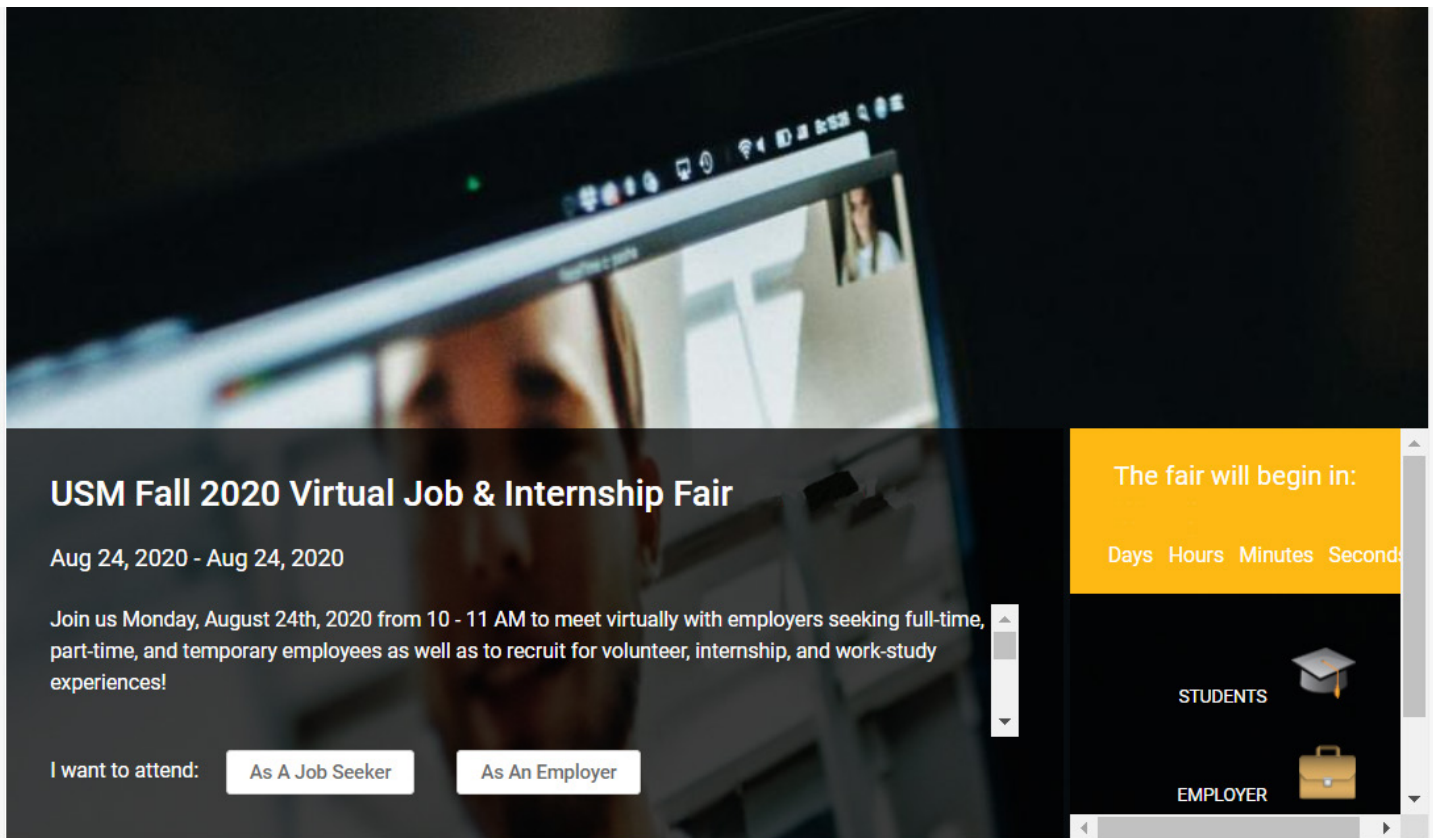


Virtual Career Fair Registration Guide

[Start here at our Employer Career Fair Page](#)



Click **“REGISTER NOW”** under the Fair you’re interested in attending.

Have an existing employer account?

1. Log in with your USM Job & Internship Board credentials.
2. The system will populate the registration fields with information from your profile.

Don’t have an employer account*?

1. Click **“New Participants”**

*Interested in a free USM Job & Internship Board employer account? [Click here](#)



Virtual Job Fair Guide for Employers

Section 1: Contact Information - This will allow us to keep in touch with you in the days leading up to the Fair.

Section 2: Profile Information - Students will be able to view your company's profile before, during, and after the Fair, so please be as thorough as possible to create the best impression!

Section 3: Payment Information - Due to the pandemic, credit card payment is preferred as check processing will be significantly delayed.

Section 4: Representative Information--> When a student reaches their turn in the queue, they'll be presented with your instructions on how to meet with the representative. Zoom is preferable because our students have access to and are familiar with the platform, but other systems may be used if necessary. The most important thing is being clear about how students can join your meeting. Alternative instructions can be added as a back-up in case any issues arise. **Representatives and meeting instructions MUST be entered at the time of registration**

Section 5: 1:1 Chats - Here, you specify how long students can expect to speak with representatives. The system will keep a timer with the amount you set to keep everyone on track.

Section 6: Group Chat - Your company has the option to host a group chat during the fair, so that you can provide an overview of your company or answer commonly asked questions. Your group chat needs to be hosted by a person who is not doing 1-on-1 chat with students, so that it does not impact students who are waiting to meet with you. Should you opt in to hosting a group session, let students know when and how

The screenshot shows a registration form for a representative at the University of Southern Maine. The form includes fields for Full Name, Email Address, Title, and Division. Below these are sections for Meeting Instructions and Alternative Instructions, both with rich text editors. The Meeting Instructions section contains a Zoom link and a password. The Alternative Instructions section contains a phone number for those having trouble with Zoom.

UNIVERSITY OF SOUTHERN MAINE

Please include instructions for how a student can meet with each representative. Most of our students have access to and are comfortable with Zoom, but other platforms may be used if necessary. Alternative instructions are options but may be included as a backup plan.

Representative Information* **Jacqueline G** Collapse Remove

Full Name*

Email Address*

Title

Division

Meeting Instructions

B I [List Icons] [Link Icon] [Image Icon] [Text Icon]

Please meet with me in this Zoom room:
<https://maine.zoom.us/j/7921463541>
 Password: 668725

Alternative Instructions

B I [List Icons] [Link Icon] [Image Icon] [Text Icon]

If you're having trouble accessing the Zoom, please call me at 207-228-8505.

The University of Southern Maine is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 101 North Stevens Hall, University of Maine, Orono, ME 04469-5754, 207.581.1226, TTY 711 (Maine Relay System).

Thank you for your interest in recruiting USM students and alumni! Questions? Contact us at usmcareers@maine.edu.

