Virtual Career Fairs & Events: Candidate Quick Reference Guide
Before Event: Preparing for upcoming events

1. Go the lobby and click I’m Interested if you are considering attending. This helps your career center gauge candidate participation.

2. Review the attending employers on the Companies tab. You can filter/scroll the list and go into company booths to learn more about the employers. You can also review the Jobs in a similar manner.

3. Use the Test Video Call link to make sure that you are familiar with the virtual meeting interface, and that your camera and microphone are functioning well. On-screen help via guided walkthroughs are also available in the Test Meeting Room.

4. Manage SMS Settings to opt-in to the SMS text alerts for the day of the event. These alerts notify you when it is your turn to meet in the employer queue.
During Event: Review company booths

1. Review each organization’s Jobs and additional Documents to better understand what types of positions the employer is looking to fill and what it’s like working for that company.
2. If the employer is offering open queues, click Join to get in line!
   - NOTE: Some employers will be setting up specific schedules with fixed timeslots, in which case there will be another tab in the right panel for Timeslots. Pick one that fits your schedule.
3. Drop Resume for the employer to review/consider. Even if you do not have time to get in line, this can be used to indicate your interest to the employer.
4. Keep an eye on your upcoming virtual meetings with My Queue. You will also get popups and SMS messages when you are #1, but it is good to be aware of your spot in line to better prepare for your next meeting.
5. Have questions? Pop into the Career Center Booth and ask your career services team and advisors for advice.
During Event: Reviewing the event lobby

1. Keep an eye on your upcoming virtual meetings with My Queue. You will also get popups and SMS messages when you are #1, but it is good to be aware of your spot in line to better prepare for your next meeting.
2. If you have signed up for fixed timeslots with specific employers/recruiters, they are visible under My Signups.
3. As noted on the prior pages, this toolbar allows you to get help from your Career Center Booth, Test Video Call, and Manage SMS Settings.
4. Navigate to various company booths under the Organizations tab.
After Event: Reviewing the event lobby

1. You can continue to review information on the attending Organizations and their linked Jobs after the event.
2. Use the Report function to download a spreadsheet of your event activity.