

## 2024 MSU Billings & City College Virtual Internship and Career Fair

### Student Guide

Welcome to MSU Billings Career & Employment Services 2024 Virtual Internship & Career Fair! This guide will help you navigate CareerLink before and during the event.

Prior to visiting with employers, you will need to sign up for 20-minute timeslots to speak with them. **Please know that you can sign up for timeslots throughout the time of the event!** To set you up for career fair success, we have developed a checklist below to guide you through the event.

#### Virtual Internship & Career Fair Checklist

<input type="checkbox"/>	Familiarize yourself with this Student Guide
<input type="checkbox"/>	Log in to CareerLink and make sure your credentials work
<input type="checkbox"/>	Test out your video camera and make sure it works with your system
<input type="checkbox"/>	Review the resources available to you on our event website (including questions to ask employers!): <a href="https://www.msubillings.edu/careers/career-fair.htm">https://www.msubillings.edu/careers/career-fair.htm</a>
<input type="checkbox"/>	View your timeslots that you signed up for (remember you can still sign up for more timeslots throughout the event)
<input type="checkbox"/>	Connect with Career & Employment Services during the event by using the System Booth link in the virtual lobby
<input type="checkbox"/>	Complete an event evaluation once it is emailed to you after the event

#### OVERALL TIP

Even though this is a virtual event, we are by your side! When you are in the virtual event, all you have to do is select CareerLink Booth when you are in the main lobby to connect with us.

Dashboard

My Profile

Co-op/Internship Records

Companies

Job Search

Events

Company Events

Workshops

<< Back Test Video Call Export Print CareerLink Booth Report Show/Hide Sidebar

## Virtual Internship & Career Fair

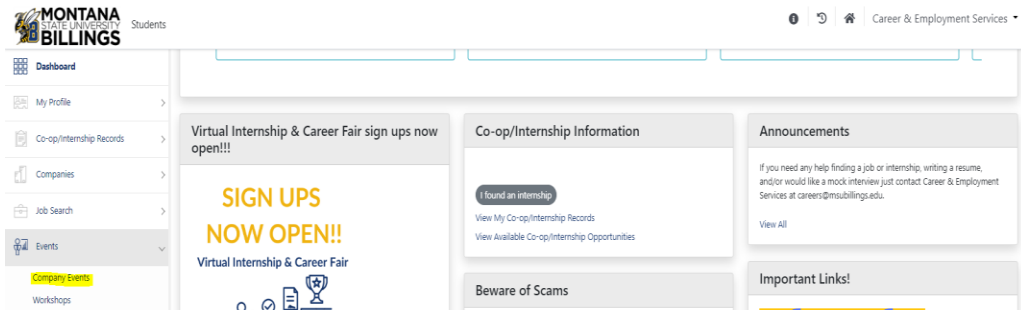
**MONTANA STATE UNIVERSITY BILLINGS** **CITY COLLEGE**  
MONTANA STATE UNIVERSITY BILLINGS

**FEBRUARY 21<sup>ST</sup> & FEBRUARY 22<sup>ND</sup>**  
**12 pm to 4 pm on both days**

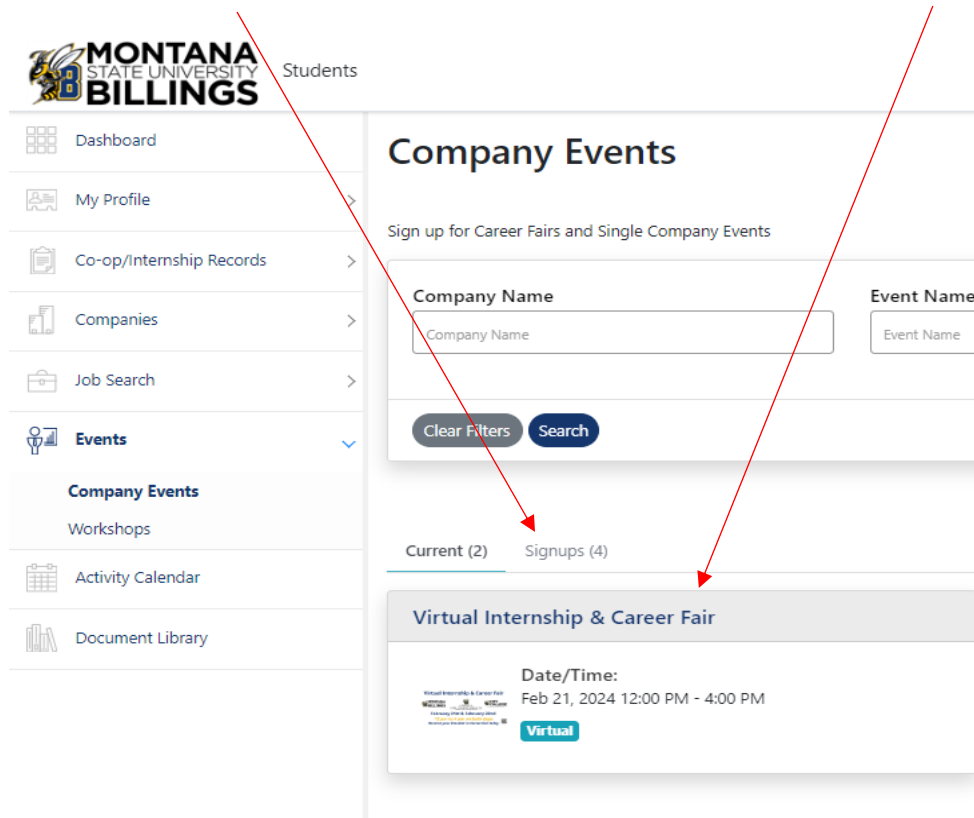
- Instructions on how to access the event are on the next page -

## TO ACCESS THE EVENT

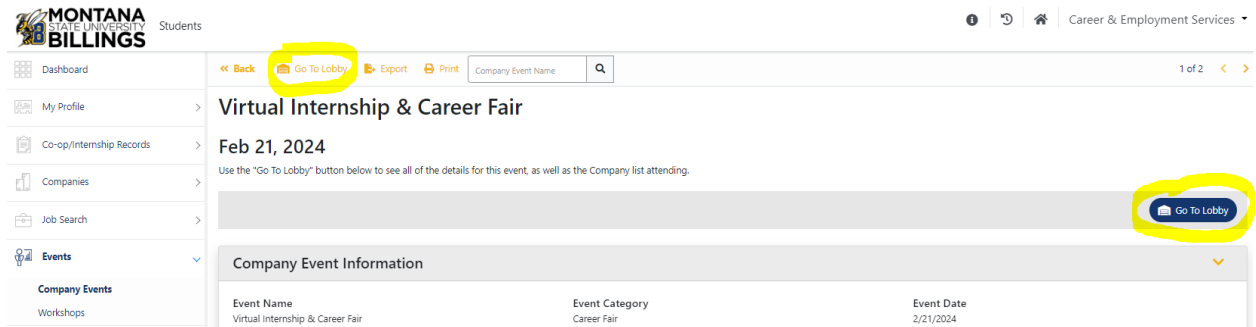
1. Log into your CareerLink account at [www.msubillings.edu/careers](http://www.msubillings.edu/careers). If you have issues, contact our office at 406-657-2168 or [careers@msubillings.edu](mailto:careers@msubillings.edu).
2. On the day of the event, select the drop-down arrow by Events on the left-hand side of your screen. Then Select Company Events (highlighted below)



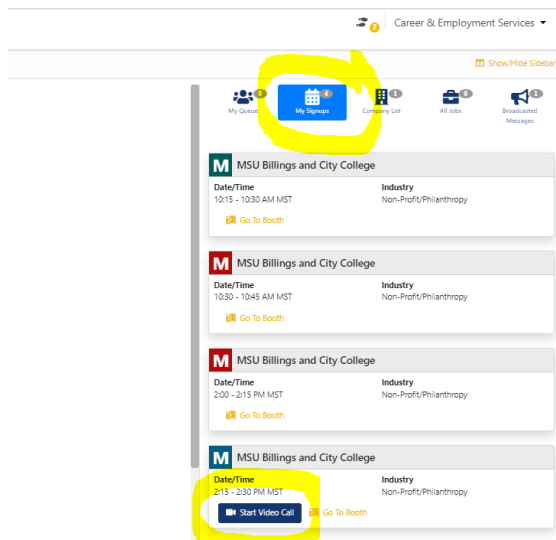
3. Next select the SignUps heading then select the event title “Virtual Internship & Career Fair”



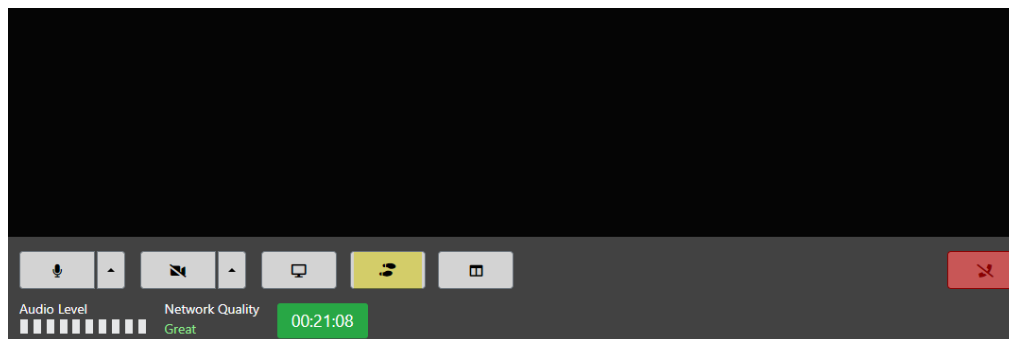
4. You will then want to select **Go To Lobby** (either circled option will work)



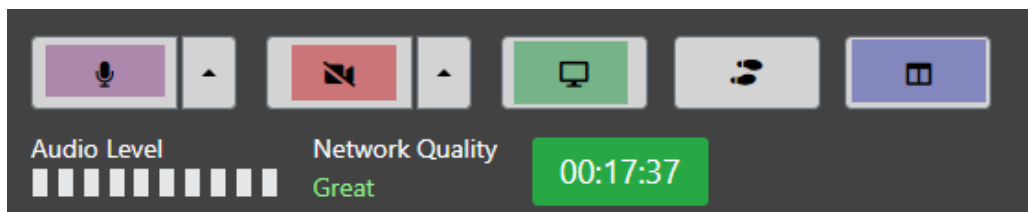
5. Then select the My Signups option and Start Video Call when your time begins (highlighted below)



6. The first time you join a video call, you can 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.



7. 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 last button **opens the side panel, which shows the chat**. This panel also has a “help” tab with some common questions and issues.



You'll also see your current audio level, network quality, and time left. You can join a video session a little 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.

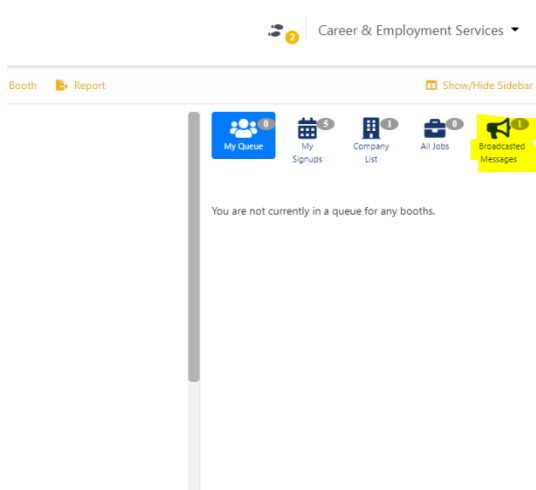
8. Once you've disconnected from the call, you'll return to the previous page. If you're signed up to talk with more than one employer, you'll need to return to the signups tab in the Main Lobby.
9. Have questions? Give us a call at 406-657-2168, or email [careers@msubillings.edu](mailto:careers@msubillings.edu).

### **ADDITIONAL TIPS FOR SUCCESS**

1. If you are not sure where to start on what questions to ask, check out the **Questions to Ask Employers on our Event Website** under the **Student Resources** heading: <https://www.msubillings.edu/careers/career-fair.htm>
2. Be sure to test your video call capabilities prior to the event! You can test the video call by selecting the **Test Video Call** option at the top of the page in the Lobby of the event.



3. If there are any important messages that we have for you during the event, keep your eye on the Broadcasted Messages icon:



4. If you need to connect with us during the event, select the CareerLink Booth option. Things you may want to connect with us on include: assistance with signing up to visit with more employers (you can do this throughout the event), if an employer does not show up for some reason (many times it might be because their other conversations are running behind), or if you just have questions on next steps.

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