



Career Fair – Job Seeker Instructions

Tips to be Successful at the Virtual Career Fair

1. Read the instructions completely before attending the career fair
2. Check your internet connection and ensure your technology is working properly
3. Communicate with employers using business professional grammar, punctuation and sentences fluency. Although you are chatting virtually, employers expect professional interactions. Remember, it is your responsibility to make a lasting impression on the employer and to brand yourself effectively. You are encouraged to ask [thoughtful questions](#) and engage fully in dialogue.
4. Check your chat box windows frequently so you do not miss an opportunity to connect with employers
5. Join us in the Zoom support room from 9am – 5pm if you need support navigating the Career Fair on May 7th: Join Zoom Meeting <https://zoom.us/j/97145756842?pwd=TGdPVHd0YnBMUmluZTUrMIJUdFhDQT09> Meeting ID: **971 4575 6842**. Password: **060793**
6. Don't forget to follow up with each employer of interest after the fair. Ask for their contact information and send a [thank you card/email](#)
7. To reference your conversation with employers later, print your chat history. Penguin Jobs will email you the transcription for you to access at your convenience.

Easy 7-Step Instructions for Job Seekers!

1. Create a [Penguin Jobs](#) profile before the virtual career fair
 - a. If you need resume assistance before attending the fair, contact Career Services at 360.992.2902 or careerservices@clark.edu
 - b. You can attend the Virtual Career Fair using your phone or tablet. Download the free Symplicity Jobs and Careers App. App instructions on page 2.
2. Log into your Penguin Jobs profile
3. Navigate to the Virtual Career Fair via Events > Career fairs on your left-hand menu
4. Click into the virtual career fair by clicking on the title of the fair
5. Click the “See Who’s Coming” button or scroll down to the list of employer participants. The employers who have logged in and are ready to chat will display a “Live Chat” button that you may click to initiate a chat conversation. You may chat with one or multiple employers at a time. **It is more manageable to chat with one employer at a time.**



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6. Click “Live Chat” and a popup box chat box will display where you may type a question or statement to the employer and select “Chat” to send a chat request and await a response. Note that employers are chatting with multiple job seekers and it could take them a bit to respond; please be patient. **If the employer is busy, the request goes away after 2 minutes and tells the jobseeker to try again later. Be sure to send them another chat a few minutes later.**
7. Once the employer accepts your chat invitation, you will see the window below and shortly thereafter, you will see their response to you and your chat has begun!

App Instructions

Virtual Chat is available within the Symplicity Jobs and Careers App. Job seekers may chat with employers via the app. Job seekers may chat with multiple employers via the app, but it will be harder to manage from their phone. Each chat session will open as a new window in their phone's browser. The ideal setup for job seekers to chat with multiple employers/registrants at once is via a computer.

1. Download app from app store on your mobile device. Search “Symplicity Jobs and Careers”
2. Once you have downloaded the app, it will prompt you to Login/create Penguin Job Profile
 - a. Follow instructions to create your profile
 - b. When prompted, click “I want employers to find me and view my profile and resume”
 - c. Click “get started”
3. Click Career Fair at the bottom in the navigation bar on the far-right side
4. Click “Attend”
5. Click into the virtual career fair by clicking on the title of the fair
6. Click the “See Who’s Coming” button or scroll down to the list of employer participants
7. The employers who have logged in and are ready to chat will display a “Live Chat” button that you may click to initiate a chat conversation. You may chat with one or multiple employers at a time.
8. Click “Live Chat” and a popup box chat box will display where you may type a question or statement to the employer and select “Chat” to send a chat request and await a response. Note that employers are chatting with multiple job seekers and it could take them a bit to respond; please be patient. **If the employer is busy, the request goes away after 2 minutes and tells the jobseeker to try again later.**
9. Once the employer accepts your chat invitation, you will see the window below and shortly thereafter, you will see their response to you and your chat has begun.

Job Seeker FAQs

Q: I cannot hear any sound even though the sound is turned on in the chat window.

A: In order to hear sounds from the Live Chat feature, you must enable Flash in your browser.

Q: Can job seekers send a resume to employers via the chat feature?

A: There is not an option to upload a document via the chat feature; however, job seekers can provide a link to their Public Profile which will include their default resume. To obtain this link, job seekers will sign into their CSM account > My Public Profile > make sure Publish is toggled to On > click the Share It link > copy the public URL to their Public Profile.

Q: Can job seekers chat with multiple employer/registrants at one time?



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A: Job seekers may chat with multiple employers at one time. Each chat will be in a separate window.

Q: Do job seekers have to RSVP to an event in order to chat with registrants?

A: Job seekers do NOT have to RSVP to a fair in order to participate in Virtual Career Fair Chat.

Support

Please don't hesitate to reach out to Career Services. We are here to support you!

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