



Virtual Career and Internship Expo 2020

Best Practices and Quick Guide

For Students:

1. Create a Symplicity Job Board Student Profile, adding a Resume and Prof. Profile Pic:
<https://sbts-csm.symplicity.com/students>
2. Register for the Career and Internship Expo, Oct 20th under Events.
3. Pre Schedule organizations to talk to.
4. Watch the tutorial on the Fair or contact careeradvising@sbts.edu if you have any questions: https://www.youtube.com/watch?v=IXPtykKJ_Xc (Jump to 10:03 for student info.)
5. “Dress for Success” with a clean background for your camera frame.
6. Explore all the employers and get to know their organization. We have many students that met an employer, school, or ministry for the first time at the fair with a great experience afterwards.

For Employers

1. Create a Symplicity Job Board Employer Profile.
<https://sbts-csm.symplicity.com/employers>
2. Register for the Career and Internship Fair:
<https://sbts-csm.symplicity.com/events/Fair2020>
3. Watch the tutorial on the Fair (min. 5-20 is a good summary) system and contact careeradvising@sbts.edu if you have any questions:
<https://vimeo.com/454746305>
4. Test your chat account (Zoom, Teams, or Hangouts recommended).
5. Have 2 representatives available. One to run a general presentation every 15 minutes. And one to handle 1-1 conversations with more in depth questions with students.