



CHOOSE A MAJOR • ASSESSMENTS • RÉSUMÉS • COMPETENCIES • COVER LETTERS • CO-OP & INTERNSHIPS • CAREER EXPLORATION • JOB SEARCH
DINING ETIQUETTE • GRAD SCHOOL PREP • MOCK INTERVIEWS • NETWORKING • INTERVIEWING • CAREER DEVELOPMENT • DRESS FOR SUCCESS
RECRUITING EVENTS • WORKSHOPS • CAREER COACHING • CHOOSE A MAJOR • ASSESSMENTS • RÉSUMÉS • COMPETENCIES • COVER LETTERS
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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 dinging/ringing, 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**!

