

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

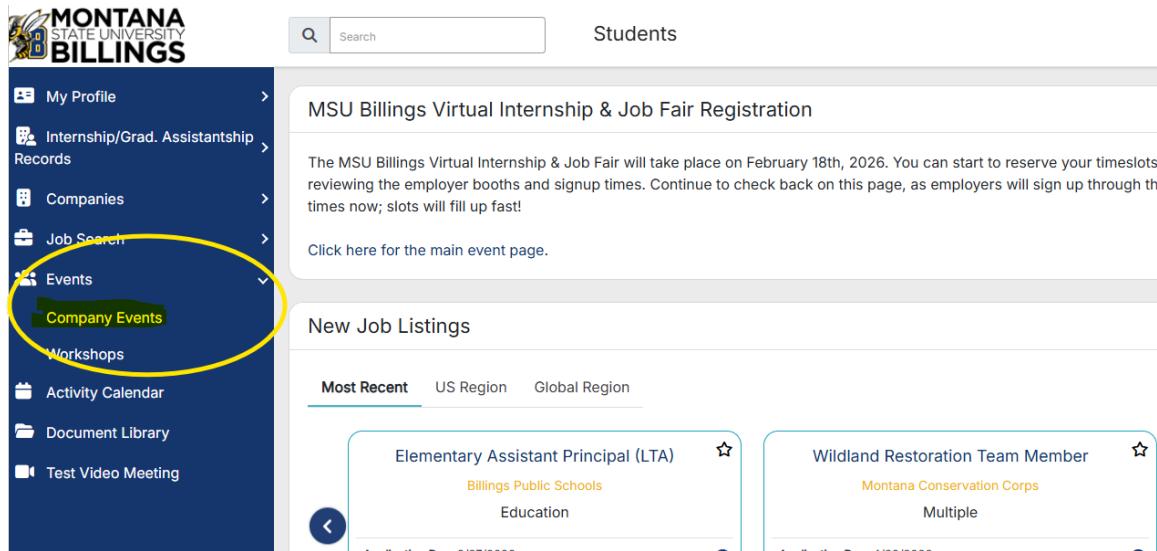
Even though this is a virtual event, we are by your side! When you are in the virtual event, all you have to do is select CareerLink Booth when you are in the main lobby to connect with us.



The screenshot shows the MSU Billings CareerLink website interface. On the left is a dark sidebar with navigation links: My Profile, Internship/Grad. Assistantship Records, Companies, Job Search, Events, Company Events, Workshops, Activity Calendar, Document Library, and Test Video Meeting. The main content area features the text 'MSUB & City College Virtual Internship & Job Fair'. Below this are logos for 'MONTANA STATE UNIVERSITY BILLINGS', 'CAREER & EMPLOYMENT SERVICES MONTANA STATE UNIVERSITY BILLINGS', and 'CITY COLLEGE MONTANA STATE UNIVERSITY BILLINGS'. At the bottom, the event details are listed: 'Wednesday, February 18th' and '10 am to 4 pm'. A red arrow points from the text '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.' to the 'CareerLink Booth' link in the top navigation bar.

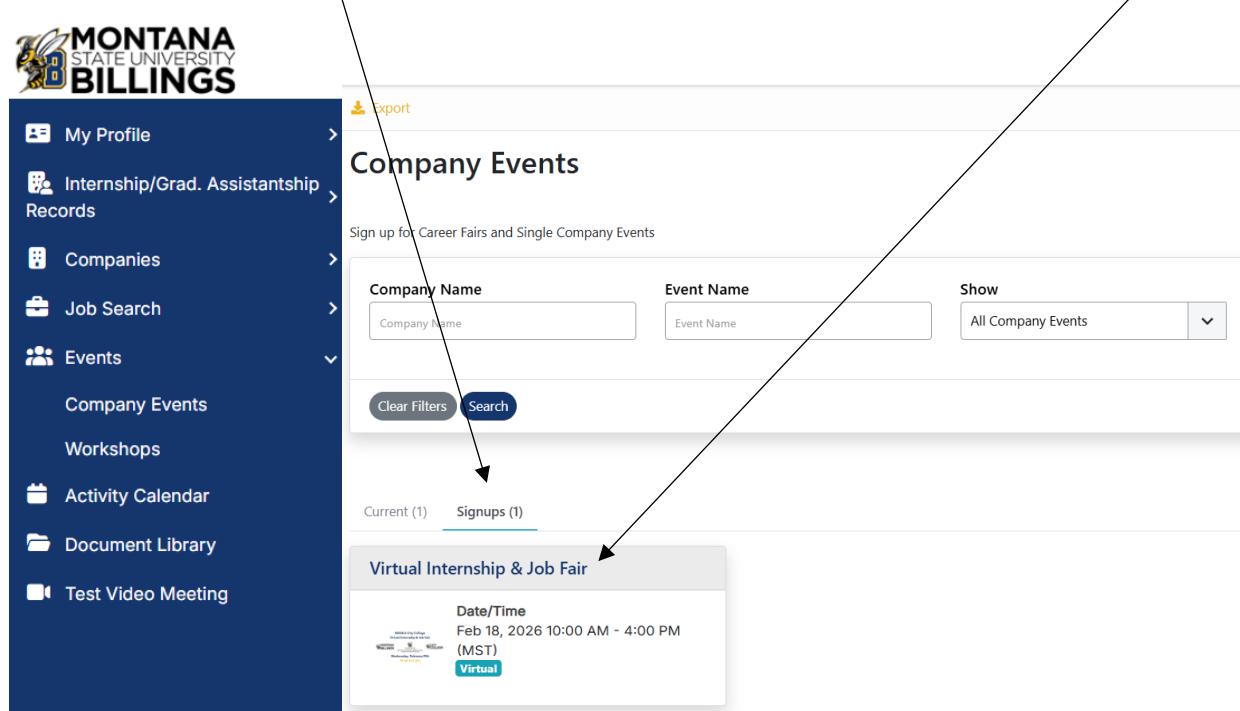
TO ACCESS THE EVENT

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)



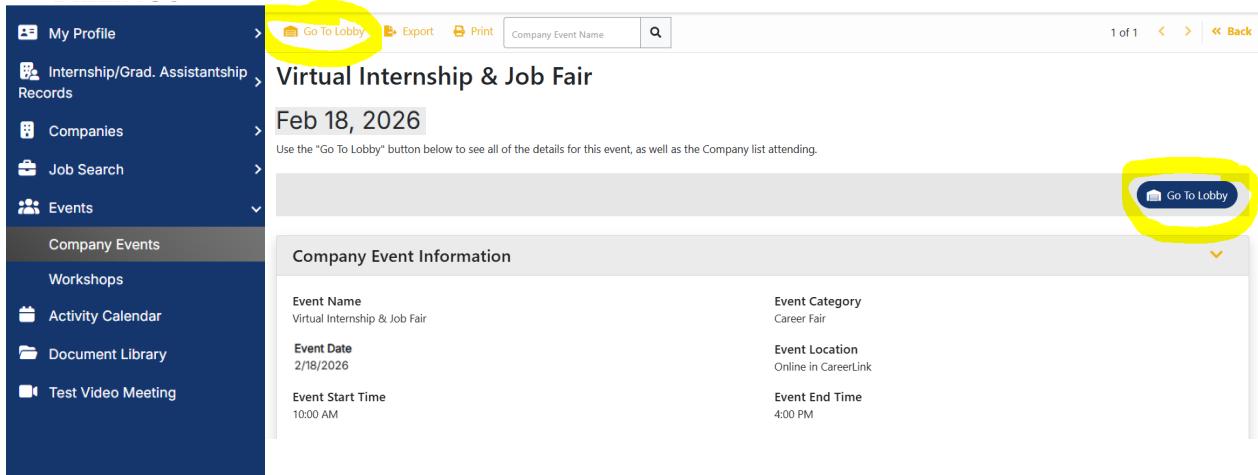
The screenshot shows the MSU Billings CareerLink homepage. The left sidebar has a yellow oval highlighting the 'Events' section, with 'Company Events' being the selected option. The main content area is titled 'MSU Billings Virtual Internship & Job Fair Registration'. It contains a brief description of the event, a link to the main event page, and a section for 'New Job Listings' with two job postings: 'Elementary Assistant Principal (LTA)' and 'Wildland Restoration Team Member'.

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



The screenshot shows the 'Company Events' page. The 'Events' section in the sidebar is expanded, and the 'Company Events' option is selected. The main content area shows a search interface with fields for 'Company Name' and 'Event Name', and a 'Show' dropdown set to 'All Company Events'. Below the search is a 'Clear Filters' button and a 'Search' button. A black arrow points to the 'Signups (1)' tab, which is currently selected. A larger black arrow points to the 'Virtual Internship & Job Fair' event card, which displays the date/time (Feb 18, 2026 10:00 AM - 4:00 PM (MST)) and a 'Virtual' status.

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



My Profile > Go To Lobby > Export > Print > Company Event Name > Company Event Information > Go To Lobby

Virtual Internship & Job Fair
Feb 18, 2026
Use the "Go To Lobby" button below to see all of the details for this event, as well as the Company list attending.

Company Event Information

| | | | |
|------------------|-------------------------------|----------------|----------------------|
| Event Name | Virtual Internship & Job Fair | Event Category | Career Fair |
| Event Date | 2/18/2026 | Event Location | Online in CareerLink |
| Event Start Time | 10:00 AM | Event End Time | 4:00 PM |

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



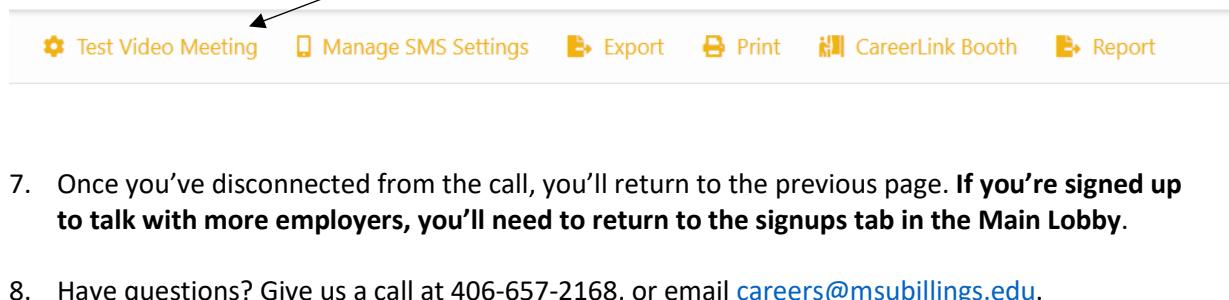
Test Video Meeting > Manage SMS Settings > Export > Print > CareerLink Booth > Report > Show/Hide Sidebar > Back

MSUB & City College
Virtual Internship & Job Fair

MONTANA STATE UNIVERSITY BILLINGS CAREER & EMPLOYMENT SERVICES CITY COLLEGE

Date/Time: 10:00 - 10:20 AM (MST) Industry: Healthcare/Health Services
Join Meeting > Go To Booth

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.



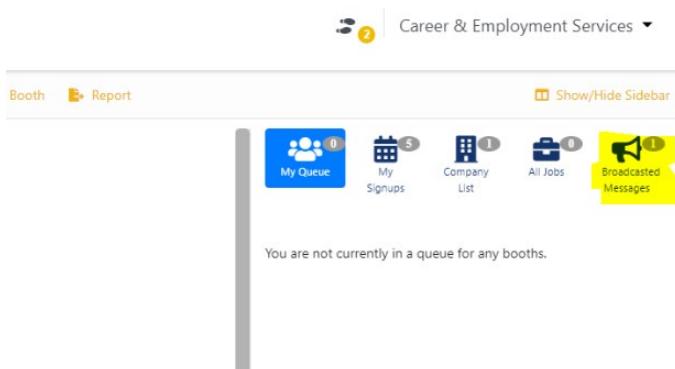
Test Video Meeting > Manage SMS Settings > Export > Print > CareerLink Booth > Report

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.

