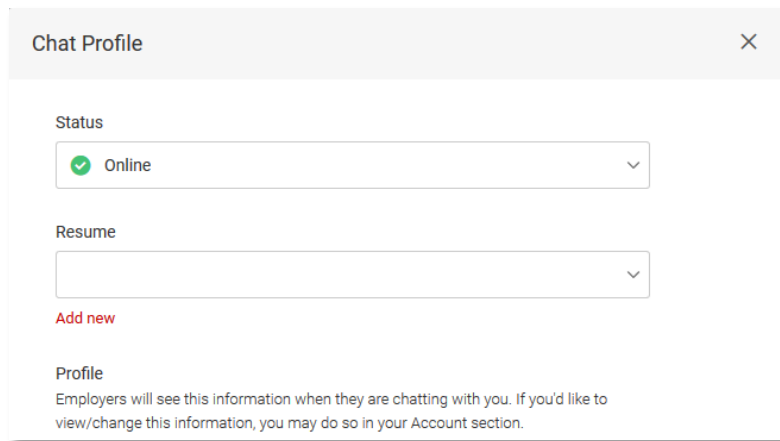


# NAVIGATING THE VIRTUAL HIRING MEET-UP ON WITWORKS

## Register to Attend

- Login to WITworks: <https://wit-csm.symphlicity.com/students>.
- Navigate to Events > Career Fairs > Summer 2020 Virtual Hiring Meet-Up.
- Click Attend.
- Complete your Chat Profile when prompted including selecting the resume you'd like to share with employers (*don't forget to upload and select your most recent resume as this will be the resume shared with employers during the fair*).

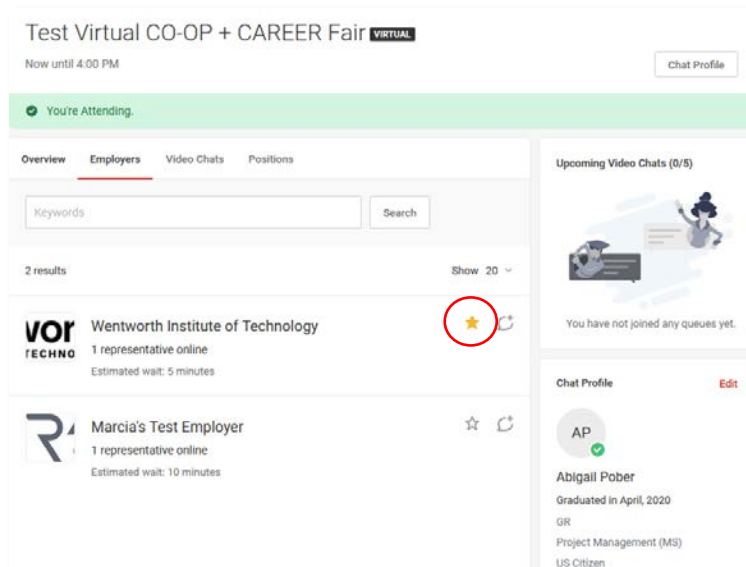


The screenshot shows a 'Chat Profile' form with the following sections:

- Status:** A dropdown menu currently set to 'Online' with a green checkmark icon.
- Resume:** A dropdown menu for selecting a resume, with an 'Add new' link below it.
- Profile:** A section with a note: 'Employers will see this information when they are chatting with you. If you'd like to view/change this information, you may do so in your Account section.'

## Research Employers Attending

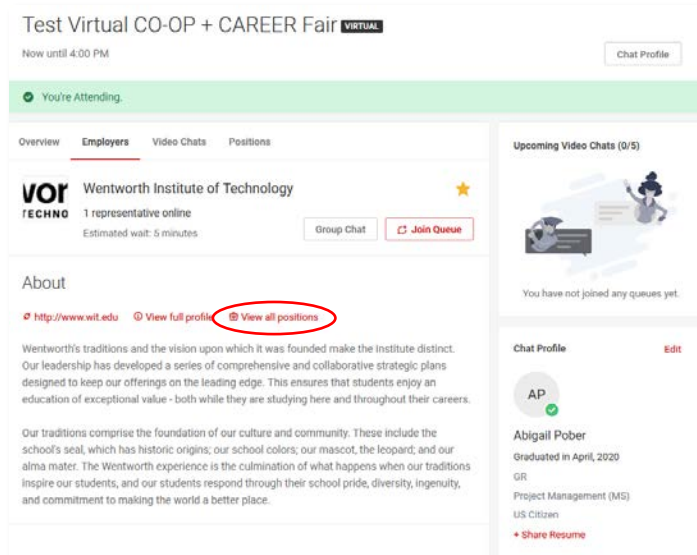
- Navigate to the Employer tab on the event page to view the employers attending. Express your interest in employers ahead of time by clicking the star icon next to the employer. *These employers will appear at the top of your list when you log back in and employers can filter candidates using this feature in the virtual fair resume database.*



The screenshot shows the 'Test Virtual CO-OP + CAREER Fair VIRTUAL' interface. It includes a search bar, a list of employers, and a chat profile sidebar.

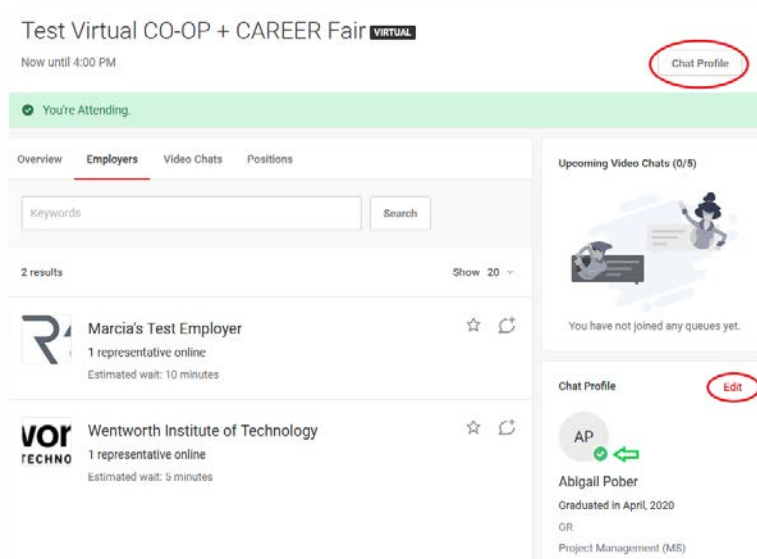
- Employer List:** Two employers are listed: 'Wentworth Institute of Technology' (1 representative online, 5 min wait) and 'Marcia's Test Employer' (1 representative online, 10 min wait). A red circle highlights the star icon next to the first employer.
- Upcoming Video Chats:** A section indicating '0/5' upcoming chats with a message: 'You have not joined any queues yet.'
- Chat Profile Sidebar:** Shows the profile for 'Abigail Pober' (AP), who graduated in April 2020, is a GR student, has a Project Management (MS) degree, and is a US Citizen.

- Click on the employer to view the company profile and positions for which they are recruiting. *(Please note: the jobs and co-ops listed under the "Positions" tab is not a comprehensive list of opportunities available. To see all positions for which a company is hiring, click through from within the profile).*



## Attending the Event

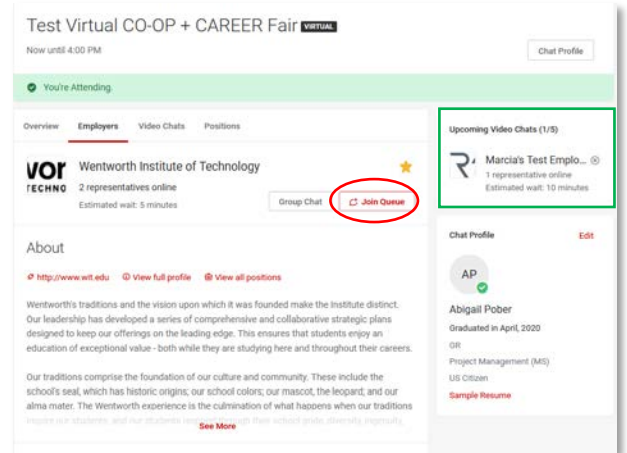
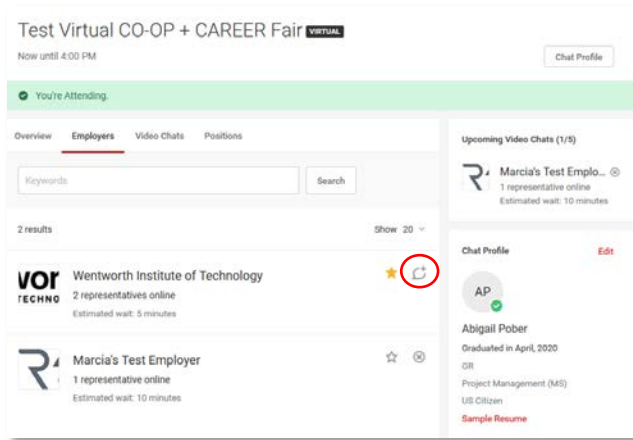
- Login to WITworks : <https://wit-csm.symphlicity.com/students>.
- Navigate to Events > Career Fairs > Summer 2020 Virtual Hiring Meet-Up.
- Set your status Online (edit from your chat profile).
- When the fair starts, go to the Employer tab and search and filter to find employers of interest.



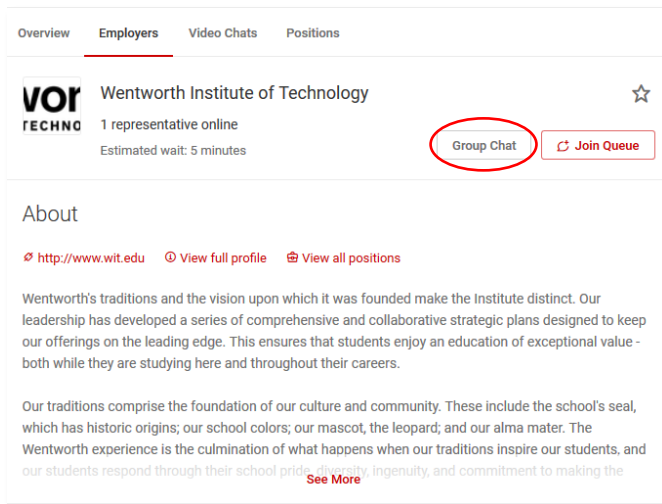
A green circle with a white check mark in the circle next to your initials indicates you are "Online."

## Join Employer 1-on-1 and Group Chats

- You can speak to employers in 1-on-1 video chats by clicking on Join Queue. The employers for which you are waiting will show up under Upcoming Chats along with estimated wait times.

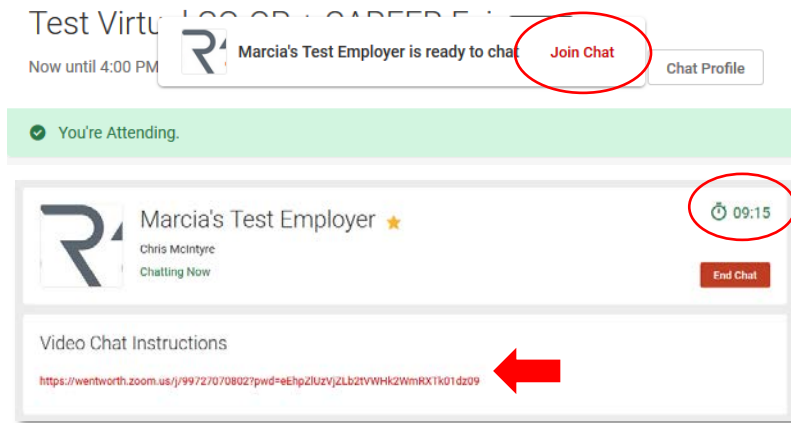


- You can stand in multiple queues at once to maximize your time. Under Upcoming Chats, you can see how many total queues you are allowed to be in at one time.
- While you wait, you can also join a group video chat with an employer by clicking on Group Chat. If you are in a group video chat, employers can still contact you for 1-on-1 video chats.



## Accept Employer Chat

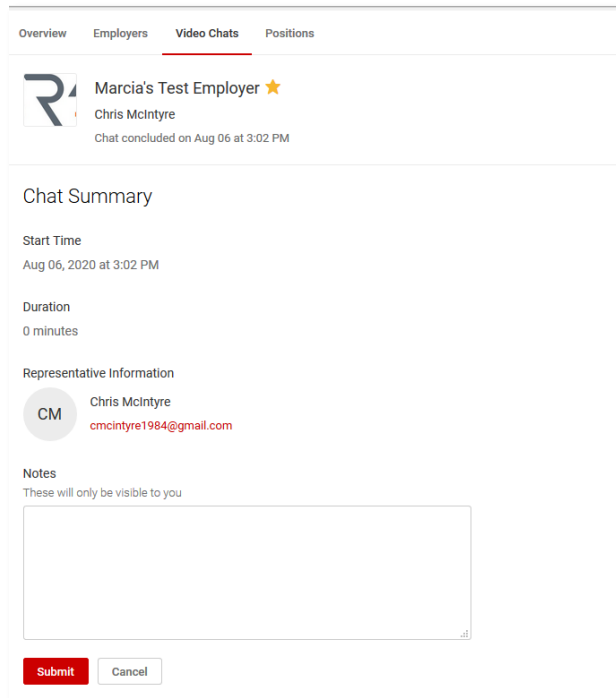
- If you are waiting in employer queues, make sure to stay within the virtual event page.** If you navigate away to other pages within the site, you may miss invitations from employers to video chat.
- When it's your turn to video chat with an employer, you will see an alert pop up on the screen. Click on the alert to see instructions on how to access the video chat with the employer.



- Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero. Keep the conversation within the time-limit to be respectful of both employer and other students' time.

### End Employer Chat/Exit Event

- 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. (Note: employers will not see the notes you write).



- 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.
- If you need to leave the event, set your Status to Offline. You will be removed from any queues that you are currently in.
- When the event is over, you can access your notes, the representative's name and email, and use this information for thank you notes.