2024 MSU Billings and City College Virtual Internship and Career Fair
Employer Guide

Welcome to the 2024 MSU Billings and City College Virtual Internship & Career Fair! This guide will help you navigate CareerLink before and during the event. We have information to prepare you for the event, a step-by-step guide to walk through accessing the event, and then a checklist to make sure you are all set!

Virtual Internship & Career Fair Checklist

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☐	Familiarize yourself with this Employer Guide and other employer resources on our event website: https://www.msubillings.edu/careers/career-fair.htm
☐	Log in to CareerLink and make sure your credentials work
☐	Upload a logo and banner for your organization under the student content tab
☐	Link any job and/or internship postings in CareerLink to your event booth
☐	View your student signs up in your booth **(remember to also monitor this on the day of the event)**
☐	Test out your video camera and make sure it works with your system
☐	Complete an event evaluation once it is emailed to you after the event

Preparatory Notes:

- Prior to the event, students will be able to sign up for 20-minute spots to speak with you one-on-one via an online room in CareerLink. **Please note that students can sign up for timeslots throughout the event, so it is important that you are continuously reviewing your booth details for new last minute signups**.

- If you listed multiple recruiters when you signed up, **EACH RECRUITER WILL NEED TO CREATE A CAREERLINK ACCOUNT TO ACCESS THE PLATFORM.** We recommend they do this as soon as possible so they can start to get familiar with CareerLink.

Steps to Access Event Platform:

    1.   Log in to your CareerLink account at https://employer.gradleaders.com/MSUBillings/Employers/Login.aspx?jprid=7059. Once you have logged in, click **"Events"** on the left side menu. Then under "Current" click on your career event box for the date you are signed up for. Please note, if you are registered for both days, be sure to select the correct date during the event. In this example, you can see that the test organization is only signed up for February 21st, 2024 as noted by the green highlighted font.
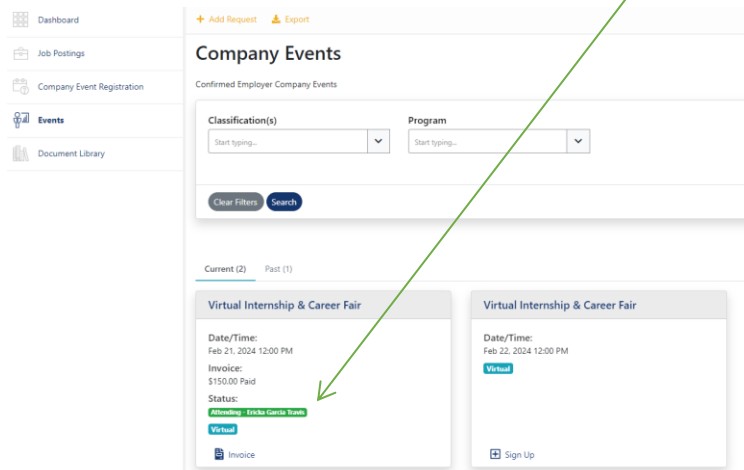
2.	On the next page, you'll see an overview of the event. There are five headings titled: Main, Schedules, Student Content, Linked Jobs, Linked Documents

Dashboard

Job Postings

Company Event Registration

Events

Document Library

Virtual Internship & Career Fair

Type: Career Fair   **Date/Time:** Feb 21, 2024

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Main   Schedules   Student Content   Linked Jobs   Linked Documents

Title	Event Category	Event Location
Virtual Internship & Career Fair	Career Fair	Online in CareerLink

Heading Descriptions:

- **Main**: this tab provides an overview of the event information (essentially the information you saw when you registered for the event).
- **Schedules**: this tab provides an overview of the schedule template and if you need to block any times off. **PLEASE NOTE YOU DO NOT VIEW STUDENT SIGN-UPS IN THIS TAB, YOU VIEW STUDENT SIGN-UPS IN YOUR BOOTH**.
- **Student Content**: In this tab you can upload a Banner Image and/or Logo Image. You can also update your content message. These are all items that students will see in your booth when they are signing up for timeslots. **We highly encourage that you upload a banner and logo and also update your content message so that your booth can stand out when students are viewing the virtual booths**.
- **Linked Jobs:** If you have current openings in your organization and those job postings are listed in CareerLink, they can link here. That way students can view current position openings when signing up for the event.
- **Linked Documents**: If you have certain documents that you want students to access during the event, you can add them by selecting the Add Document link in orange at the top of the page, and the documents will appear here.

3.	 Once you are familiar with the event overview and set up information. Go to the top of the page and in gold font there is a link titled "**View Booth**". This is your **main access to the event**. This will be where you **view student sign-ups**, **test video, print a schedule**, etc. We will cover more of these details below.

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Main   Schedules   Student Content   Linked Jobs   Linked Documents

Virtual Career Fair

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4.   **View Booth** provides an overview of your booth for the event. **This is where you can see students who have signed up to visit with you**.
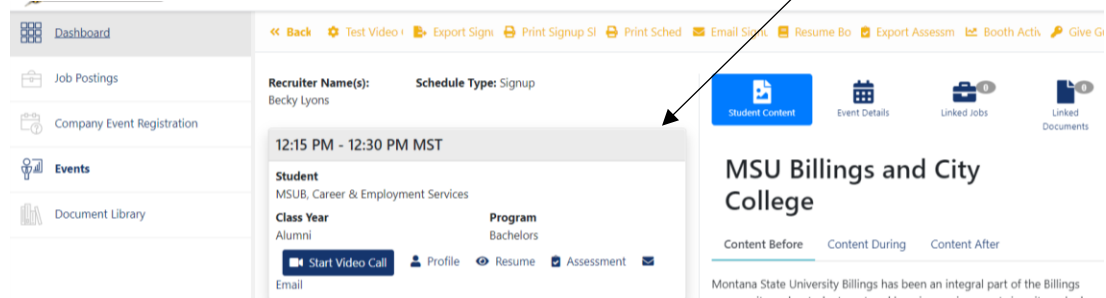

5.   At the top of page, you have the option to test your video call (**which we *highly* recommend prior to the event**), export signups, print signup sheet, print schedule, email signups, etc.
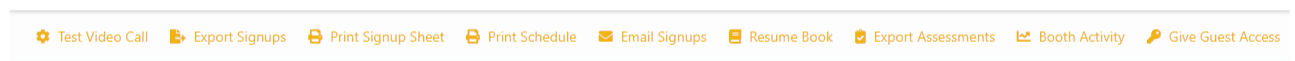
6.   When it is time to begin your first meeting, you need to go to the **View Booth** link, then select "**Start Video Call**" in the students time block.
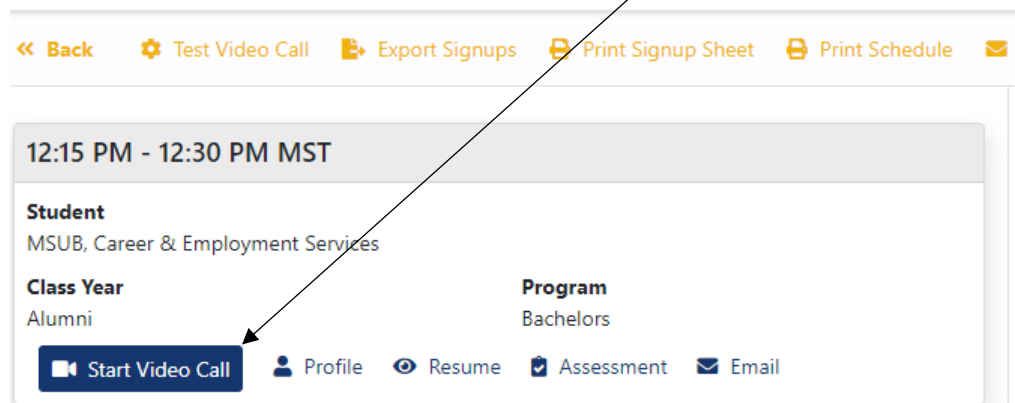

7.   The first time you join a video call, you will be shown a walkthrough regarding how to set up your camera and sound (while you do not necessarily need a camera to join the call, we encourage you to utilize one if you can). If you need to refer to the walkthrough again, you can click the footprint button at the bottom of the screen.
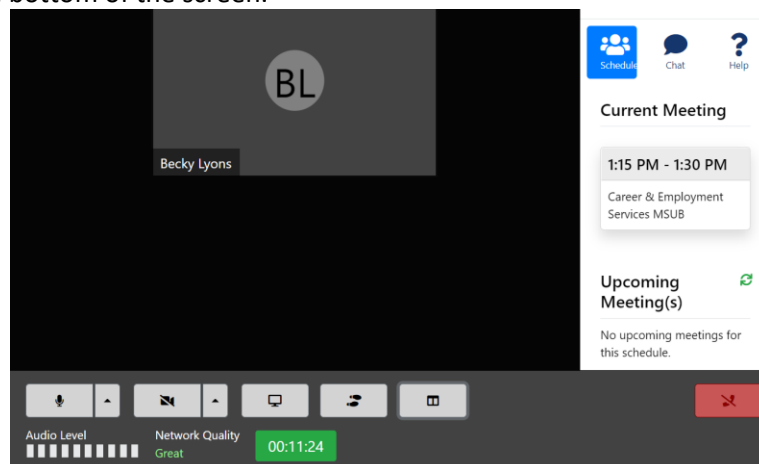
8.   At the bottom of the screen, you have some other options as well. You can mute yourself or toggle your video by clicking those buttons. The computer screen button allows you to share whatever is on your screen, and the icon to the right opens the side panel, which shows the chat. This panel also has a "help" tab with some common questions and issues and displays upcoming meetings.

You'll also see your current audio level, network quality, and time left. You can join a video session early, and continue after time has expired; however, if you disconnect from the call after time has expired (the timer will turn red and begin counting up), you will not be able to reconnect. **You will have access to your chat transcript after the call ends**.
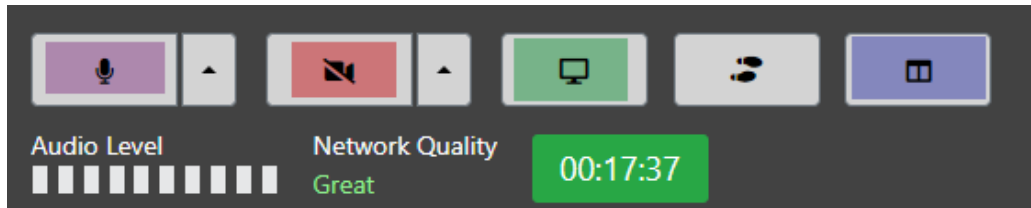
9.   Once you've ended the call, you'll return to your booth. To start the next video call, you'll need to scroll to the next time slot and once again click the "Start video call" button. **You will want to keep an eye on and refresh this page throughout the day. Students will be allowed to sign up the day of the event, and we would hate for our students to miss connecting with you!**

10.   Have questions? Give us a call at **406-657-2168** or email **careers@msubillings.edu**. We are also available in our own booth during the event to help you out! At any point, when you are in the event booth during the event, just select the **Go To CareerLink Booth** and we will be on the other end of the video call to help.