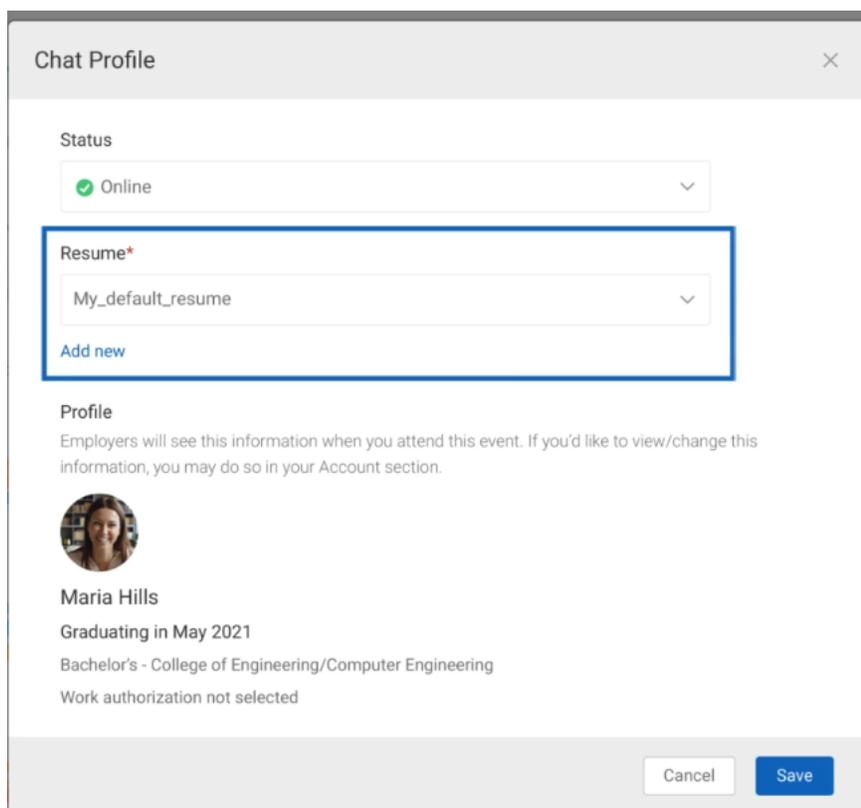


Virtual Career Fair Instructions for Students

1. Go to <https://wm-csm.symplicity.com/students/> and log in with your W&M credentials.
2. Once you have logged in, go to Events/Career Fairs/Fall Virtual Career Fair and click Attend.



1. You will be prompted to complete or update your Chat Profile.
2. Set your Status to **Online**.
3. 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.



Chat Profile

Status

Online

Resume*

My_default_resume

Add new

Profile

Employers will see this information when you attend this event. If you'd like to view/change this information, you may do so in your Account section.



Maria Hills

Graduating in May 2021

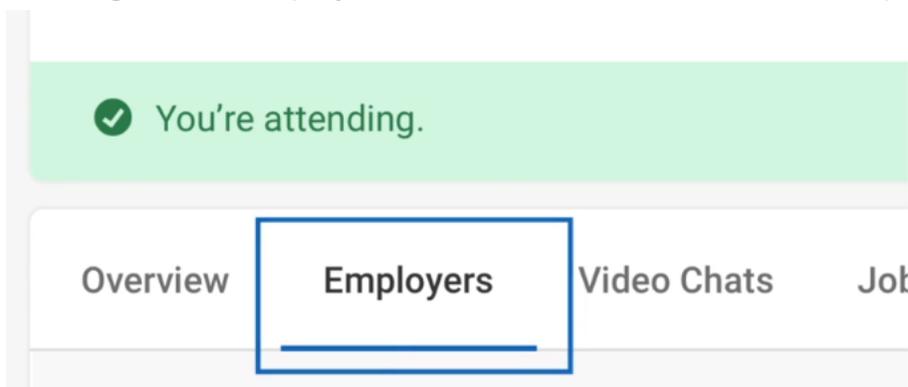
Bachelor's - College of Engineering/Computer Engineering

Work authorization not selected

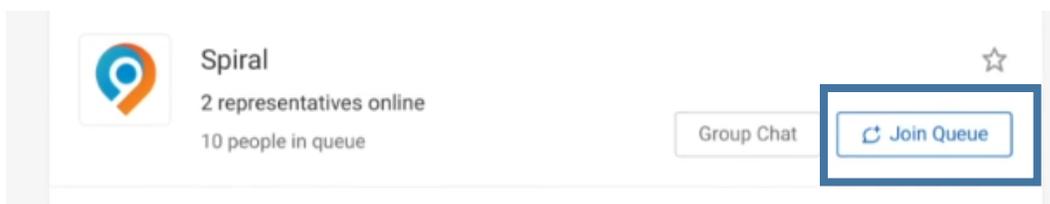
Cancel Save

Virtual Career Fair Instructions for Students

4. You can greet employers with your profile picture by uploading it under Account/Personal.
5. When the fair starts, go to the Employer tab and search and filter to find employers of interest.



6. Click on the employer to view company profile and positions they are recruiting for
7. 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



8. 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.
9. 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.
10. 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.
11. 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.