Virtual Career Fair – Information for Students

Event: All Ivy Career Fair
Date/Time: February 5, 2021, from 10:00 am to 1:00 pm ET
Website: http://allivyfair.ei.columbia.edu/

What to Do Before the Fair

● Confirm Your Registration!
  ○ Go to: https://earth-columbia-csm.symplicity.com/events/2021allivy to log in
  ○ Once you have logged in, go to “Events/Career Fairs/Fall Virtual Career Fair”
    ■ If you are registered, the event should say “You’re Attending” at the top.
    ■ If you are not registered, you should see a button on the right, “Attend.”
      Click “Attend” to register.
  ○ We highly recommend that you log into the system a few times, before the Fair
    starts, to familiarize yourself with the interface. Make sure you know your
    username/password and have them in an easy reference location.

● Update and Upload Your Resume
  ○ Update your resume and have others view the final version. Keep in mind -
    different jobs/sectors require different skill sets. Research specific jobs/sectors to
    make yourself more marketable.
  ○ Upload your resume to the Resume Book and your profile. This is important! If
    you are on a 1-on-1 chat queue and an employer goes offline (i.e. has to leave
    early), the system will automatically send them your resume. Upload your
    resume to the system now to be sure it is included.

● Research Employers
  ○ To view the list of employers, click on the “Employers” link in the header.
  ○ Click on an employer’s name to view a company overview, website link, and
    positions available.
  ○ Familiarize yourself with the employers you wish to speak with and come up with
    a list of questions you would like to ask of the representatives.

● Let Employers Know You Are Interested
  ○ To view the list of employers, click on the “Employers” link in the header
  ○ Click on an employer’s name and then the star icon next to their title on the right.
  ○ This will bring them to the top of your list, and also let them know you are
    interested.

● Update Browser & Download Conferencing Platforms Apps
  ○ Make sure your supported browser (Mozilla, Chrome, Safari, Edge) is updated
    and compatible with the video conferencing platforms listed below. Do NOT use
    Internet Explorer. You want to make sure that you will be able to join the 1-on-1
    chats without any issues. Technical problems will delay your opportunity to
    network.
Before opening your browser to join the Fair, be sure to close it out completely, clear your browser cache, re-open the browser and then log into your Symplicity account.

Employers will use one of the following conferencing platforms. We highly recommend that you download the conferencing application to your computer in advance of the Fair, as a backup in case you cannot join by web.

- Zoom
- Google Meet
- Microsoft Teams
- GoToMeeting

What to Do During the Career Fair

Logging In
- Participants should use a computer rather than a mobile device.
- If you have a browser already open, be sure to close it out and clear your browser cache. Reopen and go to: https://earth-columbia-csm.symplicity.com/events/2021allivy to log in
- Once you have logged in, go to “Events -> Career Fairs -> 2021 All Ivy Career Fair”
- Set your status to “Online.”

Joining a 1-1 Employer Chat
- Click on the “Employers” link in header
- To speak with an employer one-on-one, click on their name and then “Join Queue”. You can stand in a maximum of 5 queues at once to maximize your number of video chats. The employers you are waiting to meet with will show “Upcoming Chats,” along with estimated wait times.
- When an employer is ready to chat with you, there will be a “ding” sound and a notification will pop up on your screen (if using Safari – need to Allow Auto Play via Preferences/Windows/Allow Auto Play in order to hear the sound). Click on the notification to see instructions on how to chat with the employer.
- Once you have started a video chat with an employer, the timer will count down from the maximum time to zero (chats are set to 5 minutes maximum).
- When you are done with your video chat: click “End Chat”
- After each video chat, scroll down to view the “Notes” field. Enter Notes after each chat, before you join the next chat, so that you don’t forget key information.

Joining a Group Video Chat

IMPORTANT!
- Some employers will be hosting group chats. While waiting for an employer to contact you for a 1-on-1, you can join a group video chat with an employer by clicking on Group Chat. Please note not all employers will host one of these sessions and some may host them at specific times.
Taking a Break

- If you need to step away for a short break, set your Status to Busy. Employers will not be able to invite you to video chat at this time. **If you do not do this, and are invited to chat, you will lose your place in line and will need to re-join the queue.**
- If you need to leave the Fair entirely, set your Status to Offline. You will be removed from any queues you are currently in.

Having Trouble?

Stop by the student virtual help desk to chat with event staff. Zoom details will be shared closer to the event.