VIRTUAL FAIR INSTRUCTIONS

CHECK-IN
- Login to your Connections Account at www.career.msstate.edu
- Go to Events/Career Fairs/Click the event you will be attending
- Click Attend

UPDATE CHAT PROFILE
- Set status to Online
- Upload résumé - Complete ahead of time in Connections under My Documents

SELECT EMPLOYERS
- When the fair begins, go to Employer and search/filter to find employers of interest
- Click the Star icon to show interest
- Click the employer’s logo to view their profile and hiring positions

JOIN 1-ON-1 VIDEO CHATS
- Click Join Queue
- Your selected queues, with estimated times, will appear under Upcoming Chats
- Join up to 5 queues at a time
- To refrain from being idle while waiting for an extended amount of time to chat, refresh your screen or move around the virtual event; otherwise, you risk being logged out

CHATTING WITH EMPLOYERS
- When your time to chat arrives, you will see an alert pop up on the screen
- Click the alert for a link to join the employer’s video platform

ENDING CHATS
- 1-on-1 Chats are timed and based on employer preferences
- When your chat is done, click End Chat
- Type a note about your interaction with the employer; employers cannot see your notes

TAKING BREAKS | LEAVING FAIR
- For a short break, set your status to Busy so employers won’t be able to invite you to chat
- To leave the fair, set your status to Offline so you will be removed from all queues

BEST PRACTICE TIPS
- Dress appropriately to interact with potential employers
- Use a stable device like a laptop or desktop [and an external mouse is helpful!]
- Check WiFi/Internet Connection early
- Limit distractions by finding a quiet location and settling in for the fair [no driving, walking around, etc.]
- Recruiters will be using various platforms such as: Webex | Zoom | Microsoft Teams | GoToMeeting
- We strongly suggest downloading platforms prior to the event. To find out the exact platforms each employer will be using, log into your Connections account.
- Turn off notifications so there is no unnecessary ding/ring, etc.
- If using Safari, please set website preferences to “Allow All Auto-Play”
- While waiting in queues, stay within the virtual career fair – if you navigate away to other areas in Connections or other applications, you may miss chat invitations
- Be patient and positive!