

Symplicity Corporation

Virtual Career Fair

Best Practices for Best Results!

Best Practices for Students

1. Log onto myCCO to research information on companies attending.
<https://www.cco.purdue.edu/Home/myCCO>
2. Log into your CSM account before the VCF to make sure you have the most updated resume uploaded to the VCF and that your “Chat Profile” is current.
3. Before the fair, mark your favorite employers by clicking on the “Interested” star icon, so that they will display at the top of your list.
4. Make sure you click the “Attend” button so that you can join chats.
5. When joining an employer chat, instead of downloading Zoom, GoToMeeting, etc., select the option to join the meeting online and it will be faster to join.
6. New this spring! *Jump the Queue*. An hour prior to the career fair, company representatives that will be participating for this option: students will have the option to sign up for a **FIRM 10 MINUTE CHAT**. This is to help eliminate long wait times in waiting rooms.
7. As long as you are in a queue, remain in the Virtual Career Fair so you do not miss any employer chat requests. Please do not navigate to other areas.
8. Students: we recommend you use two windows simultaneously - one for the video chat meeting and one for CSM where their queue is managed. Please understand that their place in the queue is managed in CSM. Closing the video meeting window does not manipulate the queue at all.
9. After each video chat you complete, scroll down to view the Notes field. Enter Notes after each chat, before you join the next, so that you do not forget key information, such as representative name, email, etc.