

Virtual Career Fair/Grad Expo Instructions for Students

Prior to the Fair/Expo

1. Go to [Purchase JobScore](#) to log in or select “generate or reset password” if you are new to the system
2. To access Events via direct link go to the [Purchase JobScore Fair/Expo page](#) and select the event. You will need to select I want to attend "As an Opportunity Seeker" and log into Purchase JobScore to view details (programs, degrees, opportunities, position types etc.) for each participant.
3. You will need to RSVP in order to participate in the fair/expo by selecting Attend on the top right of the page.
4. Once you select Attend, you can opt to share your resume with the Expo reps or you can select "X" next to the resume to RSVP with no resume. For any job/internship fair, you should RSVP with a resume.
5. If logging in at the regular [Purchase JobScore](#) login page, go to Events/Career Fairs/Name of Event and select Attend
6. You will be prompted to complete or update your Chat Profile
7. You can update your degree, major and graduation date under Account/Academic on the main menu

Fair/Expo Day

1. Set your Status to Online
2. 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. (not a requirement for the Grad Expo)
3. When the fair starts, go to the Organizations tab and search and filter to find organizations of interest
4. You can express interest in an organization by selecting the star icon, which bring them to the top of your list. Organizations can filter candidates using this expression of interest in the virtual career fair resume database.
5. Click on the organization to view details about what jobs/internships or graduate programs they are recruiting for as well as other information

6. You can speak to representatives in 1-on-1 video chats by clicking on Join Queue. The representatives who you are waiting for will show up under Upcoming Chats along with estimated wait times
7. You can stand in three queues at once to maximize your number of video chats
8. While you wait, you can join a group video chat with an organization by clicking on Group Chat. If you are in a group video chat, representatives can still contact you for 1-on-1 video chats
9. If you are waiting in 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
10. When it's your turn to video chat with a representative, 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 representative
11. Once you have started to video chat with an organization, watch the timer which will count down from the maximum time to zero.
12. When you are done with your video chat, select End Chat, and you can write notes and use it for follow up after the fair
13. If you need to step away for a short break, set your Status to Busy. Organizations will not be able to invite you to video chat
14. If you need to leave the fair, set your Status to Offline. You will be removed from any queues that you are currently in
15. When the fair is over, you can access your notes, the representative's name and email, and use this information for thank you notes.

Enjoy the fair!