CAREER DAY: PREPARE FOR THE FAIR
Here are resources and tips to use the Brazen platform and prepare yourself for a successful event.

Logging Into Brazen
1 Create an account using your Mines email account. If you already created an account, you can use those credentials to log in.

Event Registration
Complete your event registration. Upload your resume and include additional information employers want to know such as your LinkedIn profile URL, education level, and the types of positions you are seeking.

You are now ready to join the event!

Welcome Back

4 Test your equipment:
https://tokbox.com/developer/tools/precall/

Technical Problems & Additional Questions
If you encounter difficulties during the event, know that the Career Center is here for you!

I CANNOT LOG INTO BRAZEN
The Career Center will be available by phone or email to assist any students having issues accessing the platform. Call (303) 273-5733, or email careercenter@mines.edu.

TECHNOLOGY TIPS
1. Use a laptop. Brazen works best on a laptop and may be more difficult to use on a phone or tablet.
2. Use Chrome. While Brazen can run on other browsers, Chrome or Safari works the best.
3. Minimize pop-ups, windows, tabs, turn off notifications, close Zoom or other platforms.

I NEED ADDITIONAL TECHNOLOGY SUPPORT
For Career Day there are two ways to connect with ITS and get additional assistance:
1. Contact ITS by phone. (303) 284-2549
2. Go to the ITS help booth in Brazen

I DON’T HAVE A SPACE TO GO
You can find study room availability across campus: www.mines.edu/coronavirus/return/campus-spaces/#dropin

I AM IN BRAZEN AND NEED HELP
Once in the event, if you need any assistance, head to the Career Center Help Desk booth and a staff member will be able to assist!

Preparing Yourself & Your Space
5 TIPS FOR PREPARING FOR VIRTUAL CAREER DAY

1. Check Your Technology. Make sure your computer is charged, you have access to an outlet, and your headphones and camera are working.
2. Find A Quiet Place. Try to find a place where it is quiet, where you would be able to clearly communicate with an employer if they want to video chat.
3. Minimize Distractions. Set yourself up in a place that will allow you to focus. Lock pets out of the room. If you live with family and friends, let them know you should not be disturbed. Turn off chat or any pop-ups on your computer.
4. Silence Your Cell Phone. Employers may want to video chat and you don’t want your phone to ring.
5. Stay Energized. Have water or snacks nearby. Plan breaks throughout the Fair. Just like an in-person event, you might feel fatigue from talking with so many people. Plan ahead so you can keep your energy up.

Find a neutral background with good lighting. Don’t let an employer see your messy bedroom!

Keep a notepad and pen nearby to take notes and write down contact information while it is still fresh in your mind.

Find a place that is quiet and minimize the distractions around you.

Have your resume, company research notes, and anything else nearby that might help you with answering employer questions.

Dress professionally (yes, that includes pants too). For full-time job seekers, business professional is ideal. For internship seekers, business casual is fine.

For additional questions, contact the Career Center at careercenter@mines.edu or (303) 273-3233.