

## Virtual Career Fair for Jobs and Internships: Tips for Navigating the Event

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### BEFORE THE FAIR

1. Internet Explorer is no longer supported on HawkHire for the VCF. Please use another browser such as Google Chrome or Mozilla Firefox.
2. Go to <https://my.newpaltz.edu/> to log in to HawkHire.
3. On the day of the fair, once you have logged in, go to Events>Career Fairs>Fall Virtual Career Fair and click **Attend**. Make sure you click the “Attend” button so that you can join chats.
4. You will be prompted to complete or update your Chat Profile
5. Set your Status to **Online**
6. 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. Please upload by 10am on Wednesday, October 21.
7. You can update your degree, major, graduation date and work authorization under Account>Academic, if your college allows for these changes

### DURING THE FAIR

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 brings 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. We have set a maximum of three queues per student at any given time. Once you exit a chat, you can add yourself to another queue bringing your total back up to the maximum.
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 chat.

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 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. If the link does not take you directly there, try copying the link and pasting it into a new window in your browser.
16. When it's your turn to video chat with an employer, you will see an alert pop up on the screen and hear a "ding" sound. (If using Safari, you will need to Allow Auto Play via Preferences>Websites>Allow Auto Play to hear the sound.) Click on the alert to see instructions on how to video chat with the employer. Each one will have their own set of instructions and meeting link.
17. Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero. You also can see the positions that the employer is recruiting for.
18. 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. These notes are private and will not be shared with employers.
19. 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.

## AFTER THE FAIR

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

## FAIR SUPPORT

Beth King: [kingb@newpaltz.edu](mailto:kingb@newpaltz.edu) or (845) 257-3278

Christine Daly: [dalyc@newpaltz.edu](mailto:dalyc@newpaltz.edu) and (845) 257-2381

Career Fair Booth: Zoom at <https://zoom.us/j/98536468799>

If you have questions during the fair, please visit our Career Fair booth on Zoom. Students will be admitted into our Zoom meeting one at a time and put into a breakout room with a career coach so you may have to wait a few minutes before being admitted.

Enjoy the fair!