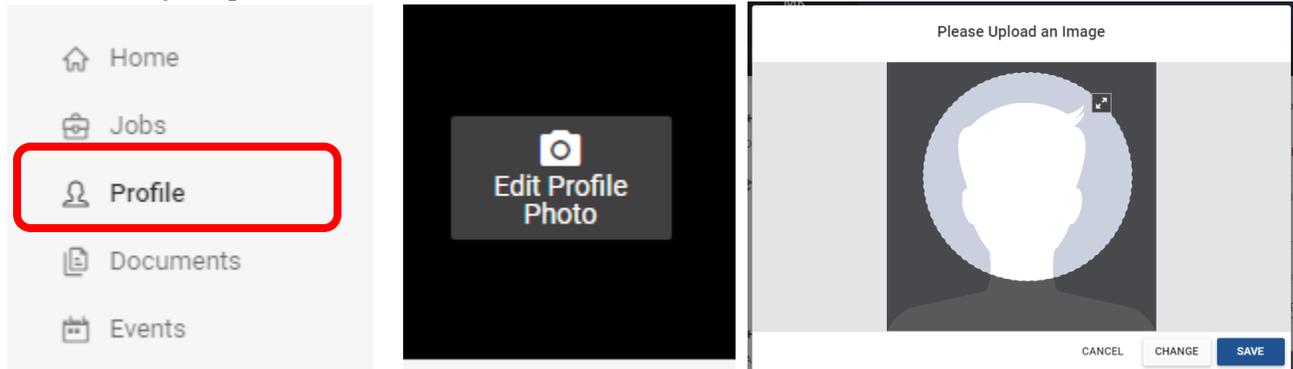


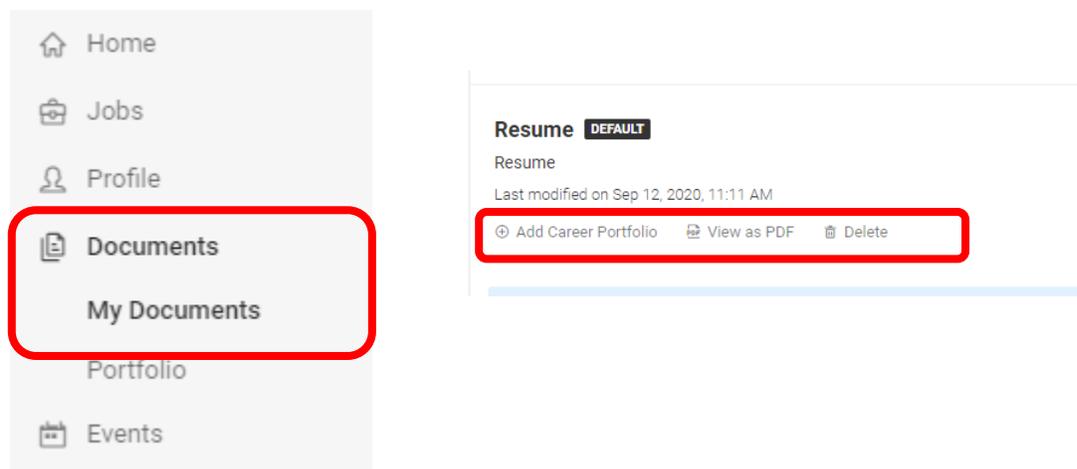
Q: Where can I upload my headshot?

A: This can be found in your profile tab on the left side of the Starr Search Panel. Hover over the top Header until you see 'Edit Profile Photo'. Upload image of your choice. Use the tools to crop and center your photo then hit 'Save'.



Q: Where can I upload my Resume?

A: Under my documents. You can select multiple versions of your resume and rename them as you like. After uploading, you can choose to 'Add Career Profile' or 'Delete' the document.



Q: How do I update my class year?

A: You can find this under ‘Academic Information’ On the top right of the screen, click your profile picture (or initials if you don’t have one). It can also be found on the left-hand side bar under Account. In the next page, fill out your profile which includes Graduation Date, Degree Level, Year in School, Majors, and GPA.

Hit ‘Save’ when you are done.

The screenshot shows a user profile update interface. On the left is a sidebar with menu items: Resources, Counseling & Calendar, My Account (highlighted with a red box), Personal, Academic, Privacy, Emails & Notifications, and Career Outcomes. The main content area has a 'Save' button and a 'Cancel' button at the top. Below them is a note: '* indicates a required field'. The form fields are: Applicant Type (OCR Eligibility Status, OCR Eligible, Federal Work Study Eligible); Graduation Date * (January, 2020); Degree Level * (Masters); Year in school * (Graduate Student/Masters Candidate); Major(s) * (Accounting - 120 cr, Accounting - CPA eligible/150 cr, Computer Information Systems); and GPA * (3.63).

Q: I need help with your resume?

A: Revise your resume by attending one of our virtual Walk-In hours: Tuesdays, Wednesdays and Thursdays from 3:00 PM to 4:30 PM EST - Join us via Zoom at: <https://baruch.zoom.us/j/97405397808> (Same link for the rest of the semester!)

Note that it is on a first come, first served basis. For resume and cover letter reviews, please be ready to share your documents (share your screen) with a counselor during the session. You can also join us for any other career related questions. Hope to see you there!

Q: How do I sign up for Career Fair?

- 1) On the left-hand side, find and select the 'Events' tab. Underneath will be the Career Fairs and Expos link. Click on it to bring you to the next page.



The screenshot shows a user interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: 'JOBS', 'Profile', 'Documents', 'Events', 'Career Fairs & Expos', 'Information Sessions', 'Workshops', and 'Interviews'. The 'Events' and 'Career Fairs & Expos' items are highlighted with a red rectangular box. The main content area is titled 'Career Fairs' and has two tabs: 'Upcoming' and 'Past'. Under the 'Upcoming' tab, there is a card for the 'Fall 2020 Virtual Job & Internship Fair' event, which is also highlighted with a red rectangular box. The card displays the event title, dates (SEP 25 12:00 PM - 4:30 PM), and the number of employers (63 Employers).

- 2) After clicking on Fall 2020: Virtual Job & Internship Fair. You will be brought to the next page. Select the blue 'Attend' to sign up for the fair.



The screenshot displays the event page for the 'Fall 2020 Virtual Job & Internship Fair'. At the top, a large banner reads 'JOB & INTERNSHIP FAIR' in white text on a dark background, with the dates 'SEPTEMBER 25TH, 2020 | 12:00 PM TO 4:00 PM' below it. The main content area features the event title 'Fall 2020 Virtual Job & Internship Fair' with a 'VIRTUAL' tag and the time 'Sep 25 12:00 PM - 4:30 PM'. To the right of this information are two buttons: 'Chat Profile' and 'Attend', with the 'Attend' button highlighted by a red rectangular box. Below the event details, there is a section titled '63 Employers Attending' which includes logos for 'THE ACCOUNTANT', '60 GUILDERS', 'AIG', 'AlphaSights', and 'amazon', followed by a 'See All' link. On the right side of the page, a 'Chat Profile' sidebar is visible, showing a profile for 'John Smith' with details such as 'Graduated in January, 2020', 'Masters', and 'Business/Accounting - 120 cr, Busines...'. A 'Share Resume' button is also present in the sidebar.

- 3) A pop-up of your Chat Profile will appear. Select the resume you would like to upload. Note: if you need to change anything listed in your profile, please refer to the Profile tutorial. Hit the blue 'Save' button to save your details.

Chat Profile ×

Status

Offline ▼

Resume

Resume × ▼

Add new

Profile

Employers will see this information when they are chatting with you. If you'd like to view/change this information, you may do so in your Account section.



John Smith

Graduated in January, 2020

Masters

Business/Accounting - 120 cr, Business/Computer Information Systems,
Business/Accounting - CPA eligible/150 cr

No

Cancel Save

- 4) After saving your profile, you will receive an email confirmation. The next screen will show that 'You're Attending'

JOB & INTERNSHIP FAIR

SEPTEMBER 25TH, 2020 | 12:00 PM TO 4:00 PM

Fall 2020 Virtual Job & Internship Fair **VIRTUAL**

Sep 25 12:00 PM - 4:30 PM Chat Profile

You're Attending. [Cancel](#)

- 5) Even after registering, you are free to continue editing your profile within Starr Search. You can also change swap out your resume by selecting 'Chat Profile'.