Day-Of Guide for Virtual Career Fair

Before the day of the Fair: Test your access to the USM Job & Internship Board by logging in here. If you don’t have an existing account, or were signed up as a representative by another person, click “Forgot Password” to generate access.

On the day of the Fair: Log in and navigate to Events > Career Fairs to find the event you’re attending. You can access the Employer interface one hour prior to the start time of the Fair.
Be sure to confirm that your “Video Chat” instructions to students are correct. Also, please note how you can toggle your status to “Offline” or “Away” if you need to step away during the Fair.

When the Fair begins, students will start joining your company’s queue, which will be visible to all your company’s representatives who are currently online. You may download view resumes if student have uploaded them. Click “start chat” when you’re ready to invite the next student in line to your meeting (be sure you’re logged into your meeting space!)
Day-Of Guide for Virtual Career Fair

When the student accepts your invitation to chat, the timer will begin to countdown and will alert you when time is running out to keep you on track. When you’re finished chatting with the student, you may click “End Chat”.

When the chat is over, you may take notes on the student before going back to the queue to invite the next student. “Overall Feedback” will be visible to other representatives from your company, while the “Notes” will only be visible to you.
You may also go into the “Completed Chat” queue and all view students who have met with representatives from your company, as well as the Overall Feedback from whomever met with them.
Tips for a Successful Fair

• Be sure that your company’s open positions are posted to the USM Job & Internship Board so that students can review them before, during, and after the Fair!

• Student resumes cannot be viewed during your chat time, so be sure to review/download them before beginning the chat.

• Internet Explorer does not work well with this system.

• Simply closing your browser window will NOT sign you out of the Fair and students will still be able to get in your queue. Please set your status to “Busy” or “Offline” if you must step away.

• Reps may stay logged into the Fair even after the end time to wrap up meeting with any students who were in the queue.