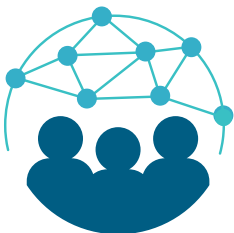# Virtual
Career Fair

Student Instructions:

1. Log in to your myFSCJ account.
2. Click on the My Life @ FSCJ tab at the top.
3. Select the Career Services Manager module.
4. Navigate to the Virtual Career Fair via Events > Career fairs on your left-hand menu.
5. Access 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.

   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.

7. Click "Live Chat" and a chat box will display. There, you may type a question or statement to the employer and select "Chat" to send a chat request and await a response.
   Note: Employers are chatting with multiple students and it could take time for them to respond; be patient.
8. Once the employer accepts your chat invitation, you will see the chat window appear. Shortly thereafter, you will see their response to your message and your chat has begun!

Student FAQ:

Q. Do students have to RSVP to an event in order to chat with employers/registrants?

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

Q. Can students chat with multiple employers/registrants at one time?

A. Yes, students may chat with multiple employers at one time. Each chat will be in a separate window.

Q. Can students access a Virtual Career Fair and chat with employers/registrants from the Symplicity Jobs and Careers app?

A. Yes, however, the ideal setup for students is to chat with multiple employers/registrants via a computer.

Q. Can students send a resume to employers via the chat feature?

A. There is not an option to upload a document via the chat feature, however, students can provide a link to their CSM Public Profile which will include their default resume. To obtain this link, students will sign in to 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. 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.

CAREER SERVICES MANAGER

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