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!