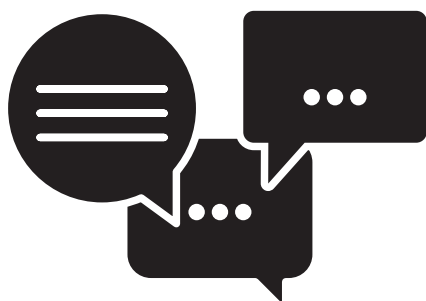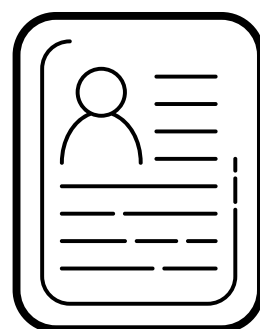## CHECK-IN

- Click the link invitation to the event to get started!

CREATE A PROFILE

- Update your profile with a professional picture
- Upload your current resume in PDF or Word doc. format
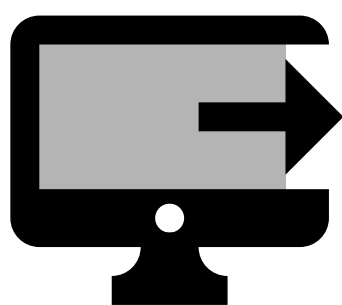- Link your LinkedIn account

CHATTING WITH EMPLOYERS

- When you enter the career fair, you will see tables labeled with different employers. Simply click on the table of your choice and start chatting.
- To switch to a different table and conversation, just double click the table you want to move to.
  It's that simple!

MAKING CONNECTIONS

- Chat Function: You can copy and paste URL links, upload attachments, or images (i.e. resume, transcripts, cover letters, etc.) within our chat function to any employers

LEAVING THE EVENT

- In order to leave the event, you will simply need to sign out. This option can be found in the 3 bars at the upper left of the screen.
- To reenter the career fair, simply click back on the link that was in the invitation sent by career services.

BEST PRACTICE TIPS:

- Dress professionally to interact with potential employers
- To limit distractions, find a quite place and settle in (no driving or walking around)
- Check your WIFI/internet connection before the event
- To be free of interruptions, turn off the notifications on your laptop
- Visit the Career Services Website prior to the event so you can look into all the employers that will be attending
- Upload your resume to be reviewed through www.mc.edu/careerlink prior to the event
- Be yourself and let future employers get to know you!