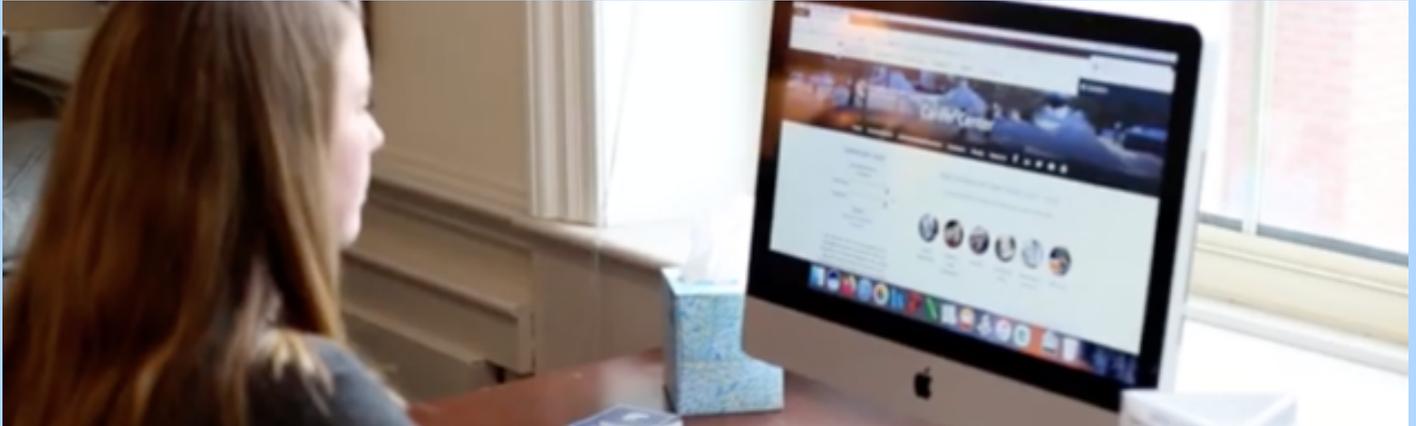


# Student Virtual Career Fair Day of Guide



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?](#)

- Home
- jobs and internships
- Profile
- Documents
- Events ^
- Career Fairs
- Information Sessions
- Interviews
- Employers



- 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.

# 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.

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

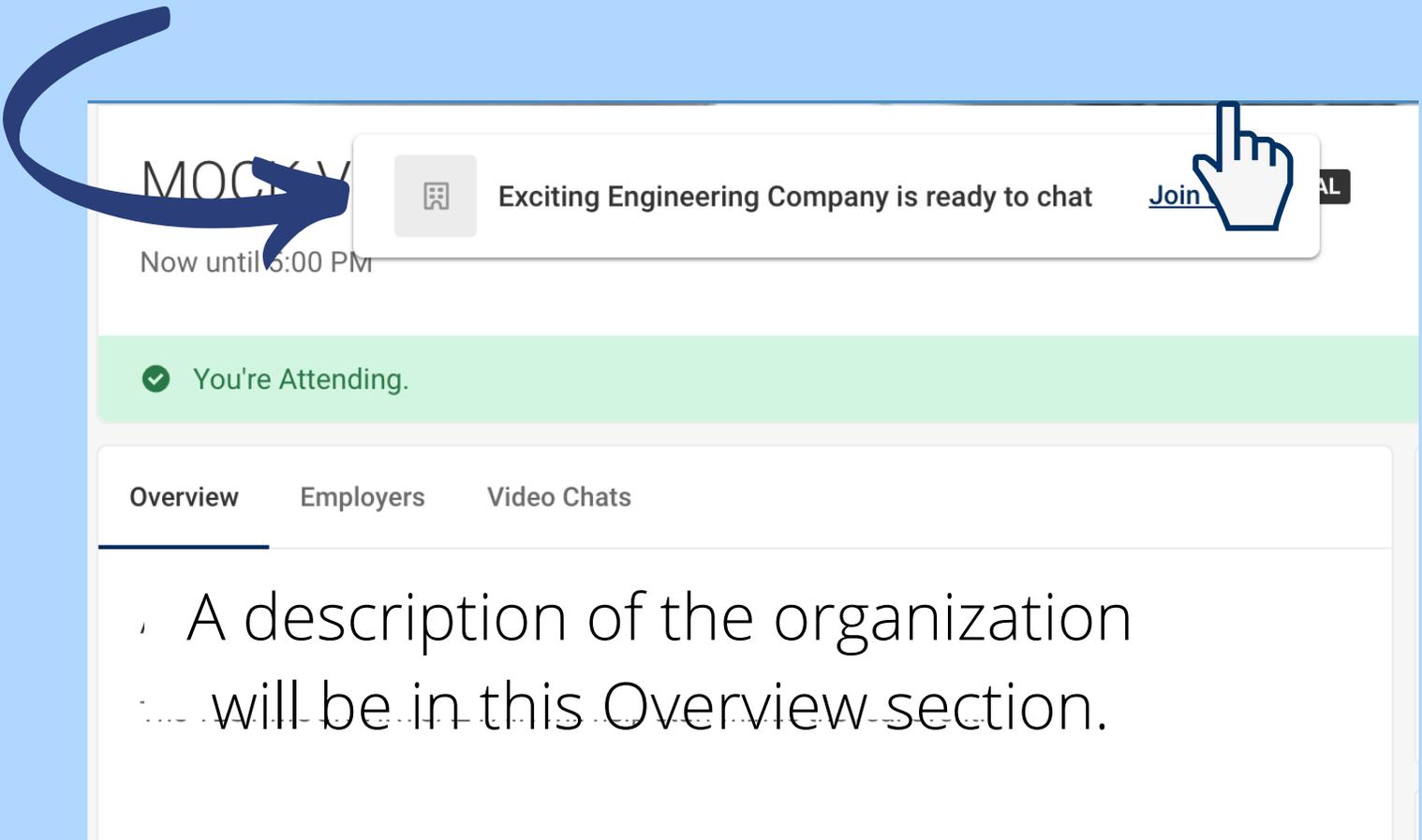
**Chat Profile** Edit

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

The screenshot shows a web interface for finding video chats. At the top, it says 'Now until 5:00 PM' and 'Chat Profile'. Below that, a green bar indicates 'You're Attending.'. There are three tabs: 'Overview', 'Employers' (which is selected and highlighted with a blue box), and 'Video Chats'. A search bar contains 'Keywords' and a 'Search' button. Below the search bar is a 'Filters' dropdown. The main content area shows '2 results' and a 'Show 20' dropdown. The first result is 'Exciting Engineering Company', which has '1 representative online' and an 'Estimated wait: 5 minutes'. A blue arrow points to a 'Leave Queue' button next to the company name. On the right side, there is a 'Upcoming Video Chats (1/3)' section, which is circled in blue. It shows the same 'Exciting Engineering...' chat with '1 representative online' and 'Estimated wait: 5 minutes'. Below this is a 'Chat Profile' section for 'Tiffany Tanner', who is '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.



MOCKUP

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

Now until 5:00 PM

✓ You're Attending.

Overview Employers Video Chats

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

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

Having Trouble Connecting?

### This Chat has Ended

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

Close

## Representative Information

SS

Sally Supervisor

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

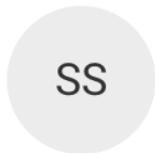
Start Time

Sep 24, 2020 at 10:06 AM

Duration

6 minutes

Representative Information



Sally Supervisor

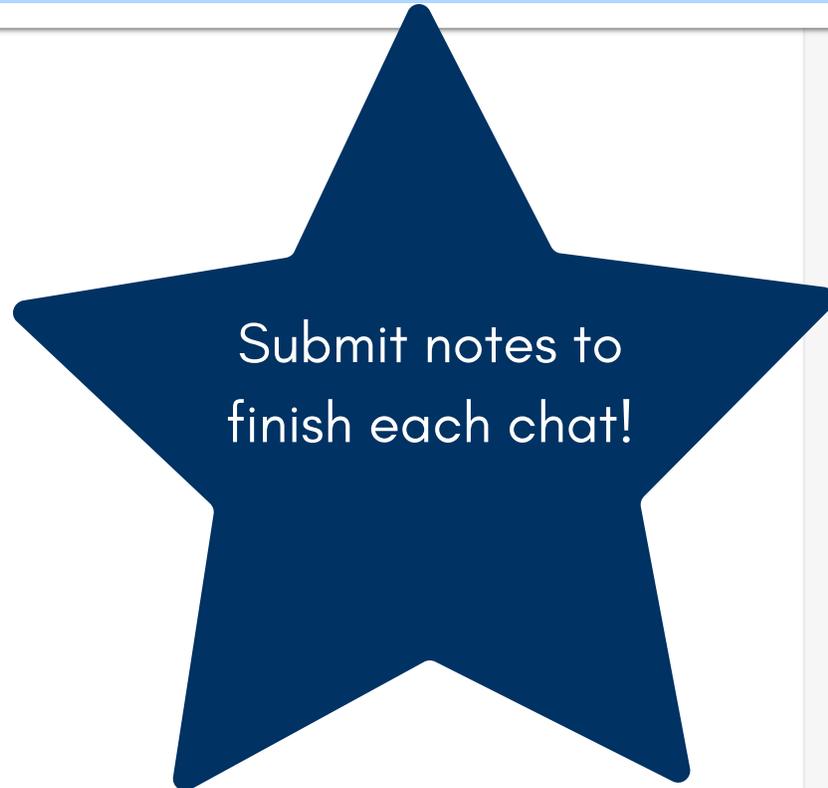
Notes

These will only be visible to you

Very interested in this company. Send thank you email.

Submit

Cancel



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 displays 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 'Filters' dropdown menu is also present. The main content area is divided into several filter sections: 'Position Types' with a dropdown menu, 'Website' with an input field, 'Majors/Minors Recruiting For' with an input field, and 'Work Authorization Desired' with a dropdown menu. A list of employers is shown below the filters, each with a logo, name, and the number of representatives attending. A 'Mark Interested' button is visible next to the 'Barletta' entry. A large blue arrow points to the search bar, and another large blue arrow points to the 'Mark Interested' button.

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

# 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 past 2:00 pm, EST 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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and more:**

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