

Student Guide

How to log in and view employers

- > Use the following link to log into your [Simplicity Account](#). When logged in, you should see “The All Ivy Career Fair 2023 is currently active”. Click on that to view the Fair page.
- > On the top-right menu options, click Events “The All Ivy Career Fair 2023”, and then you will see the “Employers” tab. Click on this to view a description of each employer and what they are looking for.

How to upload your resume to your account and the event

- > In your Symplicity account, go to Profile My Documents Add New upload resume
- > To add your resume to the Event, click on “Events” “The All Ivy Career Fair 2023” “Chat Profile” Submit your resume by clicking on the “Add New” option.

1-1 Video Chat

- > To join an employer 1-on-1, click on their name and then “Join Queue”. You can stand in a maximum of 3 queues at once. Employers you are waiting to meet with will show as “Upcoming Chats,” along with estimated wait times.
- > When an employer is ready to chat with you, there will be a “ding” sound and a notification will pop up on your screen (if using Safari – need to Allow Auto Play via Preferences/Windows/Allow Auto Play in order to hear the sound). Click on the notification to see instructions on how to chat with the employer.
- > Once you have started a video chat with an employer, the timer will count down from the maximum time to zero (chats are set to 7 minutes maximum)
- > When you are done, click “End Chat” and leave the meeting.

Group Video Chat

Some employers will be hosting group chats in addition to or instead of 1-on-1. While waiting for an employer to contact you for a 1-on-1, you can join a group video chat with an employer by going to their About section and clicking on the external link provided. Not all employers will host one of these sessions and some may host them at specific times. Check the instructions in their about section to be sure.

Troubleshoot

Check your browser

The best internet browser for video chat is Chrome. Symplicity’s video chat works on Chrome, Firefox, Safari, Chromium version of Microsoft Edge. If you're on an iPad or an iPhone you should use Safari and if you're on an Android device, you should use Chrome.

Having trouble?

If you run into any issues or questions during the Fair, please stop by the student help desk and the All Ivy staff will assist you. Zoom details for the help desk are below.

All Ivy Career Fair 2023: Student Help Desk (open 9:00 am-3:00 pm)

Join Zoom Meeting

<https://columbiauniversity.zoom.us/j/96410038736?pwd=cmRwVEQ3S2U5RUdWKzIzYmVOTWlHdz09>

Meeting ID: 964 1003 8736

Passcode: 478028