

University of Maryland Virtual Career Fair Instructions for Students

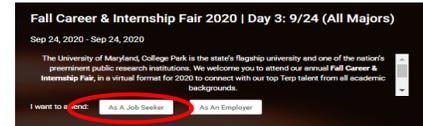
****Watch this [Quick Tour of the Virtual Fair for Students Video](#)**

Prior to the Virtual Career Fair

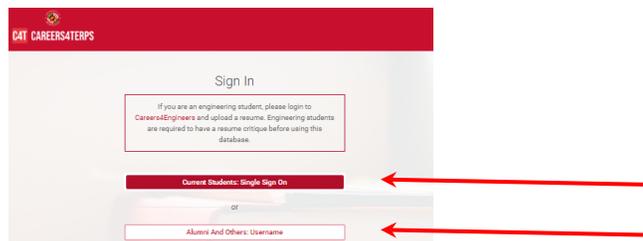
1. **Review information about the Spring 2021 Career & Internship Fair** on the University Career Center [website events calendar](#).
2. **Register to attend the Spring Career & Internship Fair.** Students must RSVP separately for each day of the fair.
 - [Day 1: Wednesday, February 17, 2021– STEM/ENGR focus](#)
 - [Day 2 Thursday, February 18, 2021 – STEM/ENGR and All Majors focus](#)

- Students must register separately for each day of the fair
- While students will be allowed to join the event the day of, the benefit of registering in advance allows students to have their resumes available to employers in advance of the fair and receive email reminders leading up to the event.

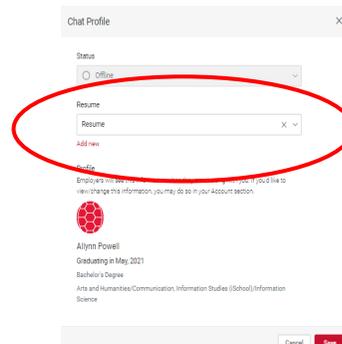
3. On the event landing page, click on the **“As a Job Seeker”** button.



4. The **Careers4Terps student sign-in page** will appear.
Click on the appropriate user type: Current student or Alumni/Other to login.
Current students will be prompted to enter their CAS credentials (Directory ID and password).
Alumni will be prompted to input a username and password. If unsure of your login information, click the “Forgot Password” button.

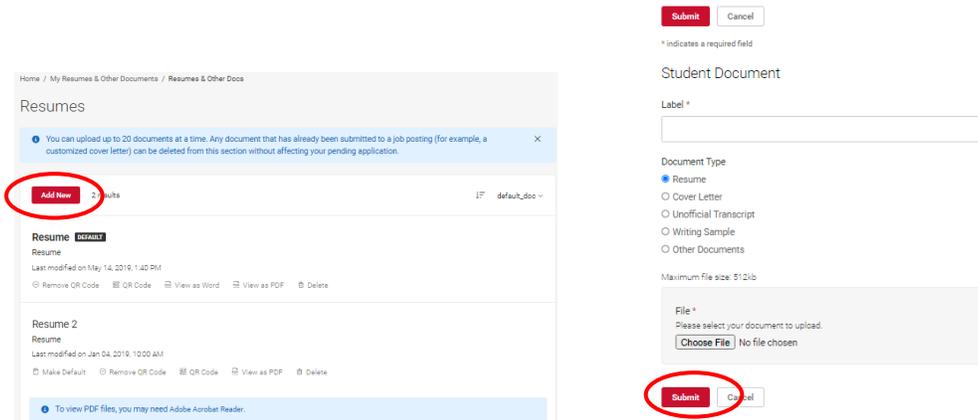


5. On the fair event page, click the **“Attend”** button to rsvp.
(Note: If you are logging into Careers4Terps for the first time, you will be prompted to complete your profile)
6. The **Chat Profile box** will appear.
Your **Chat status** will remain greyed out until the fair begins.
You can select a **resume** currently uploaded into Careers4Terps, by hovering over the drop-down menu.
Review the details of your **Chat Profile**. This is the information employers will see about you.

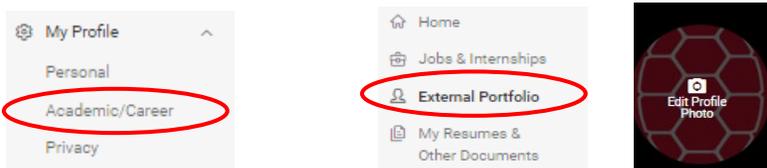


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7. If you need to upload a new resume because you do not currently have one in the system or you would like a new one to be used specifically for the fair, click on the **“Add New”** button. The Resume page will appear. Click the **“Add New”** button. Give your resume a title, select “resume” and **“Choose File”**. Click **“Submit”** when done.



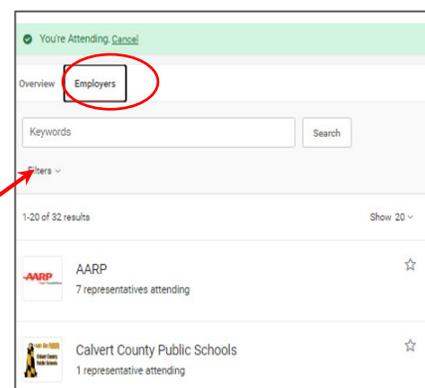
8. To **navigate back to the Career Fair**, use the left navigation bar and click “Career Events”/ “Career Fairs” and select the fair.
9. If you need to make any **edits to your profile information** (Grad Date, Degree, and Major), you may do so by updating the **Academic/Career** section of your Profile. From the left navigation bar, click on **“My Profile”/ “Academic/Career”**. If you wish to add **Profile picture** click on **“External Profile” tab/** and click **“Edit Profile Picture”**.



Once you are finished updating all of your information, **navigate back to the Career Fair**, use the left navigation bar and click **“Career Events”/ “Career Fairs”** and select the fair.

10. To **research employers**, click on the **“Employer”** tab. A listing of all the participating employers will appear. Click the name of an employer for more information. Each employer profile page includes: an organization overview, website and social media links, and details about what they are recruiting for (position titles, position types, desired majors, class levels, degree levels and work authorization).

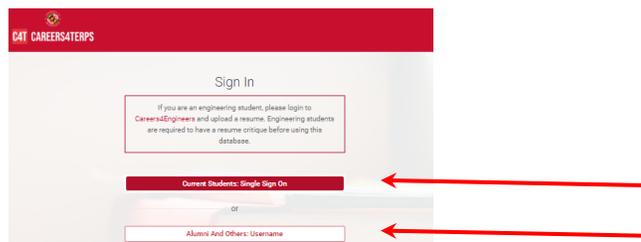
- You can use the **Filter** button to filter the employers by position locations, position types, desired majors, class levels, degree levels and work authorization
- You can express interest in an employer by clicking on the **star icon**, which brings them to the top of your list. Employers can filter candidates using this expression of interest in the virtual career fair resume database.



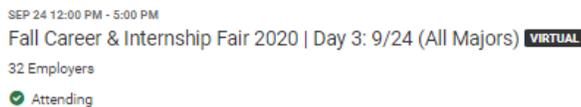
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Day of the Virtual Career Fair

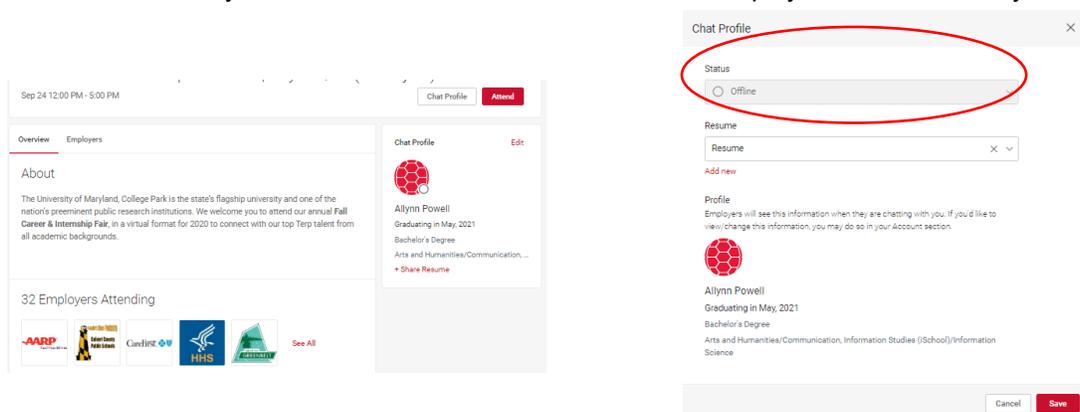
1. Log into Careers4Terps to attend the Career Fair. There are two options for accessing the fair:
 - a. Access the event from the Event Landing page (see the events calendar links)
2. Log into [Careers4Terps \(https://careers.umd.edu/careers4terps\)](https://careers.umd.edu/careers4terps) from the **sign in page**. Click on the appropriate user type: Current student or Alumni/Other to login. **Current students** will be prompted to enter their CAS credentials (Directory ID and password). **Alumni** will be prompted to input a username and password. If unsure of your login information, click the “Forgot Password” button.



3. Once logged in, on the left navigation bar, go to “**Career Events**”/ “**Career Fairs**” and select the fair and click “**Attend**”. If you have previously registered, you will see “**Attending**”.



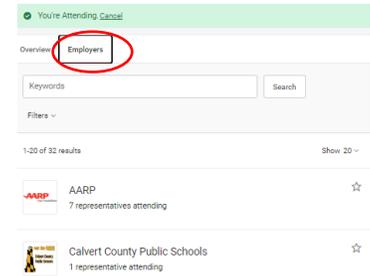
4. The **Chat Profile box** will appear. Your **Chat status** will read “Offline”. If you are ready to begin interacting with employers, you will want to change your status to “**Online**”. You can select a **resume** currently uploaded into Careers4Terps, by hovering over the drop-down menu. Review the details of your **Chat Profile**. This is the information employers will see about you.



5. If you need to add a resume or update any of the information listed in your Chat profile, please refer to **Steps 7-9** in the **Prior to the Fair** section of the document above.

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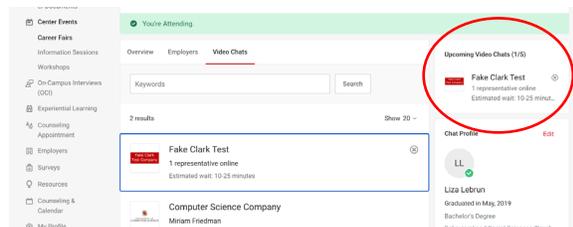
6. To begin interacting with employers, go to the “**Employer**” tab and search and filter to find employers of interest. Click on the employer to view company profile and positions they are recruiting for.



7. To speak with an employer in a **1-on-1 Video chat**, select an employer and click on “**Join Queue**”.



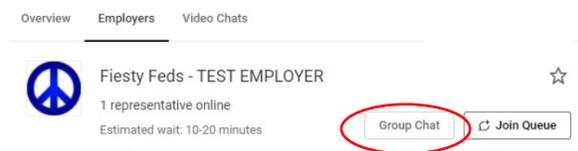
You can wait in **multiple queues at once** to maximize your number of video chats. Under “**Upcoming Chats**”, you can see the total number of queues you can join and list of queues you are in. The estimated wait time is also listed.



About 1-on-1 Video Chats

- These are private conversations.
- Be sure to listen for the ding and look for the pop-up alert on the fair page
- Employers set the chat time in advance, from 5-10 minutes, for each student.
- Students can get in line or “queue” with up to 5 employers at once.
- Other employers will see that you are “busy” if you are in a Video Chat with another employer. Do not worry - you will not lose your place in line.
- If for some reason you get disconnected or experience technical difficulties, you can get always get in the queue again. You can also view the Alternate Chat instructions for a phone number or email to call.

8. While you wait to be invited to your 1-on-1 Video chats, you can join a **Group Video Chat** with an employer by clicking on **Group Chat**. If you are in a group video chat, employers can still contact you for 1-on-1 video chats. **Note:** The Group Chat is optional for employers, so not all will have this feature available.



● About Group Video Chats

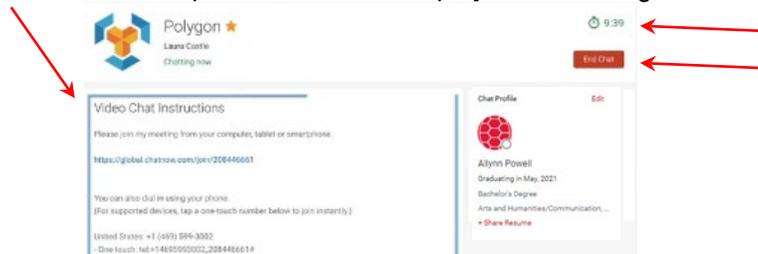
- These are not private conversations. You will be with other students and company representatives.
- If you click on “Group Chat” you will receive a pop-up with the video hyperlink.
- Each employer may use their Group Chat for different purposes. Review the details provide to learn when they

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are hosting and what you can expect.

- You do not need to get in line to enter a group room.
- Use this time to learn about the company so you can spend your 1-on-1 time talking about yourself!

9. As you are waiting in employer queues, **make sure to stay within that virtual career fair in Careers4Terps**. If you navigate away to other pages within the site, you may miss invitations from employers to video chat.
10. When **it's your turn for your 1-on-1 Video Chat with an employer**, you will see an alert pop up on the top of the screen and hear a “ding” sound. Click on the alert to see instructions on how to video chat with the employer *(If using Safari, you will need to Allow Auto Play via Preferences/Websites/Allow Auto Play to hear the sound)*
11. Each employer chooses the **video conference platform** they will use to host their 1-on-1 Video Chats. They could use Zoom, WebEx, GoToMeeting, Microsoft Teams, etc. If you do not already have an account on the platform being used, it may take you a minute to establish one to join your 1-on-1 Video Chat. Be prepared to have your camera ready and an appropriate background available.
12. Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero. You also can see the positions that the employer is recruiting for



13. When you are finished with your 1-on-1 Video Chat, click **“End Chat”**.
A summary screen will appear and you can write notes about the employer and your conversation to use for follow up after the fair.
14. If you need to step away for a short break, set your **Chat Status** to **“Busy”**. Employers will not be able to invite you to video chat.
15. If you need to leave the fair, set your **Chat Status** to **“Offline”**. You will be removed from any queues that you are currently in.
16. When the fair is over, you can access your notes and the representative's name and email within Careers4Terps. Use this information for follow-up and thank you notes.