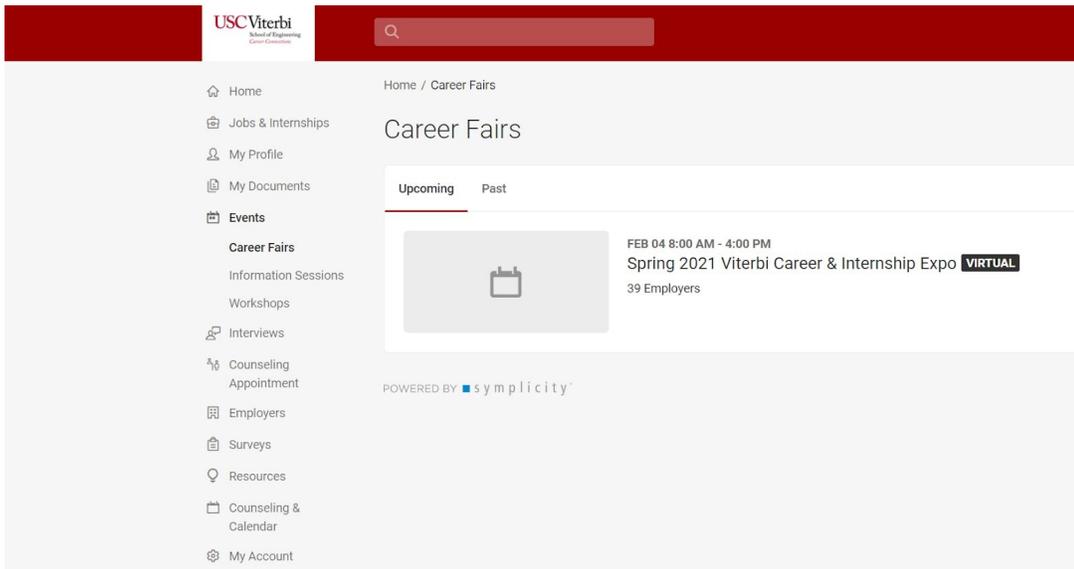


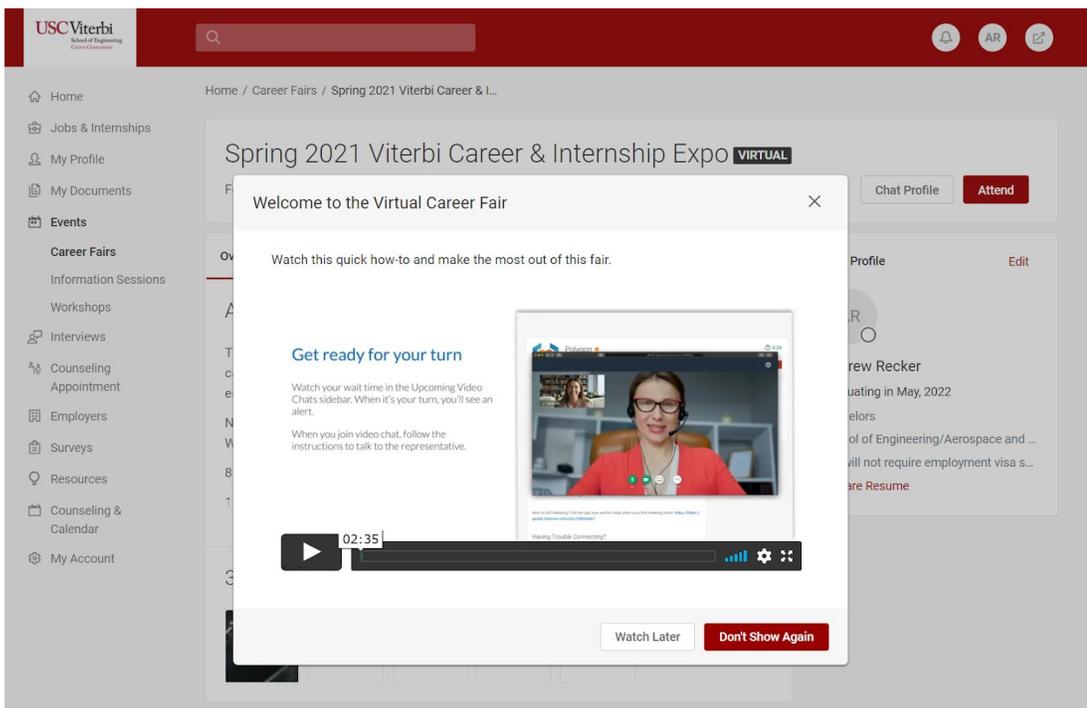
## Student Instructions - Virtual Career & Internship Fair

### Registration

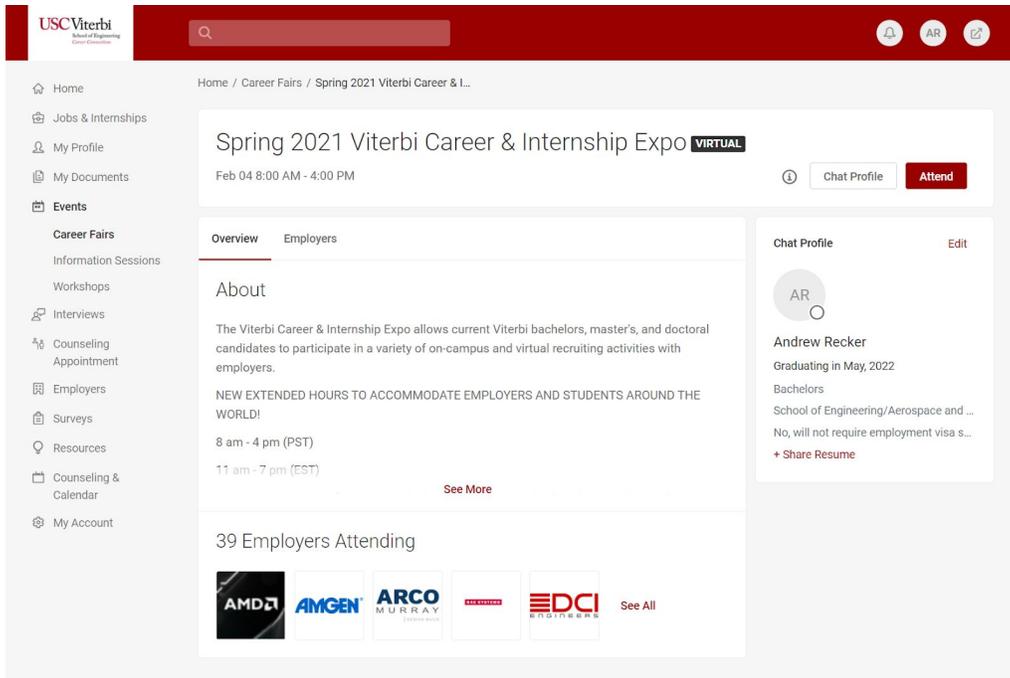
To register for this event, log in to Viterbi Career Gateway and go to Career Fair under Events. Select the event titled Spring 2021 Viterbi Career & Internship Expo (Virtual)



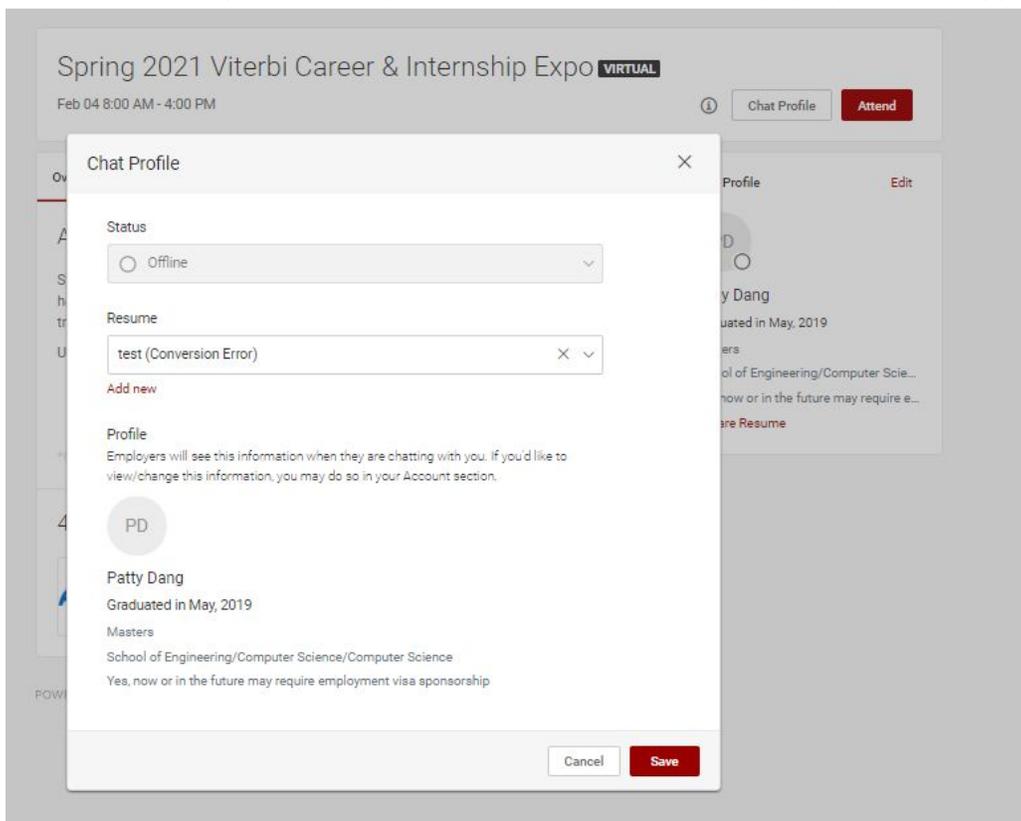
After selecting the event, a popup window will give a video tutorial on navigating the career fair site. Please watch the video.



After watching the video, you will enter the Career Fair's Homepage and select the "Attend" button on the top right side of your screen to RSVP. On this page, you will see the list of employers who are attending the event.



Create your chat profile and upload your resume when the pop-up window appears.



## Navigating the Career Fair Before the Event Starts

On the Homepage, you can select the list of employers attending the event to find more information about each employer.

1. Favorite Employers - Review the employer list and select the star next to each employer you plan on visiting during the fair. Why is this important? It lets the employers know how many students will be

attending the event and allows recruiters to look into your profile before the fair to pre-schedule meetings should they feel you meet their qualifications. *This feature is only available before the event starts.*

The screenshot displays the 'Career Fairs' interface for the 'Spring 2021 Viterbi Career & Internship Expo'. The event is marked as 'VIRTUAL' and scheduled for 'Feb 04 8:00 AM - 4:00 PM'. The interface is divided into two main sections: 'Overview' and 'Employers'. The 'Employers' section features a search bar with the placeholder 'Keywords' and a 'Search' button. Below the search bar are filters for 'Position Types', 'Industry', and 'More Filters'. The results show '1-20 of 42 results' with a 'Show 20' dropdown. The list of employers includes Amgen (1 representative attending), AMD (9 representatives attending), ARCO/Murray National Construction Company (4 representatives attending), and BAE Systems (1 representative attending). On the right side, a 'Chat Profile' for 'Patty Dang' is displayed, including her profile picture, name, graduation date (May 2019), and a 'Share Resume' button.

2. Detailed Employer Information - After selecting an employer, you will see more detailed information, the student profile they are looking for, how many representatives are participating in the event, and the names and titles of each representative. Please be mindful of each employer booth's information and only join the queue if you meet the criteria employers have provided. Each employer has identified the following:
  - a. Industry
  - b. Majors they are recruiting
  - c. Work Authorization eligible for their positions
  - d. Degree Level recruiting for
  - e. Position Types they have roles to fill



AMD

12 representatives attending



Group Chat

## About

<http://amd.com> [View full profile](#) [View all jobs](#)

Semiconductor Company

## We Are Looking For

### Industry

High Tech/Communications

### Majors Recruited

Computer Engineering & Computer Science (CECS), Computer Science (CSCI),  
Electrical Engineering (EE)

### Work Authorization Desired

Yes, now or in the future may require employment visa sponsorship

### Degree Levels Recruited

Bachelors, Masters, PhD

### Position Types

Internship, Co-Op/Fellowship

## Representatives



Abhinav Chilakamarri

Silicon Design Engineer 2 - Cores BDC

3. Updating and Uploading your Resume - Please make sure you edit or create a career fair resume. Upload your new resume on Viterbi Career Gateway under "My Documents," and return to the virtual fair homepage. Select chat profile to select the resume you want. You can change your resume as many times as you want before the fair.
4. Employer Hours - Make a note of the time(s) each employer will participate in the event. Not all employers will join for the entire duration of the fair.

### Contact Information

**Organization Name**  
AMD

**Full Name**  
Keonie Harris

**Address**  
7171 Southwest Pkwy Austin, Texas 78735 United States

**Alumni?**  
No

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### Profile Information

**Overview**  
Semiconductor Company

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**Virtual Career Fair | 2.4.8 AM - 4 PM (pst)**

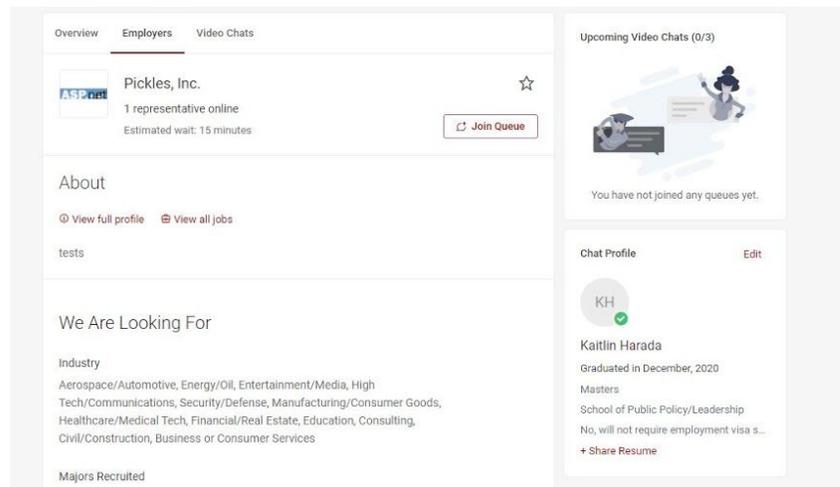
**Time You Will Be Recruiting**  
8am - 4pm

## Attending the Fair

If you **did not** RSVP in advance to attend this event, you can go to the main fair homepage and select “join chat” during any of the times the event is live.

If you **did** RSVP, go to the Fair Homepage and select “join chat” to attend the event.

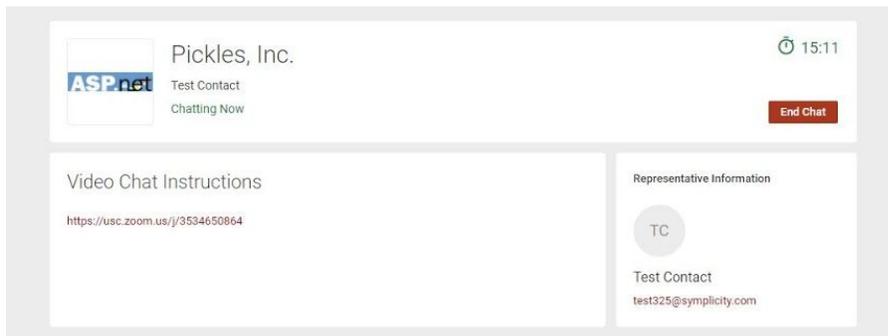
- Connect with Employers at the Event
  - Joining a Queue - Select the employer you are interested in and select the “join queue” button on the top right of your screen



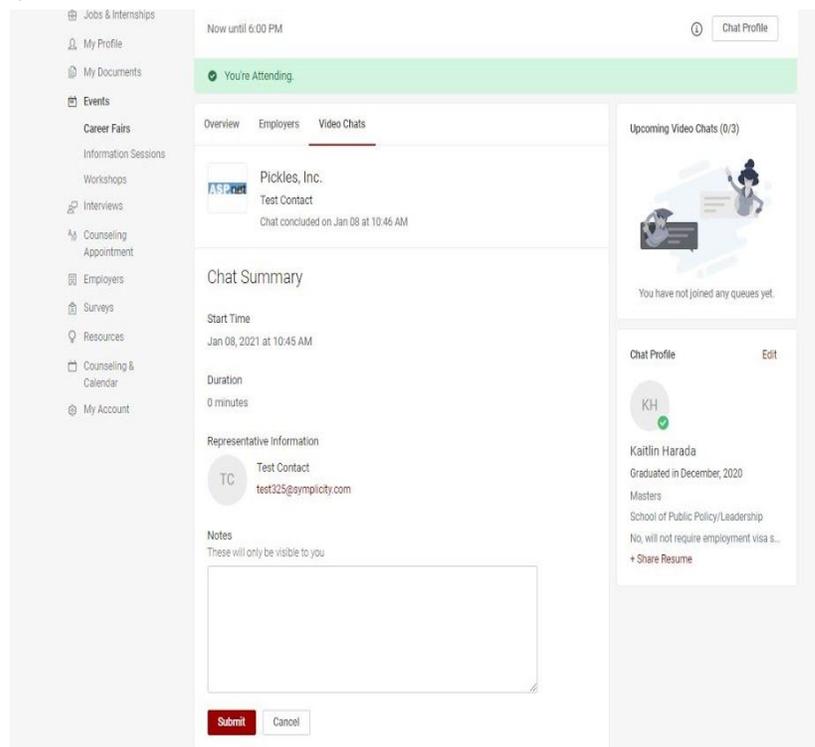
- Ready for Chat - When the employer is ready to connect with you, you will receive a chime and see an invitation. (Turn up your volume when you are waiting to connect to an employer.)



- **Employer Instruction:** Once you click on the chat button, you will get information on connecting with the employer. A time clock will appear estimating how much time you have left; however, you will not disconnect until the employer or you ends the chat.



- After you complete the chat, input notes about your conversation in the “Video Chats” section. You may go back to this section after the event to look up notes. NOTE: There isn't a way to download all your notes.



- **Group Chat** - When visiting employer booths, the employer will identify if they are offering group chat. If they are, you will see a “Group Chat” button under the star button, select it to see the employer’s instructions.
  - If there is no “Group Chat” button, it means the employer has either forgotten to update it or accidentally chosen this option.
  - If you see there is no group chat button, it means that the employers are not offering that option.

# Spring 2021 Viterbi Career & Internship Expo **VIRTUAL**

Feb 04 8:00 AM - 4:00 PM

Overview

Employers



AMD

12 representatives attending



Group Chat

About

## Frequently Asked Questions

### 1. Can I still attend the event if it has already started?

Yes, you can. At any time during the live event, you can join the event by logging into Viterbi Career Gateway and going to the events section.

### 2. Can I switch my resume?

Yes, you can switch your resume at anytime by adding a new resume into your Viterbi Career Gateway account under “My Documents.” Then, go to the Career & Internship Fair Homepage, select the “chat profile” button, and switch your resume



### 3. Why did some students get invited to chats while others waited in a queue?

Students who pre-registered for the virtual fair were viewable by employers prior to the event. The employers viewed profiles and resumes and invited selected students to a pre-scheduled time during the career fair.

### 4. How do I change my profile picture?

All information in your profile is from your profile on Viterbi Career Gateway. If you change or update your profile information in your Viterbi Career Gateway profile, it will automatically update your profile during the Career & Internship Fair.

### 5. I have been in line for an employer for a long time and the wait time is getting longer not shorter, is there something I am doing wrong?

No, the estimated wait time is calculated by the number of students in line ahead of you and the indicated length of time recruiters wanted to chat with each student. There is a timer that counts down during each chat; however, the employer may continue to talk to a student after the time expires. Also, employers may only cover a specific shift. Wait times may go up or down depending on how many representatives are active and the number of students waiting.

### 6. The estimated wait time for being in line is too long, and I need to go to class. Can you provide me employers' contact information so I can send them my resume?

VCC can not provide employer contact information to students. However, a resume book will be sent to all employers participating in this event.

### 7. Is there a limitation on how many lines can we join during this event?

Yes, you may only join up to 3 queues at a time. Once you have completed a chat with an employer you can join another line.

### 8. Is there a reason why the employer isn't in the event even though they're scheduled?

Recruiters may be taking time getting into their booth or haven't turned on their chat availability yet. Please make sure that you read the employer profile indicating what time they plan to attend this event. Not every employer will attend this event from 8am-4pm.

9. How do I know my position in line?

The Viterbi Career Gateway system only provides an estimated wait time rather than what place you are in line. VCC staff have requested this feature for future events, and we hope to provide this information for future virtual events.

10. How can I make sure that video chat is used when I connect with an employer?

When you connect with an employer, they are using an employer-designated video, audio or chat program. Viterbi Career Gateway's platform does not control which platform each employer uses to connect with students so that employers do not encounter firewall issues. Instead, Gateway creates a queue to connect with the employer. How the employer connects with you is entirely up to the employer and their technical capabilities.