

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

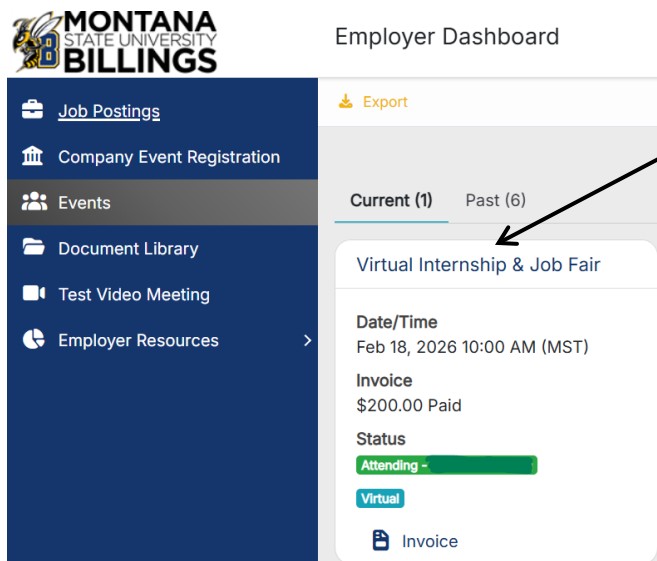
<input type="checkbox"/>	Familiarize yourself with this Employer Guide and other employer resources on our event website: https://www.msubillings.edu/careers/career-fair.htm
<input type="checkbox"/>	Log in to CareerLink and make sure your credentials work
<input type="checkbox"/>	Upload a logo and banner 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.

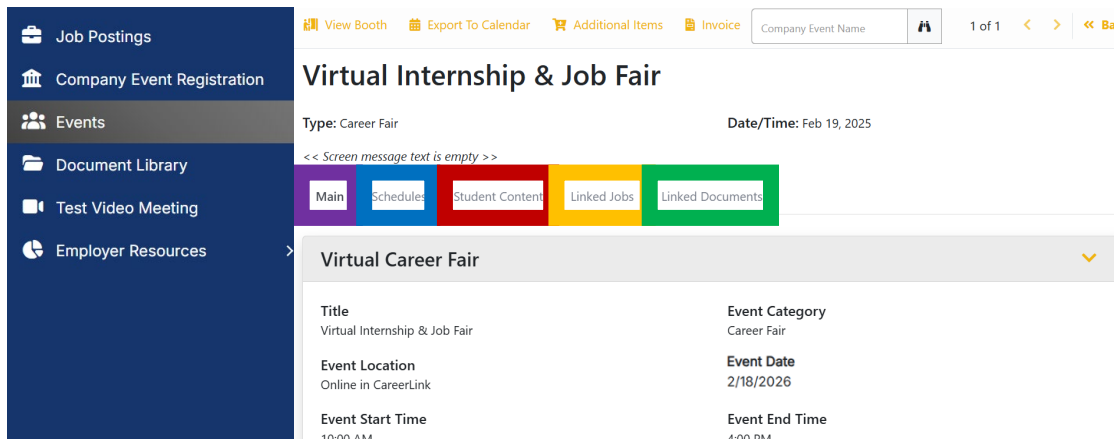
Steps to Access Event Platform:

- 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 'Employer Dashboard' for Montana State University Billings. On the left is a dark blue sidebar with a white logo at the top that says 'MONTANA STATE UNIVERSITY BILLINGS'. Below the logo are several menu items: 'Job Postings', 'Company Event Registration', 'Events' (which is highlighted with a white background), 'Document Library', 'Test Video Meeting', and 'Employer Resources'. To the right of the sidebar is the main content area. At the top of this area is the title 'Employer Dashboard'. Below it is an 'Export' button with a download icon. Then there are two tabs: 'Current (1)' and 'Past (6)'. The 'Current (1)' tab is active. Below the tabs is a card titled 'Virtual Internship & Job Fair'. Inside this card, there is information: 'Date/Time' is 'Feb 18, 2026 10:00 AM (MST)', 'Invoice' is '\$200.00 Paid', and 'Status' is 'Attending' with a green progress bar. Below the status bar is a blue button labeled 'Virtual' and at the bottom is an 'Invoice' button with a document icon. A black arrow points from the top right of the image towards the 'Virtual Internship & Job Fair' card.

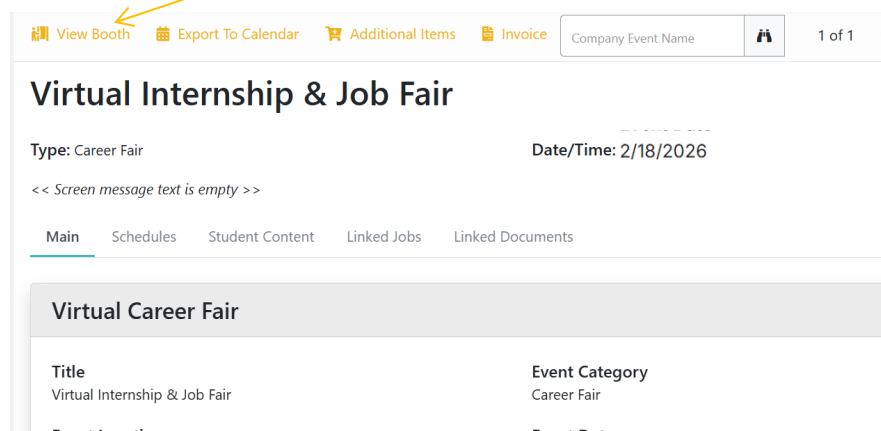
2. On the next page, you'll see an overview of the event. There are five headings titled: **Main**, **Schedules**, **Student Content**, **Linked Jobs**, **Linked Documents**



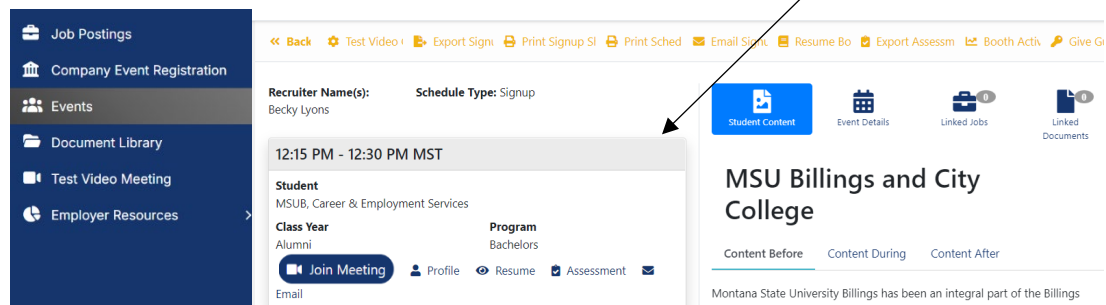
Heading Descriptions:

- **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.



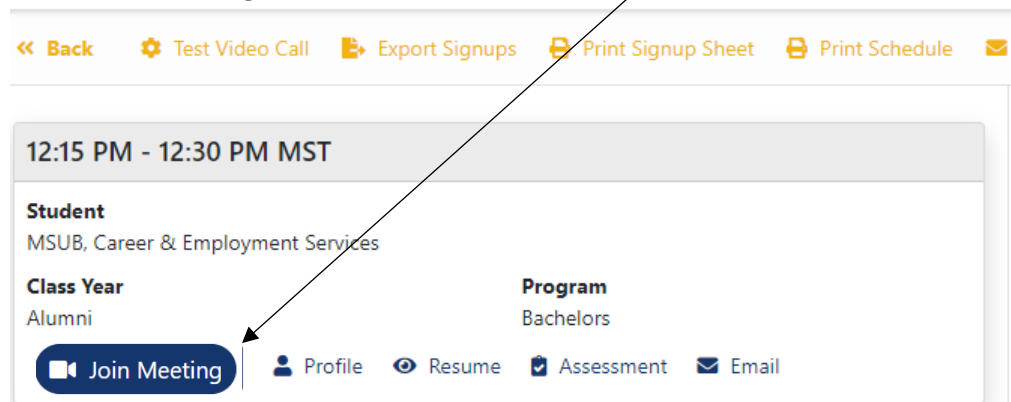
4. **View Booth** provides an overview of your booth for the event. **This is where you can see students who have signed up to visit with you.**



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.



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.



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.

