

2026 MSU Billings & City College Virtual Internship and Job Fair Student Guide

Welcome to MSU Billings Career & Employment Services 2026 Virtual Internship & Job Fair! This guide will help you navigate CareerLink before and during the event.

Prior to visiting with employers, you will need to sign up for 20-minute timeslots to speak with them. **Please know that you can sign up for timeslots throughout the time of the event!** To set you up for career fair success, we have developed a checklist below to guide you through the event.

Virtual Internship & Job Fair Checklist

<input type="checkbox"/>	Familiarize yourself with this Student Guide
<input type="checkbox"/>	Log in to CareerLink and make sure your credentials work
<input type="checkbox"/>	Test out your video camera and make sure it works with your system
<input type="checkbox"/>	Review the resources available to you on our event website (including questions to ask employers!): https://www.msubillings.edu/careers/career-fair.htm
<input type="checkbox"/>	View your timeslots that you signed up for (remember you can still sign up for more timeslots throughout the event)
<input type="checkbox"/>	Connect with Career & Employment Services during the event by using the CareerLink Booth link in the virtual lobby
<input type="checkbox"/>	Complete an event evaluation once it is emailed to you after the event

OVERALL TIP

Even though this is a virtual event, we are by your side! When you are in the virtual event, all you have to do is select CareerLink Booth when you are in the main lobby to connect with us.

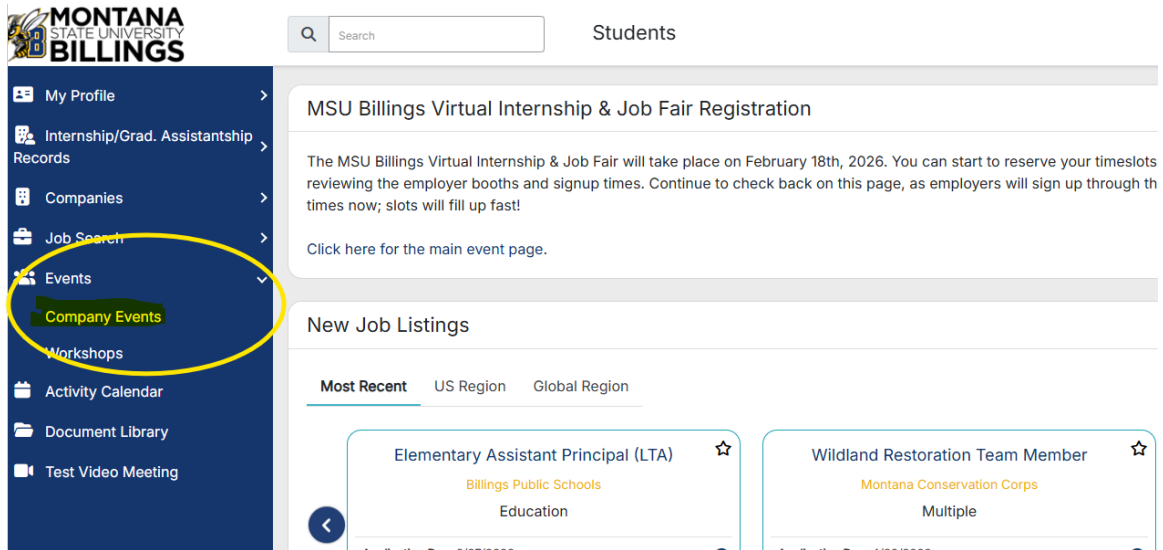
MSUB & City College
Virtual Internship & Job Fair

MONTANA STATE UNIVERSITY BILLINGS
CAREER & EMPLOYMENT SERVICES
MONTANA STATE UNIVERSITY BILLINGS
CITY COLLEGE
MONTANA STATE UNIVERSITY BILLINGS

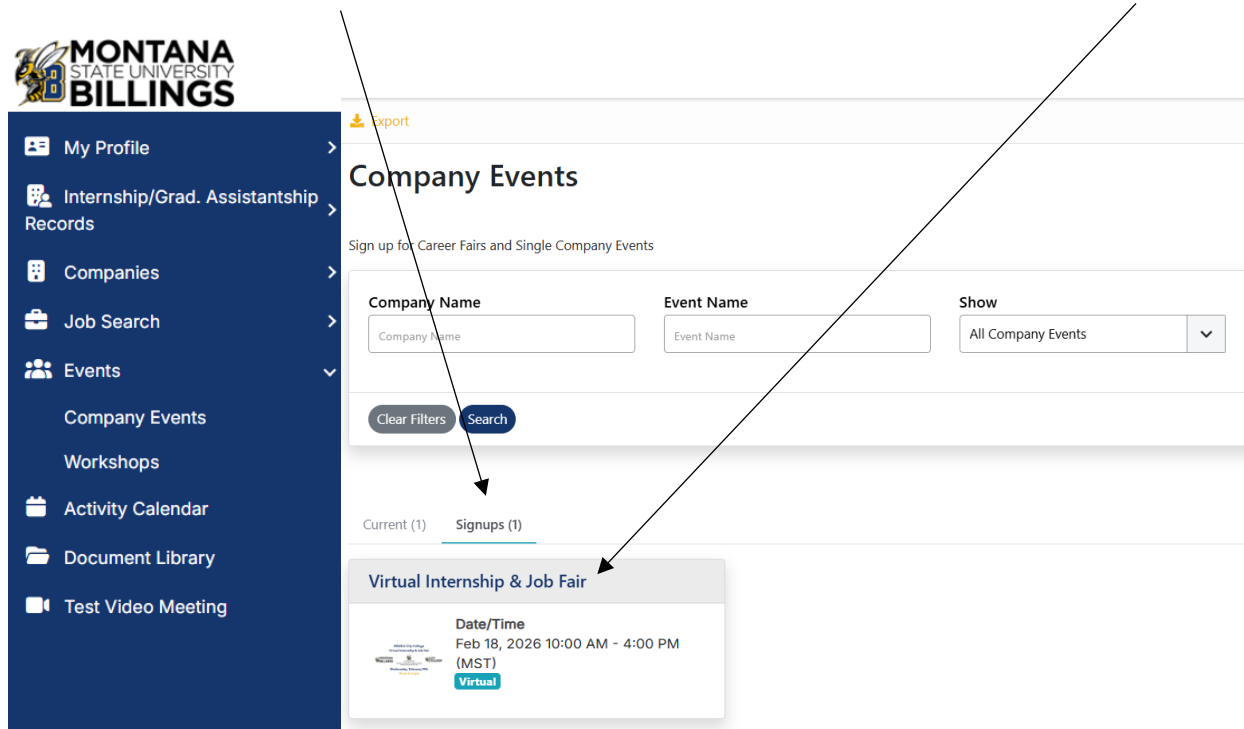
Wednesday, February 18th
10 am to 4 pm

TO ACCESS THE EVENT

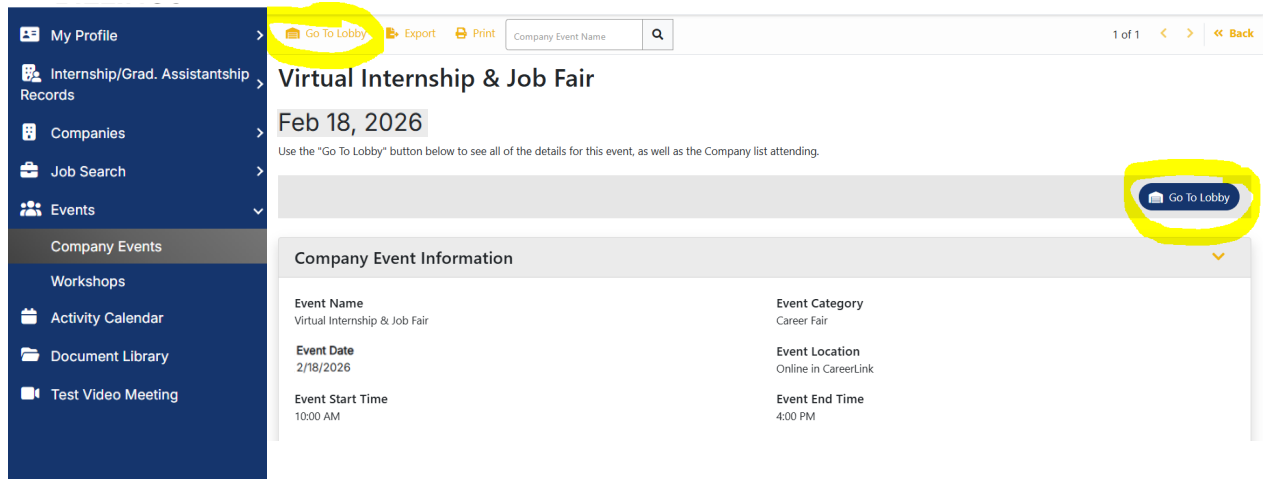
1. Log into your CareerLink account at www.msubillings.edu/careers. If you have issues, contact our office at 406-657-2168 or careers@msubillings.edu.
2. On the day of the event, select the drop-down arrow by Events on the left-hand side of your screen. Then Select Company Events (highlighted below)



3. Next select the Signups heading then select the event title “Virtual Internship & Job Fair”



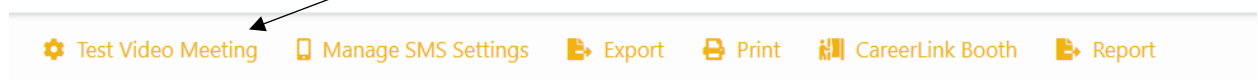
4. You will then want to select **Go To Lobby** (either circled option will work)



5. Then select the My Signups option and Join Meeting when your time begins (highlighted below)



6. We highly recommend that you first test your video meeting before you start your first meeting. To Test Video Meeting, select the **Test Video Meeting** at the top of the event booth or on the left hand side navigation bar.

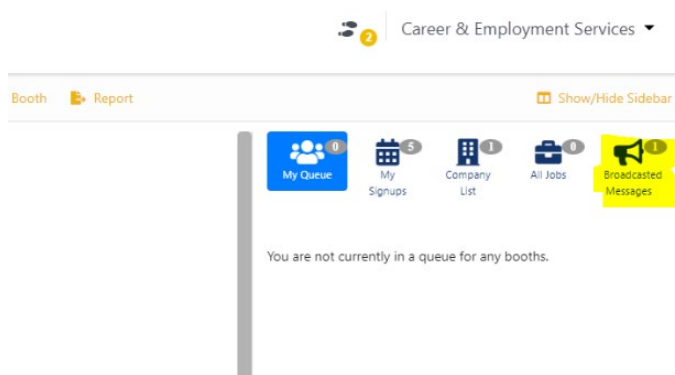


7. Once you've disconnected from the call, you'll return to the previous page. **If you're signed up to talk with more employers, you'll need to return to the signups tab in the Main Lobby.**
8. Have questions? Give us a call at 406-657-2168, or email careers@msubillings.edu.

ADDITIONAL TIPS FOR SUCCESS

1. If you are not sure where to start on what questions to ask, check out the **Conversation Starters for Networking with Employers** on our Event Website under the Student Resources heading: <https://www.msubillings.edu/careers/career-fair.htm>

2. If there are any important messages that we have for you during the event, keep your eye on the Broadcasted Messages icon:



3. If you need to connect with us during the event, select the CareerLink Booth option. Things you may want to connect with us on include: assistance with signing up to visit with more employers (you can do this throughout the event), if an employer does not show up for some reason (many times it might be because their other conversations are running behind), or if you just have questions on next steps.

