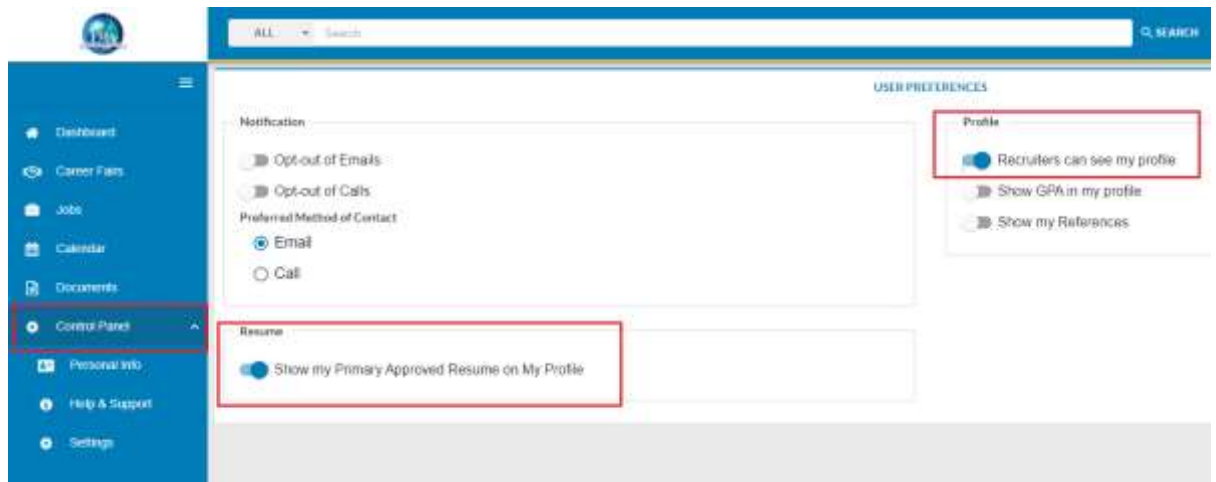


Candidate Instructions

Cynaptx is the platform on which the career fair will be hosted. Setup your password and ensure you have the **accurate time zone** on your Cynaptx account.

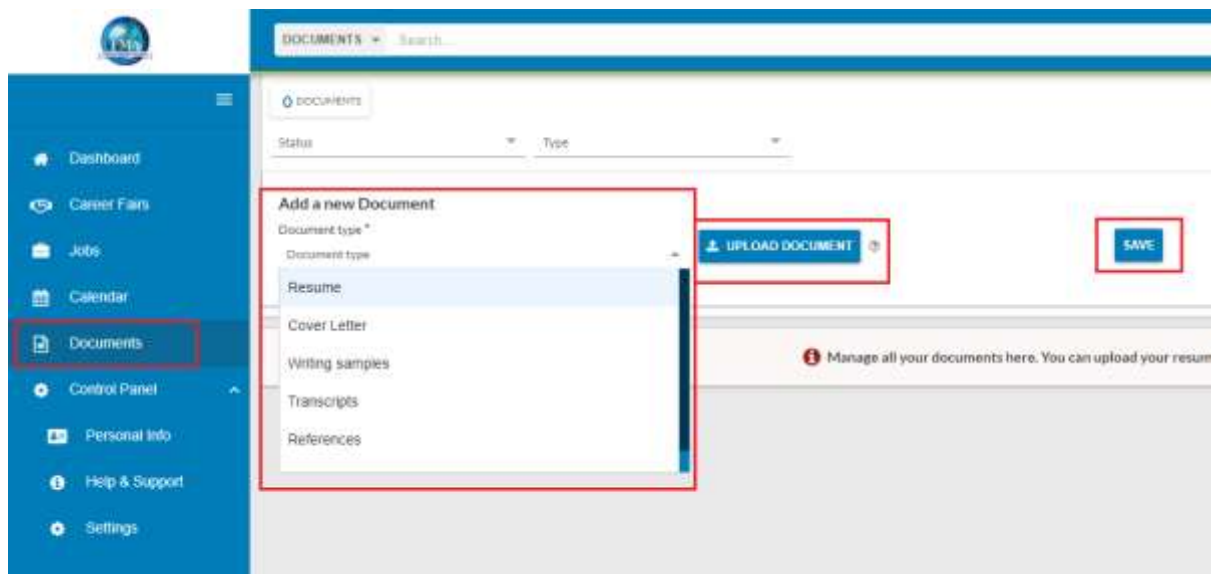
1. Profile Settings:

Please make your profile accessible for the Recruiters by enabling the following highlighted settings under **Control Panel** → **Settings**



2. Upload Resume and Cover Letter

To upload your Resume and Cover Letter, go to the **Documents** section on the left-hand side menu, select the right Document Type, upload the document and click Save.



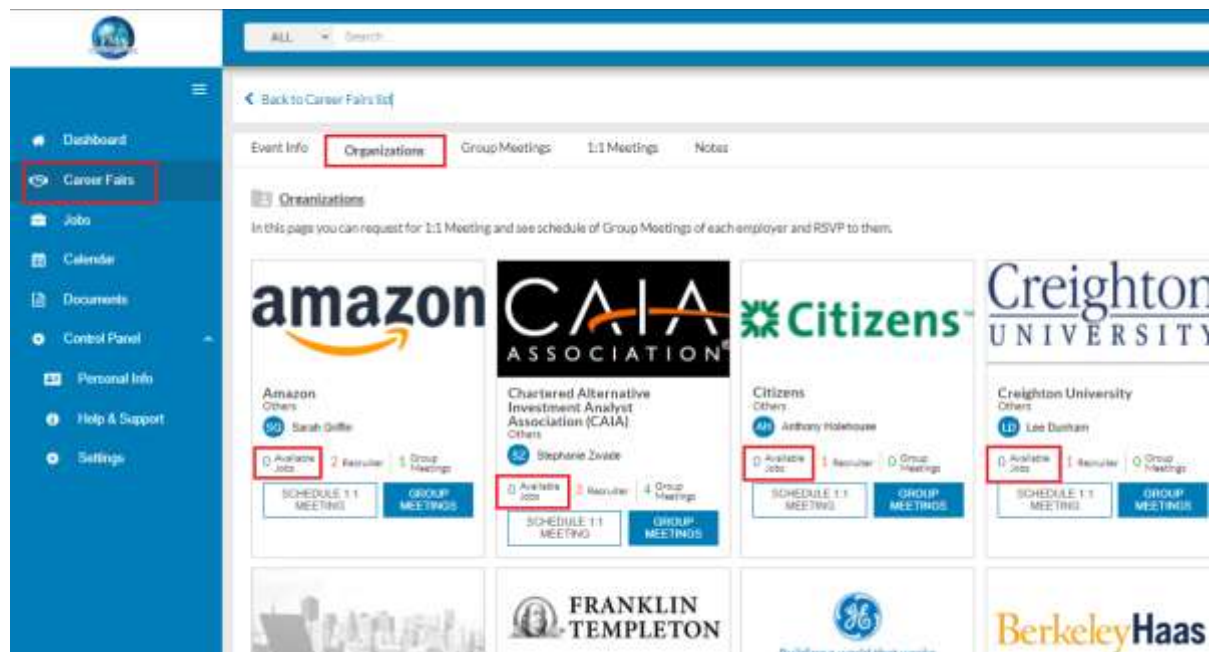
3. Registering for the career fair

Go to the **Career Fairs** module in the left-hand side menu, open the Career Fair, click on the **ACCEPT** button on the top right corner.



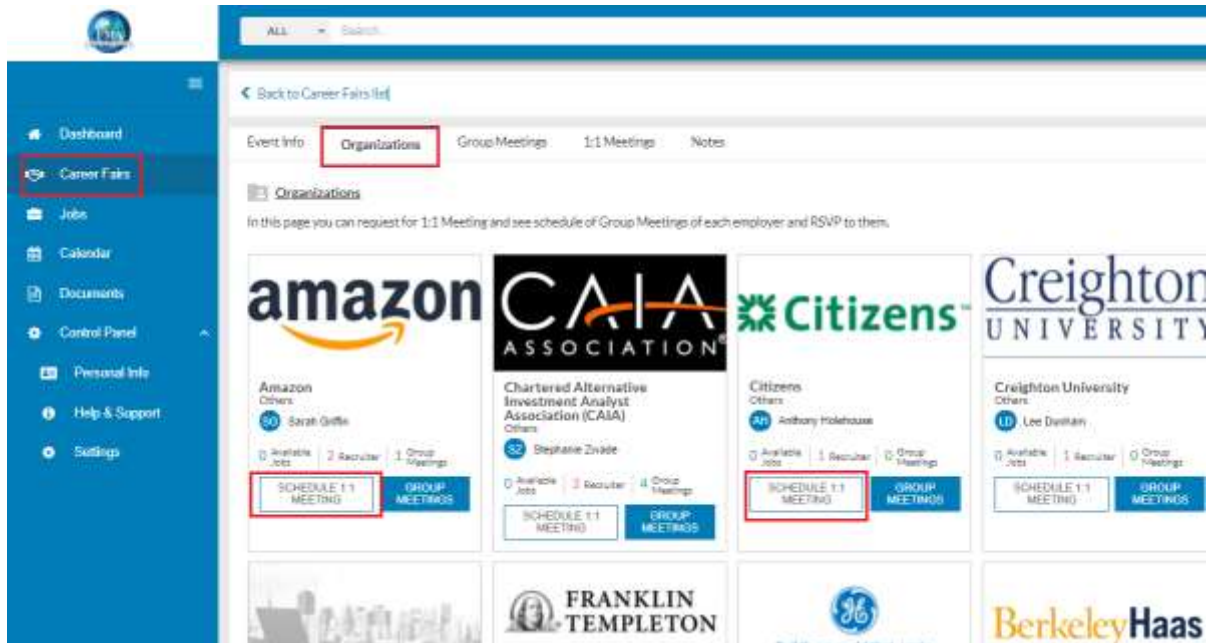
4. Accessing Jobs

Go to the Career Fairs module in the left-hand side menu, open the Career Fair, go to the Organizations tab. Click on Available Jobs to view the jobs under each school. All the jobs can also be accessed from Jobs module in the left-hand side menu:

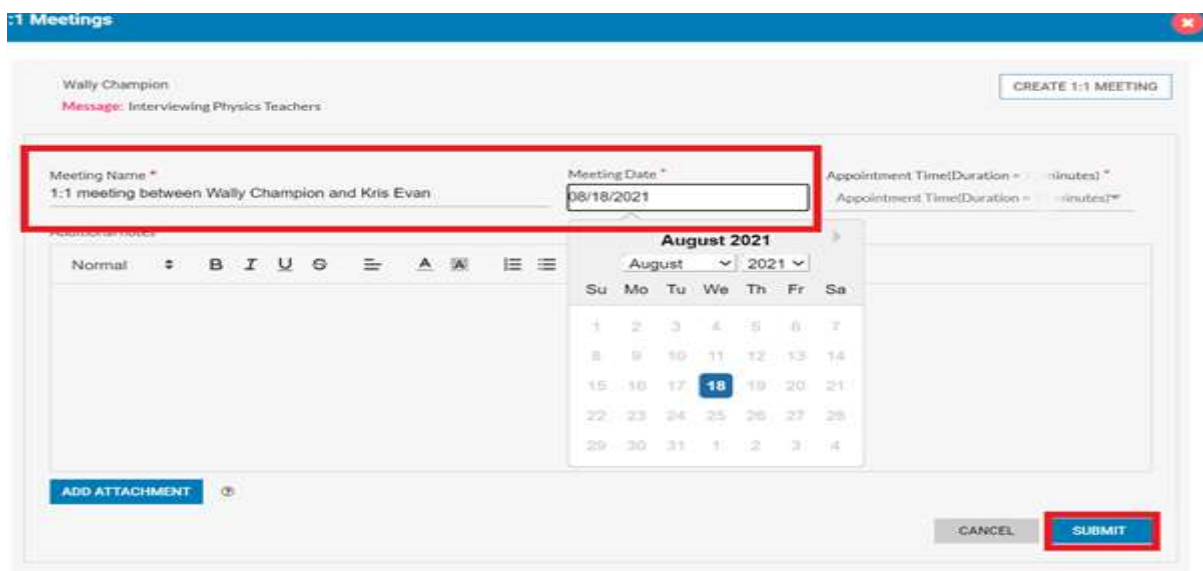


5. Scheduling 1:1 Meetings with Recruiters

In the Career Fair, go to the **Organizations** tab. On each booth you can see **Schedule 1:1 Meeting** button, please click on it.



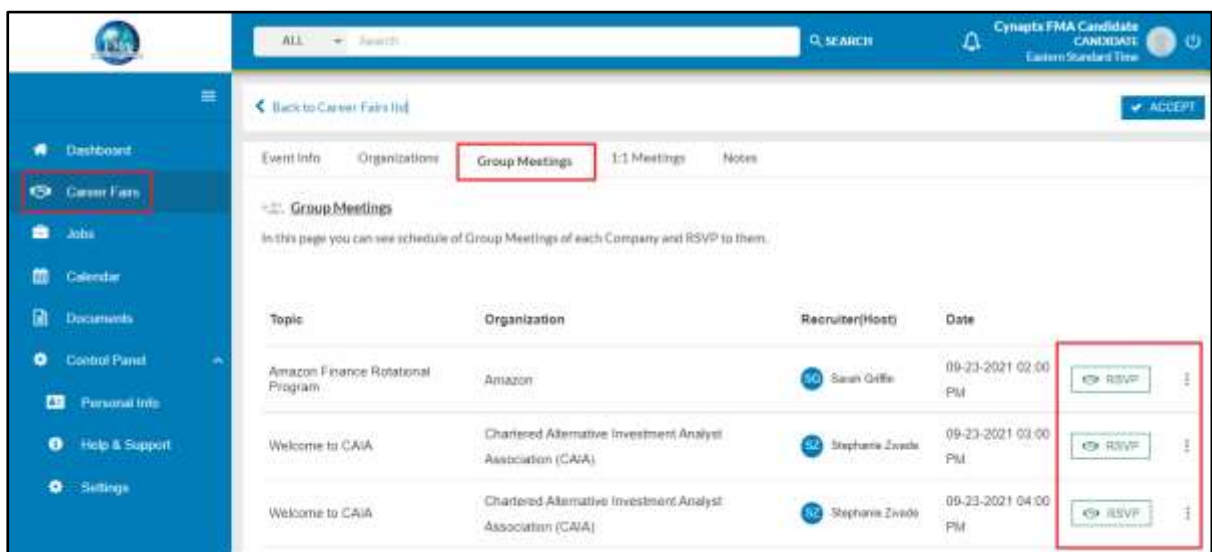
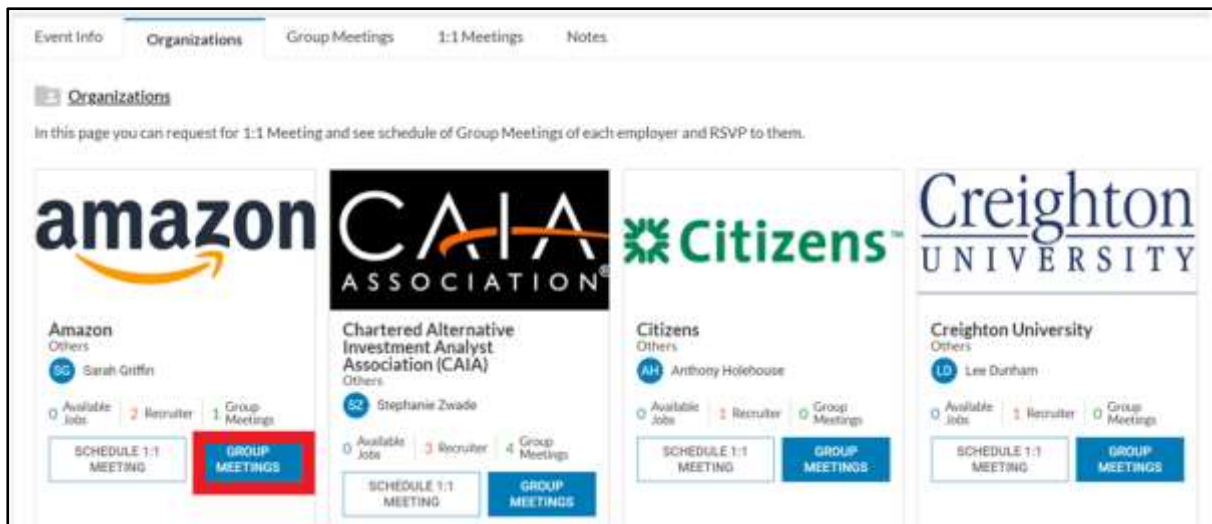
In the subsequent window, you will see the list of Recruiters available from that Organization. Click on the **Create 1:1 Meeting** button and schedule the meeting by selecting the date and time.



All the 1:1 meetings you have scheduled will be listed under **1:1 Meetings** tab in the Career Fair.

6. Registering for the Group Sessions.

Go to the **Organizations** Tab in the event, Click on the **Group Meetings** button on the **Organization** booth/tile and **RSVP** for the sessions you want to join. All the Group Meetings will be available under **Group Meetings** tab as well in the event. You must click on the **RSVP** button to register for the group session.

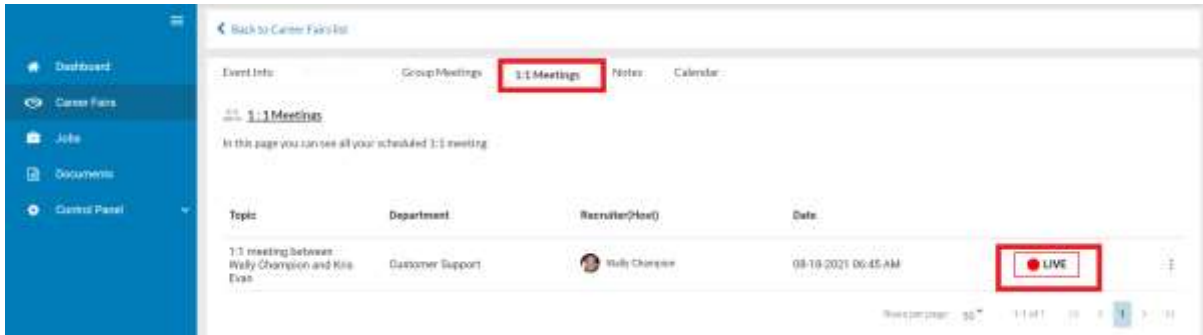


7. How to join 1:1 Meetings

When you schedule a 1:1 meeting, you will get an email invitation with a Microsoft Teams meeting link. You can click on the meeting link and join the meeting.

OR

You can join the meetings from your Cynaptx account. In the Career Fair, go to the **1:1 Meetings** Tab. A **LIVE** button appears at the scheduled meeting start time. Click on it to join the session.



8. How to join Group Meetings

When you RSVP for a Group meeting you will get an email invitation with the Microsoft Teams meeting link. You can click on the meeting link and join the meeting.

OR

You can join the meetings from your Cynaptx account. In the Career Fair, go to the **Group Meetings** tab. A **LIVE** button appears at the scheduled meeting start time. Click on it to join the session

