



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 EMPLOYERS



## CHECK-IN

1. Login to your **Connections Account** at <https://msstate-csm.symplicity.com/employers/>
  - **New Reps:**  
Username – email provided within registration  
Password – click “Generate or Update Password”
2. Go to Events/Career Fairs
3. Click **Registered** next to the Virtual Career Fair you will be attending  
**\*\*The next steps are accessible 1 hour prior to event\*\***
4. Click **View Chats**
5. Click the **Registration** tab
6. Under **Video Chat Instructions**, confirm meeting information [update link if needed]
7. Set Status to **Online**



## VIDEO PLATFORM

- Start video meeting using the link in your Chat Instructions
- Keep platform running the entire duration of the fair
- Utilize two browser windows [Ex: Window #1= Connections | Window #2 = Video Platform]



## CHATTING WITH STUDENTS

- When the fair starts, students will begin lining up in your queue within Connections
- Under **Upcoming**, select student at the **top** of your list if they are available to chat.  
**[It is required to chat with students in the order they appear in your queue regardless of major]**
- Click **Start Chat**
- Although your chat timer will begin, it may take students a minute to join your video chat
- If you're waiting for students to join your queue, check out the **RSVP'd Students** tab, and invite students to chat using the **Mail to/Invite to Chat** feature



## ENDING CHATS

- Watch the timer within Connections
- When time is up, you will see an alert and hear a “ping” sound
- When your chat is done, click **End Chat** in Connections
- When your chat is done, **dismiss attendee/hang up** with student in video platform
- Under **Completed**, type a note; mark candidate as **Interested** or **Not Interested**



## TAKING BREAKS | LEAVING FAIR

- For a short break, set your status to **Busy** [students can continue to join your queue]
- For longer breaks, and no rep from your company available, set your status to **Offline** [students will be notified that you are no longer online and will likely leave your queue]

## BEST PRACTICE TIPS

- Use a stable device like a **laptop** or **desktop** [and an external mouse is helpful!]
- Check WiFi/Internet Connection early
- To modify your profile information (name, title, division), notify the rep who registered you for the event
- If your **Alternate Chat Instructions** include a phone number, make sure to have your phone handy
- If students in your queue are busy chatting with other companies, you will not be able to select them, but they will remain in your queue to chat with when they are available
- When the fair is over, you can filter students by **Overall Feedback** and download résumés
- Students will not see any notes you make about their interactions with you
- You can reach out to **RSVP'd Students** before, during, and after the event
- If using Safari, please set website preferences to “**Allow All Auto-Play**” to allow audible notifications
- Be **patient** and **positive**!

