

SOFTWARE AND DATA SCIENCE CAREER FAIR

STEM CAREER FAIR

Participant Guide for upcoming Career Fairs on Brazen

BEFORE THE EVENT

Take some time before the event to get familiar with the Brazen platform. Here are some text/video tutorials that can help:

- <https://support.brazenconnect.com/hc/en-us/articles/215521267-Attending-an-event>
- <https://support.brazenconnect.com/hc/en-us/articles/115005968567-How-chat-events-work>
- <https://support.brazenconnect.com/hc/en-us/articles/360048560453-Attendee-Joining-Video-Audio-Chat>
- <https://support.brazenconnect.com/hc/en-us/articles/204369777-Editing-event-registration>
- Brazen Registration - <https://youtu.be/gjtYLnDLoPE>
- Brazen Navigation - <https://youtu.be/yVhcRsCEudU>
- What to do if the chat session didn't go well - <https://youtu.be/FbRaFNvV4Ic>

Research the companies that will be attending the fair. You can do that through your Handshake account. Here's a quick video tutorial that will show you how to do so.

<https://youtu.be/qvPbzDegkw8>

1. Complete the registration as required.
2. Update your resume and upload it to your Brazen registration account at least two days before the live event.
3. Make sure your LinkedIn profile is complete and accurately describes your skills and experience. Add your LinkedIn profile to your Brazen account so recruiters can pull that up when they are chatting with you.
4. Prepare a short introduction (an "elevator pitch") targeted at each company that you can use when you first connect to a representative
5. Prepare 2-3 questions to ask each interviewer
6. Check your social media accounts and make sure your online presence is up-to-date and professional
7. Prepare a folder of information (paper or electronic) that you can refer to during the interviews; include your resume, answers to interview questions, questions you want to ask, and company research
8. Find a quiet space where you can focus on the interviews
9. Make sure your background and attire are appropriate for the event
10. Make sure your computer, microphone (if needed) and other equipment are working

Practice your “Elevator Pitch” (includes examples)

<https://learn.joinhandshake.com/students/college-student-elevator-pitch/>

10 Tips for Attending a Virtual Career Fair -

<https://learn.joinhandshake.com/students/attending-a-virtual-career-fair-here-are-10-tips-you-need-to-know/>

How to Prepare Questions for Recruiters - <https://learn.joinhandshake.com/students/how-to-prepare-questions-for-virtual-career-fairs-with-examples/>

You can also refer to our recorded workshops that cover topics like resumes, preparing for the virtual career fair, and preparing for virtual interviews! Please check out Harvey Mudd College YouTube Playlist <http://bit.ly/CareerServicesPlaylist>

DURING THE EVENT

NEED TECHNICAL SUPPORT?

For technical support: Contact Brazen support at support@brazen.com

HAVE CAREER RELATED QUESTIONS?

Enter the **Caltech/Harvey Mudd Career Services Booth** to chat with an advisor

ATTENDING THE EVENT

Step 1: Click to enter the event

Once you completed the Event Registration form, go to the event landing page, click the "Enter Event" icon located at the center of the page. You will then be taken to the event.

Step 2: Log in to your account & enter the live event

You will see a welcome window where you can click through some slides of how online events are run, and at the end you'll see a button labeled "Enter Event." This will bring you to the Event Lobby.

PARTICIPATING IN THE EVENT

Step 1: Review the Event Lobby for booths you want to chat in

In the Event Lobby you will see the booths labeled with the company/organization name. Scan through them and decide which booths you want to visit (hopefully you have done this in

advance and have your list ready.) Look for the estimated wait time and how many reps are available to chat to plan your interactions.

Step 2: Join booth queues

You may queue to chat in multiple booths at the same time (simply repeat steps 3-4 below for each booth you are interested in.) We suggest selecting 4-5 companies to wait for. This will allow you to take breaks in between chatting. You can select another group of companies once you've completed those chats.

Step 2: Manage your chats

When you enter the event, your chat availability is automatically set to "Available" when the event begins. However, in order to accept chats, you must still join the queue for a specific booth. You may toggle your status to "Away" at any time during the event to stop receiving chats from booths you are waiting for.

There are two ways to get in the queue to chat in a booth:

1. Manage your chats icon
2. Enter individual booths and click the green chat button

Important: If you are waiting for chats and you set your status to "Away," your place in the queue will be held for you. If you select "Cancel Chat" within a Booth, you will be removed from the queue for that Booth. You can select "Chat" again to be added to the end of the queue.

Step 3: Enter a booth

Click the "Enter" button of the booth you are interested in - you will be taken to that booth's screen.

Step 4: Click to chat

Click the green "Chat" button at the upper right to join the queue to chat with a representative staffing that booth. You will see that the button in the upper right-hand corner is now red and says "Cancel." You can always click that red "Cancel" button if you wish to give up your place in the queue for that booth.

Note: Some booths will use a feature called SmartQueue which requires you to specify an opportunity of interest and answer questions before being placed in the queue. When you complete the questions, you will be taken back to the booth and placed in the queue to chat.

Step 5: Start chatting

You will hear an audible "ping" notification when it is your turn to chat with a representative and will be automatically taken to the chat screen. You will chat directly with a representative while on this page.

Note: Please make sure to respond to the chat invitation promptly, as the chat will time out if the invitation is not accepted in a timely manner.

The career fair is configured to limit individual chats to 10 minutes, but the representative can extend their chat by at least 1 minute. The goal of the time limit is to allocate the time efficiently and accommodate meaningful connections between participants and recruiters.

All chats will begin as text chats. Only representative can initiate audio/video chat, but you can always ask them after a brief introduction. Please keep in mind that some representatives may decide to only engage in text chats.

Note: It is important to keep an eye on your chat connectivity and the time left in your conversation. Bad connectivity can affect your ability to chat. If you are having trouble with your video connection, you may ask the representative to continue the conversation through text chat.

Step 6: Rate and take notes

At the end of your chat, you will be taken to a conclusion page. This page will allow you to leave a message for the representative ("**Final Thoughts**"), rate your chat, and take notes about the representative or anything that was discussed. When you are done, click the "Continue with Event" button to return to the Event Lobby and wait to be connected with another booth representative.

Note: You do not have to enter the booths you have already queued in to be connected to a representative. You will automatically be connected if you are next in the queue for a booth, and you are not currently engaged in another chat. You will not lose your place in a queue if you are busy with another chat when your turn comes up in a different booth. You will be connected once you are available.

Step 7: "Leave a Note"

If you can't spend too much time at the event, or can't attend at all, you are still encouraged to register for the career fair. You can use the "Leave a Note" feature for booths that have enabled this. Look for the hyperlinked phrase "Leave a Note" above the list of representatives. Click on it and type your message for that employer/organization. The employer will receive

your message along with your profile and a copy of your resume. This is a great way to connect with employers that you won't have a chance to speak with.

Note: The “Leave a Note” option is available before and during the live career fair event, but *not* after the event.

AFTER THE EVENT

You can access your chat history for at least 6 months by clicking "History" in the upper right-hand corner of your screen from the lobby. To access the lobby after the event, enter the event just as you would if it were live.

Note: It's important to add notes and rate your chat, especially if you participate in more than one conversation.

HELPFUL TIPS:

1. **Do your research!** – Check Handshake for list of participating employers and pay attention to their hiring preferences: majors, class years, internships, full time employment, and CPT/OPT and other criteria. Here is quick video tutorial that will show you how to access that information from Handshake. <https://youtu.be/qvPbzDegkw8>
2. **Prepare for the fair** – Ensure that your most recent resume is uploaded to your profile, consider uploading a picture and include your LinkedIn profile.
3. Prepare your **“scripts”**, responses to common interview questions, in advance and save them in a Word document that will be easy to cut and paste into your chat (questions such as: “tell me about yourself?” or “why are you interested in working for our company?”)
4. **Maximize your time** – Conversations are limited to 10-minute intervals! Spend time in advance researching the companies and preparing so you can best allocate your time with each company, prioritizing the questions that you have for each.