Before the fair:

Test your access to the UMaine CareerLink by logging in. If this is your first time accessing CareerLink, please click “Forgot Password” to create a password and log in.

On the Day of:

Log in and go to Events > Career Fairs to find the event. Employers may access the fair one hour prior to the start time of the fair, and remain online one hour after the fair closes to wrap up any chats.
Before the Fair Begins

From the menu, select **Events > Career Fairs > Fair Name & Date**
If you are not shown as Registered, please call us at 207-581-1359.
Click "View Chats" for the active fair.

When the fair begins, "**Go online**" so students will see you are available and can join your queue. Your team of representatives will see the same queue. View Resume to prior to each video chat.

Confirm you “Meeting Instructions” Video Chat link is correct.
Select to "**View Resume**" prior to "**Start Chat.**"

You cannot view a student's resume during the chat.
You may also review the resume at any point after the chat ends.
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's phone number on their resume if it takes more than 1-2 minutes.)
The next screen displays student 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 chat instructions here. Students may bypass downloading new software and join from browser to access your meeting link to speed up this process.)

Kate E Axelsen Foster
Graduating in May, 2021
Bachelor of Science - Accounting, Civil & Environmental Engineering
Chat request sent

Video Chat Instructions

Hyperlink for Video Chat
Meeting goes here

Alternate Instructions

Text or call

Student Information

Degree Level
Bachelor of Science

Major(s)
Accounting, Civil & Environmental Engineering

Work Authorization
US Citizen

View Resume
A notification to "Extend Time" or "End Chat" will appear at 1:00 minute remaining. The "Extend Time" option adds 2:00 minutes to the timer. The extra time will not show on the student's screen, so please alert them.
After each chat, record notes about the conversation—include whether or not you are interested in following up with the student. Filter by "interested" students later when reviewing completed chats.
Review "**Completed**" Chats at any point. View all students who met with your team, as well as the overall feedback— not viewable to students. View students waiting in the queue under the "**Upcoming**" tab.
Invite Students to Chat

If there are no upcoming chats, designate one representative on your team to invite from "All RSVP'd students" to chat, or create a New Message. Click the Advanced Search option. Click the arrow to expand All Majors, and select relevant criteria for your targeted population(s). Select all results and Invite to Chat, Save as Excel, or Generate Publication.
Tips for Success:

- Set status to "Online" and View Chats to locate the queue once ready to begin 1:1 video chats.
- At least one representative from your team must be online for students to join your team's 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 a chat, as they cannot be viewed during a chat, only before and after.
- Google Chrome works best with this system.
  - Internet Explorer and Microsoft Edge do not work well.
- Representatives may stay logged into the fair past 2:00 pm, EST to finish meeting with students waiting in the queue.
Special Thanks to our event Supporter and Friend Sponsors!

For a complete list of sponsors, a short training video, a list of companies, and more:

https://umaine.edu/career