Virtual Career & Graduate School Expo Instructions for Students

1. Go to #HireTruman: hiretruman.truman.edu to log in use your Truview username/password.

2. On the day of the fair, once you have logged in, go to Events/Career Fairs/ Virtual Career & Internship Expo or Virtual Graduate & Professional School Expo and click Attend.

3. You will be prompted to complete or update your Chat Profile.

4. Set your Status to Online.

5. Upload your resume, if you have not already done so. This is the only way to pass a resume to an employer during the fair.

6. You can update your degree, major, graduation date, and work authorization under Account/Academic.

7. When the fair starts, go to the Employer tab and search and filter to find employers of interest.

8. You can express interest in an employer by clicking on the star icon, which bring them to the top of your list. Employers can filter candidates using this expression of interest in the virtual career fair resume database.

9. Click on the employer to view company profile and positions they are recruiting for.

10. You can speak to employers in 1-on-1 video chats by clicking on Join Queue. The employers who you are waiting for will show up under Upcoming Chats along with estimated wait times.

11. You can stand in multiple queues at once to maximize your number of video chats. Under Upcoming Chats, you can see how many total queues you are allowed to be in at one time.

12. 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 chats.

Check out this video for a quick tutorial: https://vimeo.com/446651089/4423ceafb4

Questions about #HireTruman? Contact the University Career Center.