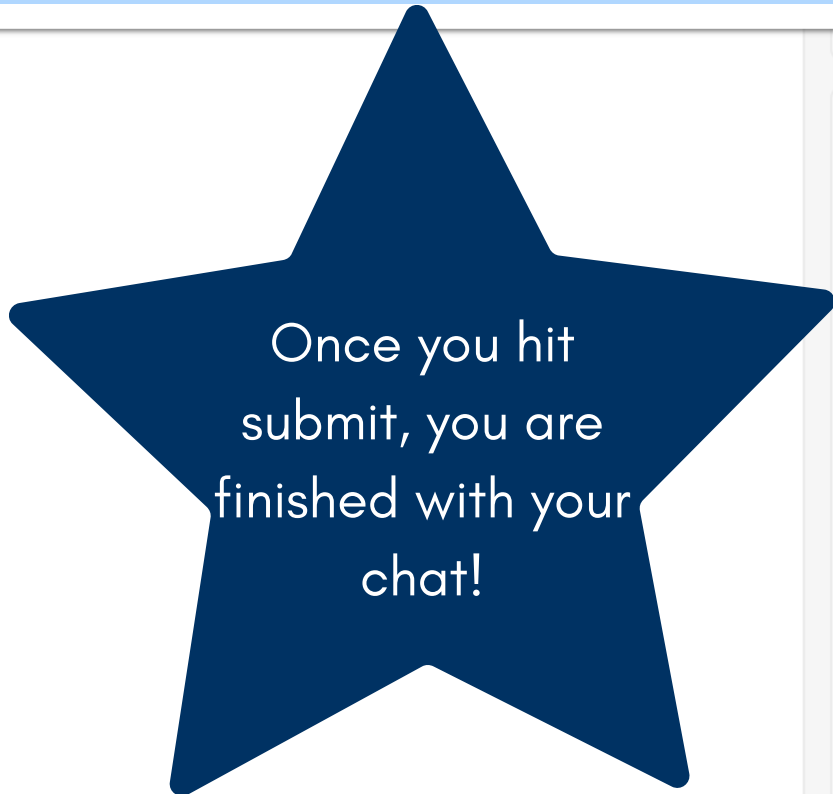
Notes

These will only be visible to you

Very interested in this company. Send thank you email.

Submit

Cancel



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





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



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

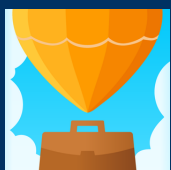


# Additional Information

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 website. At the top, there are tabs for 'Overview' and 'Employers'. Below the tabs is a search bar with a 'Keywords' input field and a 'Search' button. A blue arrow points to the 'Search' button. Below the search bar is a 'Filters' dropdown menu. Further down, there are sections for 'Position Types' and 'Website', each with a dropdown menu. Below these are sections for 'Majors/Minors Recruiting For...' and 'Work Authorization Desired'. A sidebar menu on the left lists various navigation options: Profile, Documents, Events, Career Fairs, Information Sessions, Interviews, Employers, Resources, Calendar, and My Account. The main content area displays a list of employers with their logos, names, and the number of representatives attending. Each employer entry has a star icon to its right, which is highlighted with a blue arrow. A 'Mark Interested' button is visible at the bottom right of the employer list.

Employer	Representatives Attending	Star Icon
AIT Bridges	2 representatives attending	☆
American Plant Maintenance LLC	2 representatives attending	☆
Barletta	1 representative attending	☆
CCB INC	3 representatives attending	☆

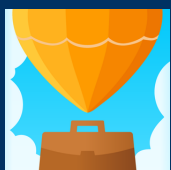


Download the Symplicity Jobs & Careers App to research employers and update your profile.

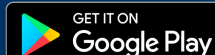


# Tips for Success

- Ensure you have a stable internet connection, power source, working camera and sound.
- Manage your queue times.
- Dress professionally.
- Treat video chats with employers as mini-interviews.
- Take notes about the conversations and new contacts.
- Note if Group Chats are offered at specific times. Participate when possible.
- Follow up with thank you emails after the fair.



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



## Fun Fact

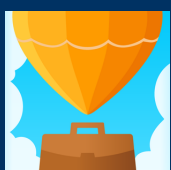
If there are multiple representatives for a company, you can pick the representative with the shortest queue time.

You can leave and join another queue at any time.

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



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

