

NAVIGATING VIRTUAL CO-OP + CAREER FAIRS ON WITWORKS

Register to Attend

- Login to WITworks: <https://wit-csm.symplcity.com/students>.
- Navigate to Events > Career Fairs > Select Individual Event
- 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 that is currently empty.
- Add new:** A red link below the resume dropdown.
- Profile:** A section with the text: '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.'

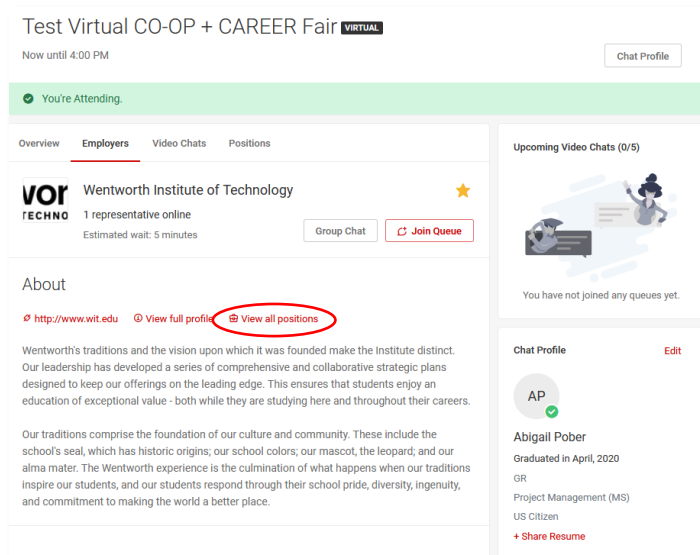
Research Employers Attending

- 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 your 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' event page. It includes:

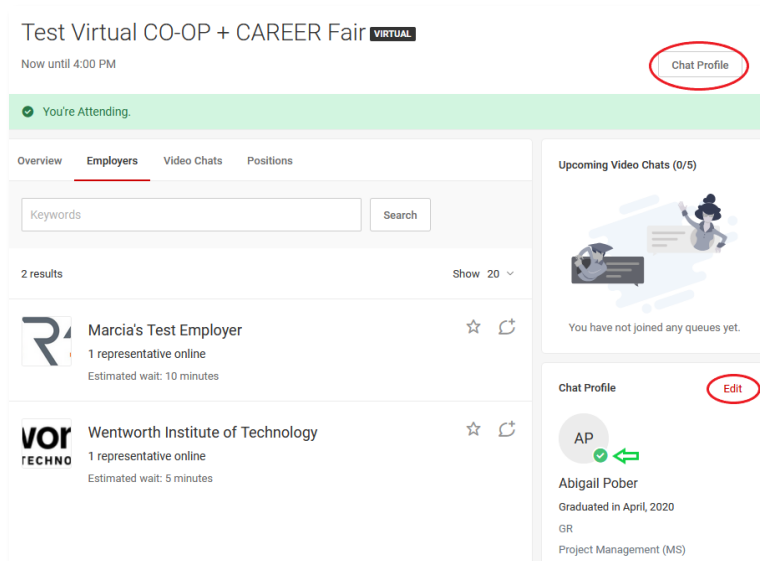
- Event title: 'Test Virtual CO-OP + CAREER Fair' with a 'VIRTUAL' badge.
- Time: 'Now until 4:00 PM' and a 'Chat Profile' button.
- Navigation tabs: 'Overview', 'Employers', 'Video Chats', and 'Positions'. 'Employers' is selected.
- Search bar: A 'Keywords' input field and a 'Search' button.
- Results: '2 results' and a 'Show 20' dropdown.
- Employer listings:
 - Wentworth Institute of Technology:** 1 representative online, Estimated wait: 5 minutes. A star icon is circled in red.
 - Marcia's Test Employer:** 1 representative online, Estimated wait: 10 minutes.
- Upcoming Video Chats: 'Upcoming Video Chats (0/5)' with a message: 'You have not joined any queues yet.'
- Chat Profile: A sidebar showing 'AP' (Abigail Pober), 'Graduated in April, 2020', 'GR', 'Project Management (MS)', and 'US Citizen'. An 'Edit' button is visible.

- 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

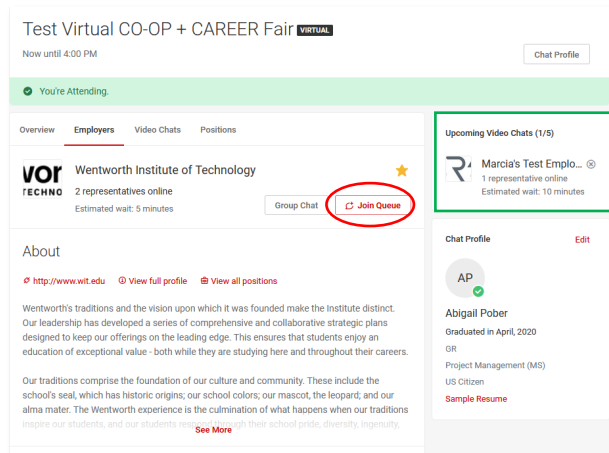
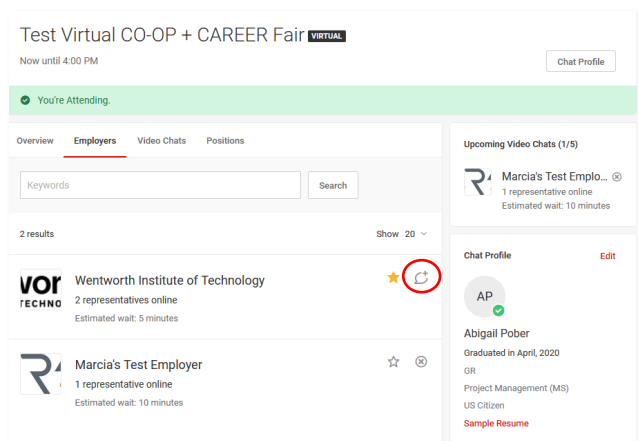
- Login to WITworks : <https://wit-csm.symplicity.com/students>.
- Navigate to Events > Career Fairs > Select Event.
- Set your status Online (edit from your chat profile).
- When the fair starts, go to the Employer tab and search and filter to find employers of interest.



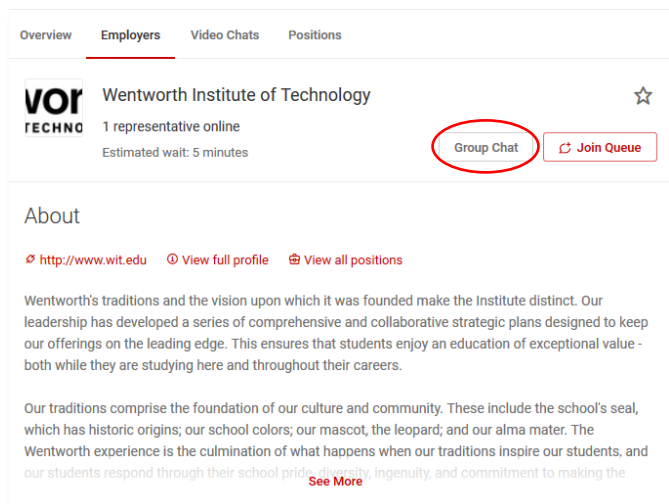
A green circle with a white check mark in the circle next to your initials indicates you are "Online."

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.

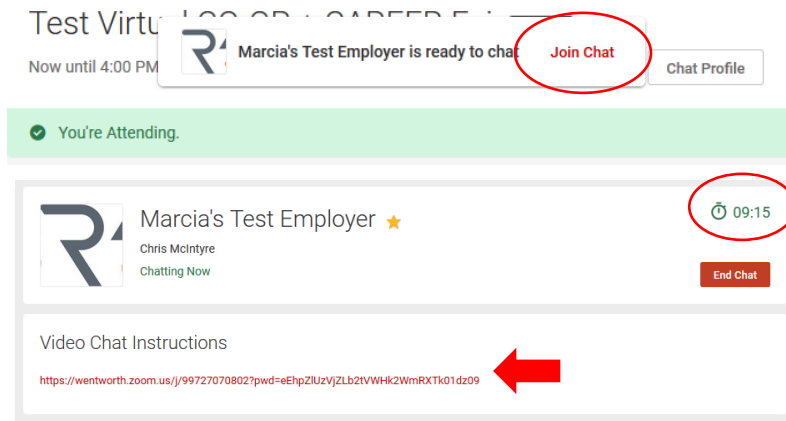


- You can stand in multiple queues at once to maximize your time. Under Upcoming Chats, you can see how many total queues you are allowed to be in at one time.
- While you wait, you can also join a group video chat with an employer by clicking on Group Chat. If you are in a group video chat, employers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



Accept Employer Chat

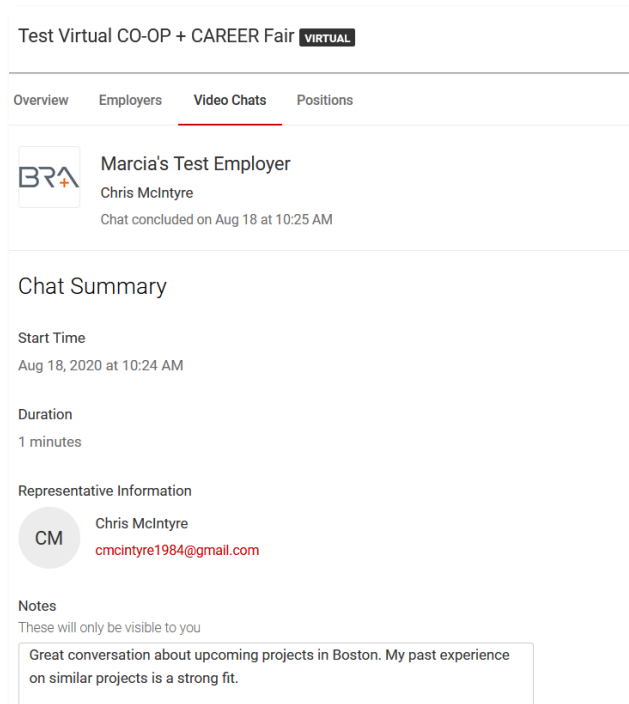
- If you are waiting in employer queues, make sure to stay within the virtual event page.** If you navigate away to other pages within the site, you may miss invitations from employers to video chat.
- When it's your turn to video chat with an employer, you will see an alert pop up on the screen. Click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



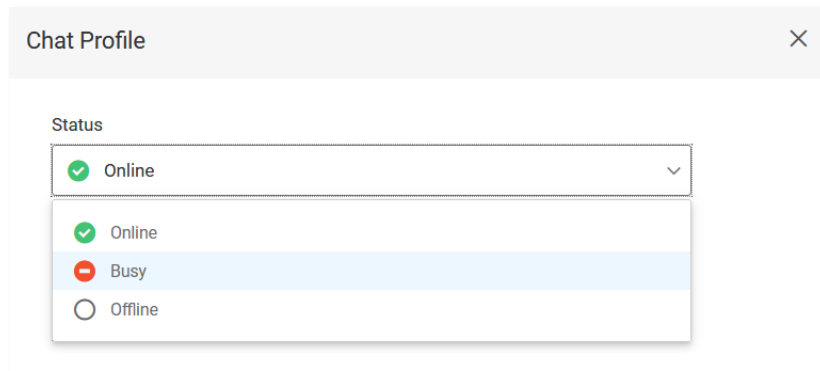
- Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero. Keep the conversation within the time-limit to be respectful of both employer and other students' time.

End Employer Chat/Exit Event

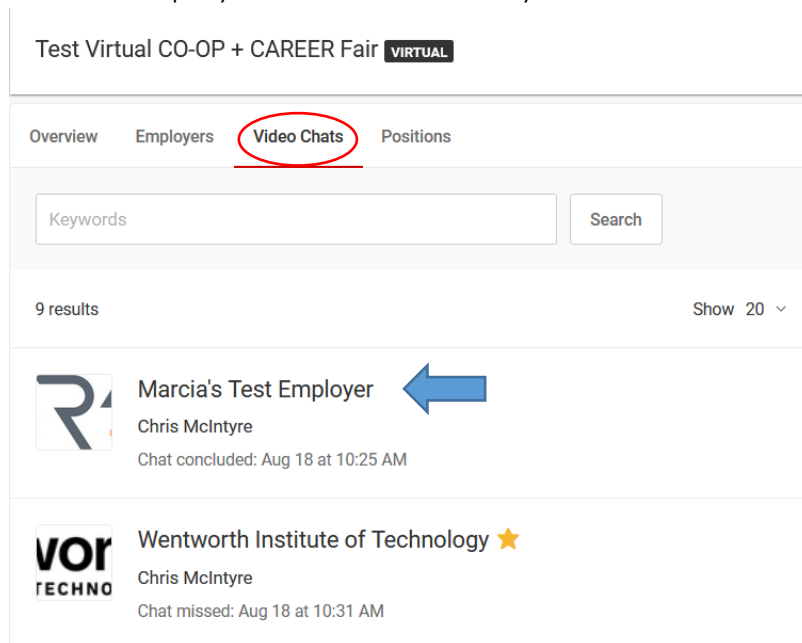
- When you are done with your video chat, click End Chat, and you can write notes and use it for follow up after the fair. (Note: employers will not see the notes you write).



- 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 and the representative's name and email for follow up. Click on the "Video Chats" tab from the event page to view your history. Click into the employer to view the notes you took and contact information.



Click through to view employer representative contact info and any notes you took