



ILLINOIS STATE  
UNIVERSITY  
*Illinois' first public university*

Career Services  
Campus Box 2520  
Normal, IL 61790-2520  
Phone: (309) 438-2200  
Fax: (309) 438-3539



DEPARTMENT OF  
AGRICULTURE  
*Illinois State University*

## Agriculture Career Fair

October 1, 2020

9am-1pm

<https://agriculture.illinoisstate.edu/academics/career-fair/>

### Instructions for How to Video Chat with Illinois State University Students

1. Go to <https://illinoisstate-csm.symplicity.com/events/2020AgFair> or <https://careerservices.illinoisstate.edu/hire/> to log in or click **forgot password** if you are new to the system.
2. On the day of the fair, you can get into the fair 60 minutes before the fair starts.
3. Once you have logged in, go to Events/Career Fairs/**Fall Virtual Career Fair** and click **View Chats**.
4. Confirm your meeting information (update with a new video link if you need to) under **Chat Instructions**.
5. If you want to modify your profile information (name, title, division), you will need to ask your employer contact to make this change.
6. You can greet students with your profile picture by uploading it under **Account/Personal Profile**.
7. Your employer contact has set **The Expected Chat Time per Student**, which is the same for all representatives at your company. If you would like to modify per Student, you will need to ask your employer contact to make this change.
8. Set your **Status to Online**.
9. **Start your video meeting using the video link provided in Chat Instructions and keep your** video meeting running for the entire length of the fair.
10. If your **Alternate Chat Instructions** include a phone number, make sure to have your phone handy if students experience technical difficulties.
11. When the fair starts, you will see students lining up in your queue.
12. Select the student at the top of the list, unless the student is already video chatting with another representative from your company.

13. Once you have started to video chat with a student, watch the timer which will count down from the maximum time to zero. When time is up, you will see an alert and hear a “ping” sound.
14. When you are done, **click End Chat**.
15. You can mark the student as a candidate you are **Interested or Not Interested** in and take notes. This information is not shared with the student.
16. If you need to step away for a short break, set your **Status to Busy**. Students can continue to join your queue.
17. If you need to take a longer break and no other representative from your company is Online, then set your **Status to Offline**. Students will be notified that you are no longer online and will likely leave your queue. The system will automatically send you resumes of students who were in line but did not have a chance to connect with you.
18. If you select students who are busy chatting with another company, you will not be able to select them, but they will stay in your queue for later conversations.
19. Before or during the fair, you can generate interest in your company by inviting students to video chat with you. **Go to the All RSVP'd Students tab, use Advanced Search to find students of interest, select them and use Mail To/Invite to Chat**. There is a default template which you can customize.
20. When the fair is over, you can filter students by **Overall Feedback** and download resumes.



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