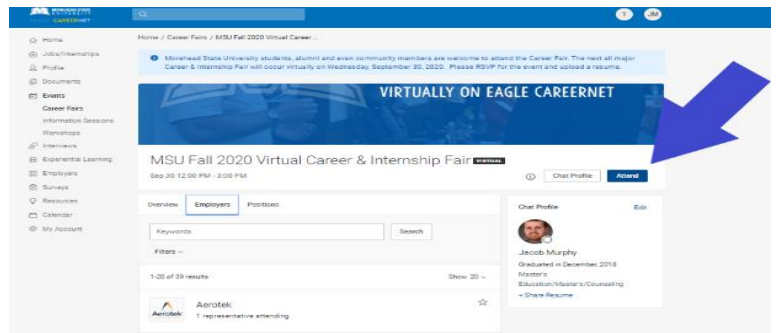




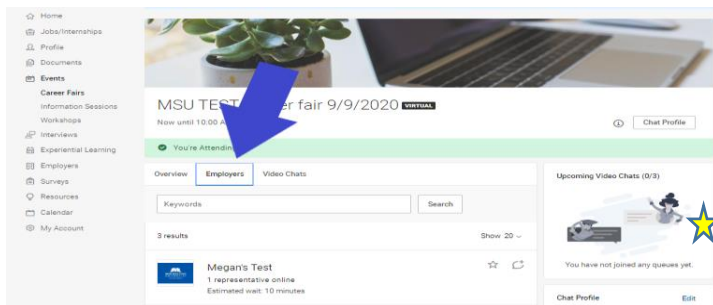
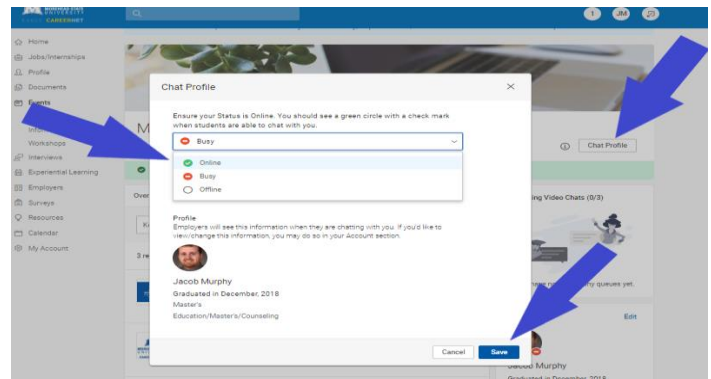
VIRTUAL CAREER FAIR INSTRUCTIONS


1. Follow the link <https://morehead-csm.symplicity.com/events/Fall2020> to sign up to attend by clicking on the "As a Job Seeker" button. You will then be prompted to log into your Eagle CareerNet account or click "Need a password?" if this is your first time logging in

2. On the day of the fair, once you have logged in, go to Events/Career Fairs/MSU Fall 2020 Virtual Career & Internship Fair and click "Attend". You may RSVP before the event starts by hitting Attend as well.

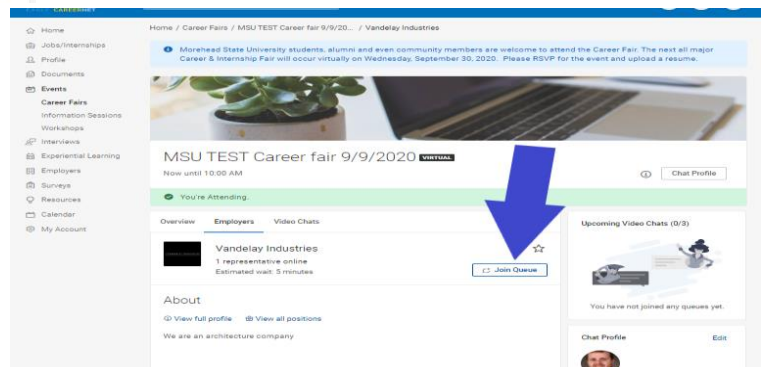


3. Ensure you set your Status to "Online" on the right side of your screen so employers know you are online. Do this by clicking "Chat Profile" and then changing your status to online and saving. Make sure to upload your resume, and a professional picture on your Career Net profile, if you have not already done so. This will enable employers to learn a little about you prior to your individual chat.



4. Even before the event begins, you can go to the Employer tab and search and filter to find employers and graduate schools of interest. Click on the  employer to view company profile and positions they are recruiting for. **PRO TIP:** You can express interest in an employer by clicking on the star icon, which brings them to the top of your list.

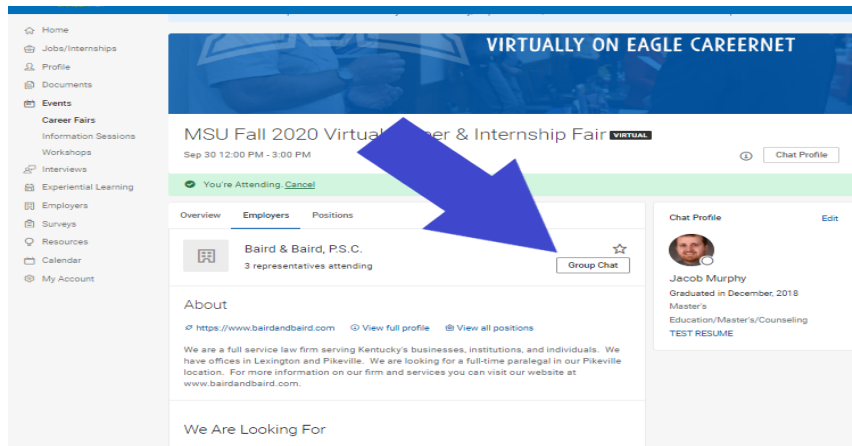
5. You can speak to employers in 1-on-1 video chats by clicking on Join Queue. Queues are like waiting in a virtual line to meet with a recruiter. The employers who you are waiting for will show up under Upcoming Chats along with estimated wait times. **PRO TIP:** If queues are long you can go to the bottom of the alphabet to get employers who may be available sooner.



6. You can stand in multiple queues at once to maximize your number of video chats. You can join 3 queues at one time.

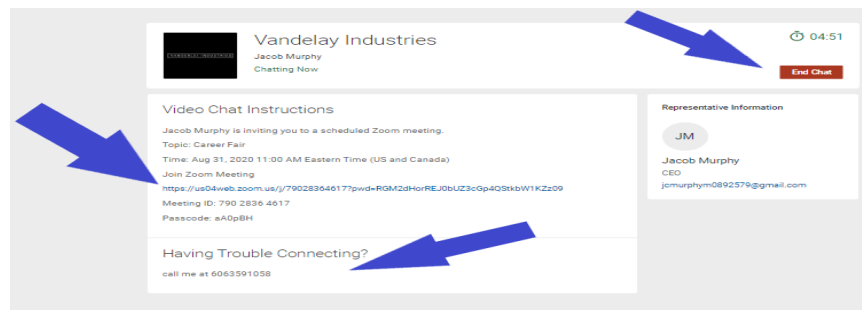
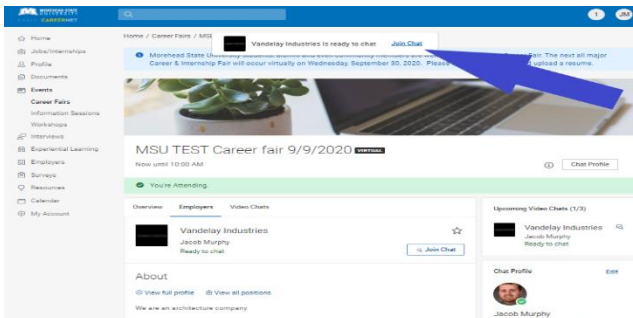


VIRTUAL CAREER FAIR INSTRUCTIONS

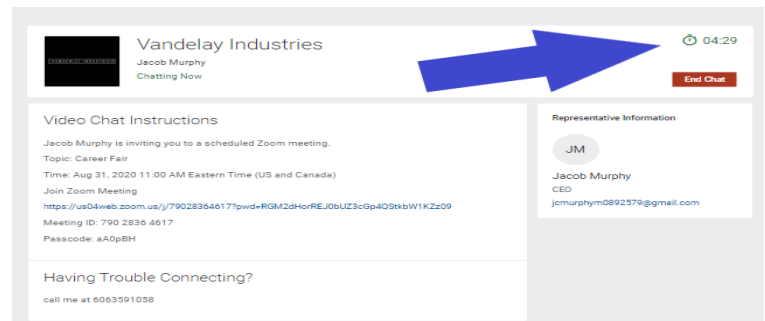


7. While you wait, you can join a group video chat with an employer by clicking on Group Chat. If you are in a group video chat, employers can still contact you for 1-on-1 video chats. Not all employers will be participating in group chats.

- 8. If you are waiting in employer queues, make sure to stay within the virtual career fair. **PRO TIP:** Don't navigate away to other pages within Eagle CareerNet or you may miss invitations from employers to video chat.
- 9. When it's your turn to video chat with an employer, you will see an alert pop up on the screen and hear a "ding" sound. Click on the alert to see Video Chat Instructions including the link to join their chat. Employers will be using different video platforms (Zoom, WebEx, Microsoft Teams, etc.). (If using Safari, you will need to Allow Auto Play via Preferences/Websites/Allow Auto Play to hear the sound)



10. Once you have started to video chat with a recruiter, watch the timer which will count down from the maximum time to zero. When you are done with your video chat, click End Chat, and you can write notes and use it for follow up after the fair. You will also need to end your chat in Zoom, WebEx or any other platforms that the recruiter may be using.






11. If you need to step away for a short break, set your Status to "Busy". Employers will not be able to invite you to video chat when on this setting. **PRO TIP:** When you need to leave the fair, set your Status to Offline. You will be removed from any queues that you are currently in.

12. When the fair is over, you can access your notes, the representative's name and email, and use this information to follow-up and/or for a thank you note.



13. If you need assistance at any time during the fair, you can click the information icon  at the top right of your screen. You can also look for MSU Career Services under the employer tab and join our queue to speak to one of our staff.

Enjoy the fair!

Prefer to see a walk through in real time? Watch this video: <https://youtu.be/CFWQgSuaXyE>