



**McGill**

**CaPS**

Career Planning Service  
Service de planification de carrière

## Frequently Asked Questions

### Company Booths / Session and Time Slot Availabilities

#### Why do I see same company listed more than once?

One employer may have multiple booths, each booth recruiting for a different profile. Ensure to read the booth descriptions in order to book a session with the correct representative.

#### An employer with whom I would like to book a session is full, is there a waitlist?

The platform does not have a “waitlist” capacity, therefore, we recommend to either signup for a group session (if the employer offers this) or check the day of the fair for time slots that have opened up due to cancellations.

#### Can I cancel a session that I booked?

Yes, if you have booked a 1-on-1 session with an employer or registered in a group session, you can cancel prior to the start of the event. If you cannot attend a session, ensure you cancel it at least 24 hours before the start of the session to allow other students the opportunity to occupy your spot.

### Technical Issues / How to Best Prepare

#### Should I have a copy of my resume ready for the fair?

Yes, however make sure a Career Advisor has reviewed it with you prior to the fair. Note: although recommended, it is not mandatory to have a resume to provide to employers.

#### HELP! I already registered for an account and forgot the password?

Please follow the steps to reset your password when you login. You will receive a code via email to reset. This email may be filtered into your Junk email, so check that as well.

#### Whom do I reach out to if I have technical issues during the fair?

Drop by the CaPS Booth at the Fair or contact [jean.hepworth@mcgill.ca](mailto:jean.hepworth@mcgill.ca) and indicate student inquiry.

The employer can't hear me or see me. Why?

Verify if your video camera and microphone icons are on. If they are red, you are muted/video is disabled. Please also try on a different web browser and adjust permission settings as required (Chrome, Firefox, Microsoft Edge, Opera).

I cannot hear what the employer is saying. Why?

Make sure to test your camera and microphone prior to the fair. Ensure you do not have headphones plugged in (or do), including any connected Bluetooth devices.

Will CaPS have a booth at the Career Fair?

Yes, CaPS will have a booth to answer any quick questions you have, or ask us for advice on how to navigate the event. At this booth, we will have some resources available to you. Drop-in to chat with us!

Can you provide me the company representative information?

Unfortunately, CaPS is unable to provide such information. Please note down the name of recruiter when you speak to them so that you can follow-up at a later time.

**Other questions?**

**Please feel free to reach out to [careers.caps@mcgill.ca](mailto:careers.caps@mcgill.ca)  
if you have any questions regarding this event.**