

# 2020 SAU CAREER FAIR - VIRTUALLY



## DOWNLOAD THE **know.careers** APP AND SIGN UP

*Hello Students!*

Saint Augustine's University has partnered with **know.careers** to make our 2020 Career Fair as productive and hassle-free as possible while remaining safe during these unprecedented times.

All you need is your iPhone or Android phone to participate in our upcoming Career Fair. It only takes a few minutes to download the app, create your profile and opt-in to **Join** the event.

Here's how to do it:

### Step 1: **DOWNLOAD the know.careers app**

Download the iOS app at the Apple App Store, or the Android app from Google Play.

### Step 2: **SIGN UP**

Once the **know.careers** app is downloaded on your phone, open the app and ... touch the "**Sign Up**" button and then select your **School**.

### Step 3: **CREATE your Profile**

On the following screens, from the dropdown lists:

- Select your Degree
- Select your Major
- Select your Skills

On the next screen, enter your First name, Last name, and Graduation Date. **Hit next.**

Optional Information – You can enter a URL to add information to your profile that you'd like to share with employers. **Hit next.**

Add your SAU Email and create your password then click **Sign Up**

Review the know.careers Terms and Conditions and **Hit next** to agree.

### Step 4: **ADD your Picture**

Touch the "**Home**" button on the lower left-hand corner of the screen, and then touch the pencil and pad icon in the upper left hand corner. To add your picture touch the small camera icon and load your pic. Once you are done, touch the "**Update**" button on your smart device, and then click **Resume** tab on the bottom of your screen.

### Step 5: **UPLOAD your RESUME**

Name your resume and click **Add Resume** where you will see two options:

- FROM YOUR COMPUTER – an email is sent to you with upload instructions ... you can upload a PDF or a Word file. **Preferred!**
- SCAN MANUALLY – upload your resume by taking a pic of your paper resume using the camera on your phone.

For a video walk-through on how to create your profile visit

<https://vimeo.com/354526394>

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## Step 6: **ADD your Video Profile**

Touch **Add Video Profile** under your picture and use your phone to record your “elevator speech” for recruiters.

Now that you have completed your profile, click the **Events** tab at the bottom of the page to view and join the event - **2020 Career Fair – Virtual Edition**. See the participating employers, research the companies, take notes and let them know of your interest. They can reach out to you directly to start a dialogue. All of this is done using the **know.careers** app.

For a video tutorial of this information please visit <https://vimeo.com/415002706>

**IMPORTANT: ORGANIZATIONS WILL HAVE ACCESS TO YOUR PROFILE VIA *KNOW.CAREERS* BEGINNING **TUESDAY, SEPTEMBER 15, 2020**. THEREFORE, PLEASE COMPLETE YOUR PROFILE AS SOON AS POSSIBLE.**

**YOU WILL ALSO HAVE ACCESS TO COMPANY PROFILES BEGINNING ON THIS DATE.**

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