

Virtual Career Expo Instructions for Students

1. On the day of the Career Expo, visit <https://wagner.nyu.edu/portal/students/careers/jobs> to login to the Wagner Career Directory.
2. Once you have logged in, click on the Events tab > Career Fairs > 2022 Virtual Public Service Career Expo. Click 'Attend' if you haven't already registered.
3. Watch the Intro Video – it's a quick and useful demo of the interface.
4. You will be prompted to complete or update your Chat Profile.
5. Set your Status to Online.
6. **IMPORTANT:** Select the Resume that you'd like to share with employers from the drop-down list or Add New. Do this before joining employers' queues. This step is optional, but highly recommended! Sharing your Resume is the standard and easiest way to share your contact information with employers during and after the event.
7. Make sure your degree program, specialization, and graduation date are accurate. You can make edits to these in the My Account tab > Academic, if needed.
8. You can upload your profile picture in the Profile tab by clicking the 'Edit Profile Photo' icon to the left of your name.
9. When the Career Expo starts at 3pm, go to the Employer tab and search and filter to find organizations of interest.
10. You can express interest in an employer by clicking on the star icon, which brings them to the top of your list. Employers can filter candidates using this expression of interest in the virtual career fair resume database.
11. Click on an employer to view their profile and positions they are recruiting for.
12. You can speak to employers in 1-on-1 video chats by clicking on their Join Queue icon. The employers who you are waiting for will show up under Upcoming Chats along with estimated wait times.
13. You can stand in multiple queues at once to maximize your number of video chats. The total number of queues you are allowed to be in at one time is 3.
14. While you wait, you can join a group video chat with an employer by clicking on Group Chat. If you are in a group video chat, employers can still contact you for 1-on-1 video chats.
15. If you are waiting in employer queues, make sure to stay within the virtual career fair. If you navigate away to other pages within the Wagner Career Directory, you may miss invitations from employers to video chat.
16. When it's your turn to video chat with an employer, you will see an alert pop up on the screen and hear a "ding" sound. (If using Safari, you will need to Allow Auto Play via Preferences/Websites/Allow Auto Play to hear the sound). Click on the alert to see the employer's instructions on how to video chat with them.
17. Once you have started to video chat with an employer, watch the timer which will count down from the maximum time to zero. You also can see the positions that the employer is recruiting for.
18. When you are done with your video chat, click End Chat, and you can write notes to use for follow up after the fair. These notes will only be visible to you.
19. 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.
20. If you need to leave the fair, set your Status to Offline. You will be removed from any queues that you are currently in.
21. After the fair is over, you will still be able to access your notes and the representatives' names and email addresses in the Career Directory. Use this information to follow up with them.