Virtual Career Fair Instructions for Students

BEFORE the Virtual Career Fair

1. Log into AccessUH, click the Cougar Pathway icon:

2. Welcome to Cougar Pathway!

3. ***IMPORTANT: Check to make sure your Academic and Personal is complete and updated.* (Academic and Personal profile sections can be found under "My Account" at the bottom on the left column)** (If completed, move to #4)

4. Go to Events > Career Fairs > **Fall 2020 Computer Science Career Fair**
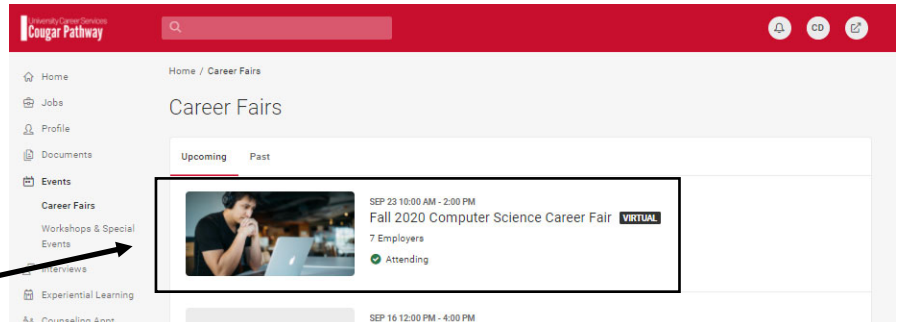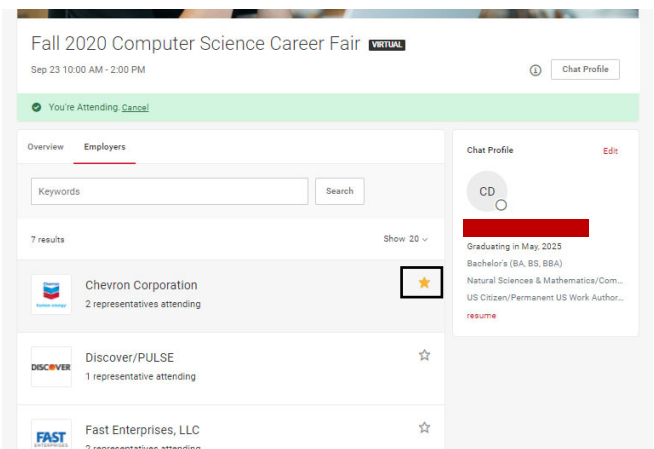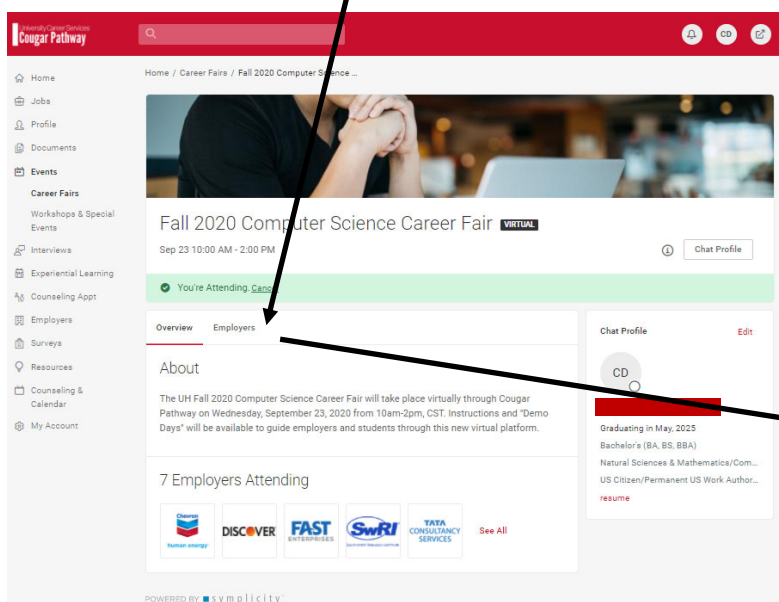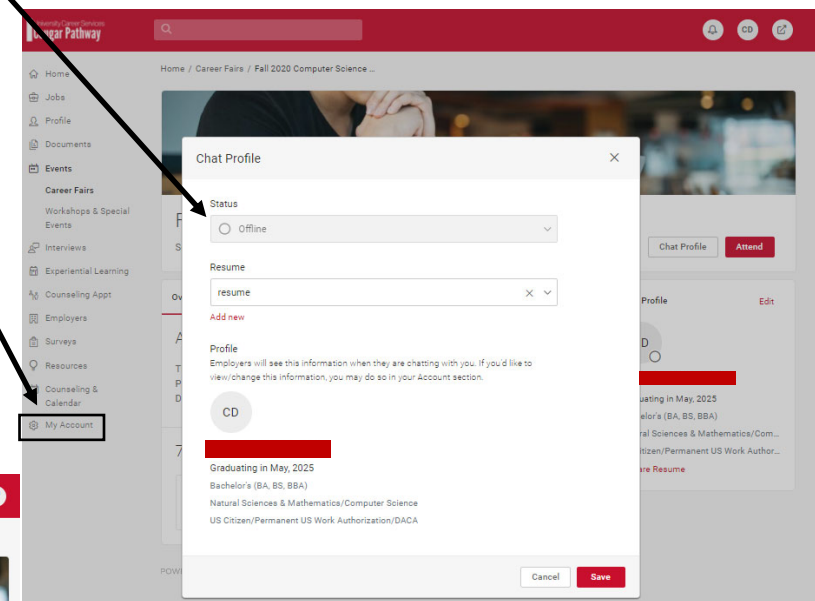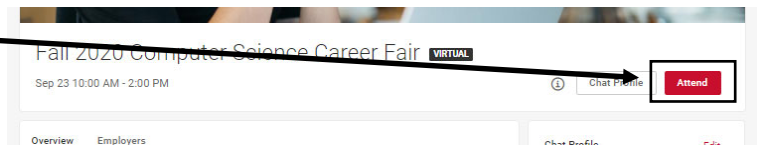
5. Click **Attend**

6. You will be prompted to complete your **Chat Profile**

7. **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*

8. You can update your degree, major, graduation date and work authorization under My Account/Academic.

9. You are now RSVP'd and employers can see you are attending! :)

10. Under the "Employers" tab, you can express interest in an employer by clicking on the **star icon**, which bring them to the top of your list. Employers can filter candidates using this feature. <u>(We highly recommend doing this!)</u>
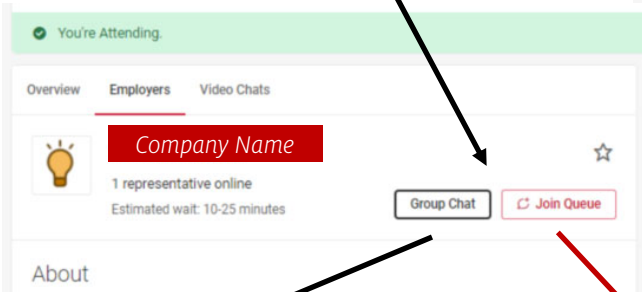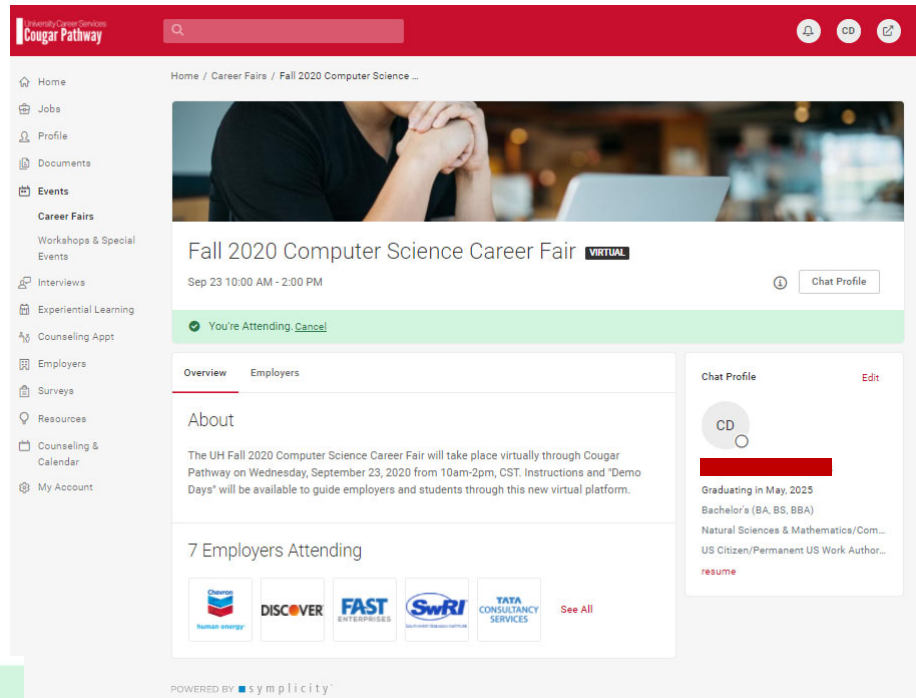
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Virtual Career Fair Instructions for Students

DURING the Virtual Career Fair

1. Log into AccessUH, click the Cougar Pathway icon and log into the platform.

2. Go to Events/Career Fairs/**Fall 2020 Computer Science Career Fair** *(Click Attend and update your Chat Profile, if you have not already)*

3. **Set your Status** to Online (under Chat Profile)

4. When the fair starts, go to the Employer tab and search and filter to find employers of interest

5. Click on the employer to view company profile and positions they are recruiting for. <u>You will see these 2 options:</u>
   - Group Chat
   - Join Queue

   (See explanations below)

Group chat
(You + other students + Employer Rep)
- 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 chats

1-on-1 video chats
(You + Employer Rep)

- 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.
- 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.
- 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.
- Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero.
- 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.

6. 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

7. **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 Virtual Career Fair

1. If you need to leave the fair, set your **Status to Offline**. You will be removed from any queues that you are currently in.

2. When the fair is over, you can access your notes, the representative's name and email, and use this information for thank you notes.

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