

How to Enter the Fair & Video Chat with Employers

1. Go to <https://acg-csm.symlicity.com/students/> to log in or click “forgot password” if you are new to the system
2. On the day of the fair, once you have logged in, go to Events/Career Fairs/Fall Virtual Career Fair and click Attend
3. You will be prompted to complete or update your Chat Profile (optional)
4. Set your Status to Online
5. Upload your resume, if you have not already done so. This is the only way to pass a resume to an employer during the fair
6. You can update your degree, major, graduation date and work authorization under Account/Academic, if your college allows for these changes
7. You can greet employers with your profile picture by uploading it under Account/Personal, if your college has enabled this feature
8. When the fair starts, go to the Employer tab and search and filter to find employers of interest
9. You can express interest in an employer by clicking on the star icon, which bring them to the top of your list. Employers can filter candidates using this expression of interest in the virtual career fair resume database
10. Click on the employer to view company profile and positions they are recruiting for
11. You can speak to employers in 1-on-1 video chats by clicking on Join Queue. The employers who you are waiting for will show up under Upcoming Chats along with estimated wait times
12. You can stand in multiple queues at once to maximize your number of video chats. Under Upcoming Chats, you can see how many total queues you are allowed to be in at one time
13. While you wait, 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
14. If you are waiting in employer queues, make sure to stay within that virtual career fair. If you navigate away to other pages within the site, you may miss invitations from employers to video chat
15. When it’s your turn to video chat with an employer, you will see an alert pop up on the screen. Click on the alert to see instructions on how to video chat with the employer
16. Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero
17. When you are done with your video chat, click End Chat, and you can write notes and use it for follow up after the fair
18. If you need to step away for a short break, set your Status to Busy. Employers will not be able to invite you to video chat
19. If you need to leave the fair, set your Status to Offline. You will be removed from any queues that you are currently in
20. When the fair is over, you can access your notes, the representative’s name and email, and use this information for thank you notes

Best Practices for Students

1. When joining an employer chat, instead of downloading Zoom, GoToMeeting, etc., select the option to join the meeting online and it will be faster to join
2. As long as you are in a queue, remain in the Virtual Career Fair so you do not miss any employer chat requests. Please do not navigate to other areas
3. Make sure you click the “Attend” button so that you can join chats
4. Before the fair, mark your favorite employers by clicking on the “Interested” star icon, so that they will display at the top of your list
5. After each video chat you complete, scroll down to view the Notes field. Enter Notes after each chat, before you join the next, so that you do not forget key information.
6. Log into your CSM account before the VCF to make sure you have the most updated resume uploaded to the VCF and that your “Chat Profile” is current