

2026 MSU Billings and City College Virtual Internship and Job Fair

Employer Guide

Welcome to the 2026 MSU Billings and City College Virtual Internship & Job Fair! This guide will help you navigate CareerLink before and during the event. We have information to prepare you for the event, a step-by-step guide to walk through accessing the event, and then a checklist to make sure you are all set!

Virtual Internship & Job Fair Checklist

<input type="checkbox"/>	Familiarize yourself with this Employer Guide and other employer resources on our event website: https://www.msubillings.edu/careers/career-fair.htm
<input type="checkbox"/>	Log in to CareerLink and make sure your credentials work
<input type="checkbox"/>	Upload a logo and banner for your organization under the student content tab
<input type="checkbox"/>	Link any job and/or internship postings in CareerLink to your event booth
<input type="checkbox"/>	View your student signs up in your booth (remember to also monitor this on the day of the event)
<input type="checkbox"/>	Test out your video camera and make sure it works with your system
<input type="checkbox"/>	Complete an event evaluation once it is emailed to you after the event

Preparatory Notes:

- Prior to the event, students will be able to sign up for 20-minute spots to speak with you one-on-one via an online booth in CareerLink. **Please note that students can sign up for timeslots throughout the event, so it is important that you are continuously reviewing your booth details for new last minute signups.**
- If you listed multiple recruiters when you signed up, **EACH RECRUITER WILL NEED TO CREATE A CAREERLINK ACCOUNT TO ACCESS THE PLATFORM.** We recommend they do this as soon as possible so they can start to get familiar with CareerLink.

Steps to Access Event Platform:

- Log in to your CareerLink account at <https://employer.gradleaders.com/MSUBillings/Employers/Login.aspx?jprid=7059>. Once you have logged in, click **“Events”** on the left side menu. Then under **“Current”** click on the **“Virtual Internship & Job Fair”** Title.

The screenshot shows the Montana State University Billings Employer Dashboard. On the left, a sidebar menu includes: Job Postings, Company Event Registration, Events (selected), Document Library, Test Video Meeting, and Employer Resources. The main content area is titled 'Employer Dashboard' and shows a list of events. A blue arrow points from the 'Events' menu item in the sidebar to the 'Virtual Internship & Job Fair' entry in the list. The event details are as follows:

- Export
- Current (1) Past (6)
- Virtual Internship & Job Fair**
- Date/Time: Feb 18, 2026 10:00 AM (MST)
- Invoice: \$200.00 Paid
- Status: Attending - [redacted]
- Virtual
- Invoice

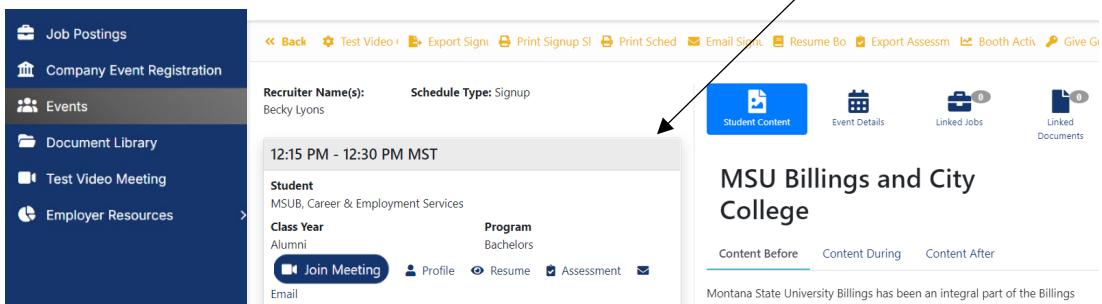
2. On the next page, you'll see an overview of the event. There are five headings titled: **Main**, **Schedules**, **Student Content**, **Linked Jobs**, **Linked Documents**

Heading Descriptions:

- **Main:** this tab provides an overview of the event information (essentially the information you saw when you registered for the event).
- **Schedules:** this tab provides an overview of the schedule template and if you need to block any times off. **PLEASE NOTE YOU DO NOT VIEW STUDENT SIGN-UPS IN THIS TAB, YOU VIEW STUDENT SIGN-UPS IN YOUR BOOTH.**
- **Student Content:** In this tab you can upload a Banner Image and/or Logo Image. You can also update your content message. These are all items that students will see in your booth when they are signing up for timeslots. **We highly encourage that you upload a banner and logo and also update your content message so that your booth can stand out when students are viewing the virtual booths.**
- **Linked Jobs:** If you have current openings in your organization and those job postings are listed in CareerLink, they can link here. That way students can view current position openings when signing up for the event.
- **Linked Documents:** If you have certain documents that you want students to access during the event, you can add them by selecting the **Add Document** link in orange at the top of the page, and the documents will appear here.

3. Once you are familiar with the event overview and set up information. Go to the top of the page and in **gold font** there is a link titled "**View Booth**". This is your **main access to the event**. This will be where you **view student sign ups, test video, print a schedule, etc**. We will cover more of these details below.

4. **View Booth** provides an overview of your booth for the event. **This is where you can see students who have signed up to visit with you.**



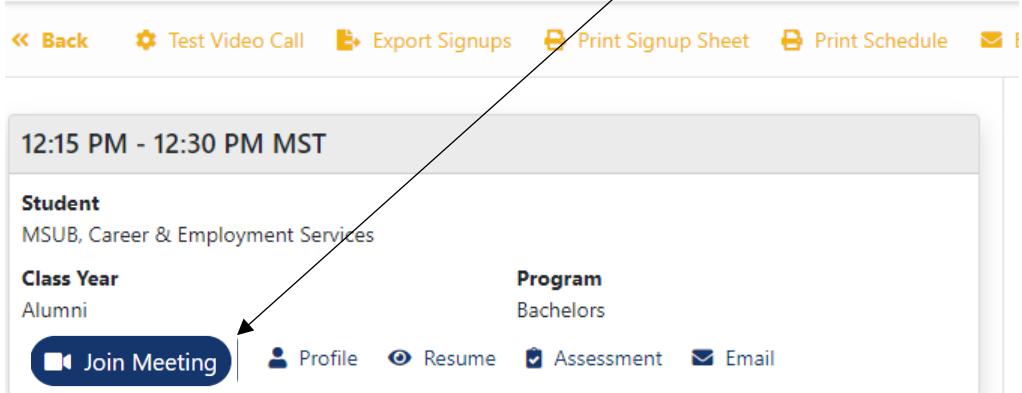
The screenshot shows the 'View Booth' page. On the left, a sidebar menu includes 'Job Postings', 'Company Event Registration', 'Events' (which is selected), 'Document Library', 'Test Video Meeting', and 'Employer Resources'. The main content area shows 'Recruiter Name(s): Becky Lyons' and 'Schedule Type: Signup'. Below this is a box for '12:15 PM - 12:30 PM MST' containing 'Student' information: 'MSUB, Career & Employment Services', 'Class Year: Alumni', 'Program: Bachelors', and a 'Join Meeting' button. To the right, there are tabs for 'Student Content', 'Event Details', 'Linked Jobs', and 'Linked Documents'. The title 'MSU Billings and City College' is displayed, along with 'Content Before', 'Content During', and 'Content After' tabs. A note at the bottom states: 'Montana State University Billings has been an integral part of the Billings'.

5. At the top of page or from the left side bar menu, you have the option to **Test Video Meeting** (which we *highly recommend prior to the event*), export signups, print schedule, email signups, etc.



The screenshot shows a horizontal navigation bar with icons for 'Test Video Meeting', 'Export', 'Print', 'Email Signups', 'Resume Book', 'Booth Activity', and 'Give Guest Access'.

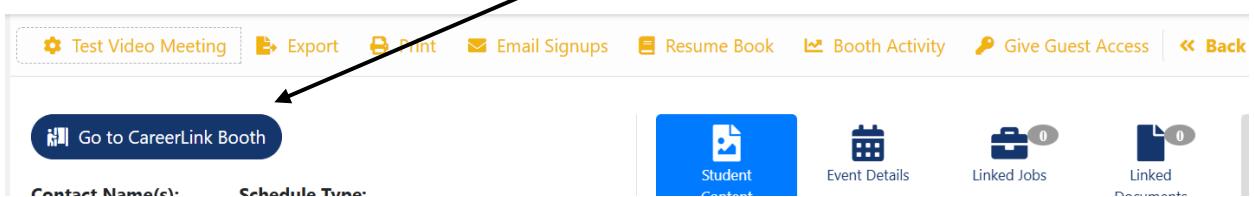
6. When it is time to begin your first meeting, you need to go to the **View Booth** link, then select "Join Meeting" in the students time block.



The screenshot shows the 'View Booth' page with a '12:15 PM - 12:30 PM MST' time block. Inside, 'Student' information is listed: 'MSUB, Career & Employment Services', 'Class Year: Alumni', and 'Program: Bachelors'. A 'Join Meeting' button is highlighted with a red arrow. Below the student info are links for 'Profile', 'Resume', 'Assessment', and 'Email'.

7. Once you've ended the call, you'll return to your booth. To start the next video call, you'll need to scroll to the next time slot and once again click the "Join Meeting" button. **You will want to keep an eye on and refresh this page throughout the day. Students will be allowed to sign up the day of the event, and we don't want to miss an opportunity for students to connect with you!**

8. Have questions? Give us a call at **406-657-2168** or email careers@msubillings.edu. We are also available in our own booth during the event to help you out! At any point, when you are in the event booth during the event, just select the **Go To CareerLink Booth** and we will be on the other end of the video call to help.



The screenshot shows a horizontal navigation bar with icons for 'Test Video Meeting', 'Export', 'Print', 'Email Signups', 'Resume Book', 'Booth Activity', 'Give Guest Access', and a 'Go to CareerLink Booth' button. Below the navigation bar are 'Student Content', 'Event Details', 'Linked Jobs', and 'Linked Documents' buttons.