GCC

GRADUATE CAREER CONSORTIUM | VIRTUAL CAREER EXPO

MARCH 6, 2024 12-4PM ET

Register here: **https://bit.ly/GCCVCE24**

Student & Trainee Instructions

For more tips & tutorials, go to bit.ly/CandidateFAQs or watch this 4-minute video for the basics

RESUME

BEFORE

- Update your Profile and upload your Resume
- Practice your introduction
- Research Organizations and 'Express Interest'
- Review available jobs on the 'Job Board' tab
- Prepare questions for Organizations
- View Organization Event Room Schedules
- Check 'Messages' tab for messages from Organizations

DURING

- Each organization has their own room, where candidates can enter to ask questions in the Main Room or request a private chat
- Use Main Room to ask general questions about Organizations
- Dress professionally; Orgs may request a Private Audio/Video Session
- If invited to a Private Chat, select the tab with Representative's name to open the Private Chat
- Request a private conversation with a rep: click ellipsis next to their name and select 'Invite to Private Chat'
- 'Download Files' that Organizations have uploaded
- Capture screen shots of the text chats for later reference

AFTER

- Follow up with Organization Representatives with whom you interacted
- You are able to view Organizations' Profiles and Job Postings after the event, even if you did not visit their Event Room on Event Day
- Organizations will have access to your uploaded documents and may contact you post event

Email Colleen: vce1@gradcareerconsortium.org and
Caitlin: vce2@gradcareerconsortium.org with any questions.