



CMAA Focus21 First Job; First Steps Attendee Checklist

Welcome to CMAA Focus21. As a First Job; First Steps attendee we want to provide you with the tools for a successful experience. By following the checklist of activities outlined below we are confident you will have a positive learning experience.

About a week before the event

- Download the CMAA HQ app
- Follow CMAA on social media
- Upload your resume to CMAA Career HQ
- Log into the Focus21 event platform
- Create your Focus21 event profile
- Upload a profile picture
- Pick your areas of interest
- Upload a Hello World! Video
- Upload a Career Connections video and tell recruiters about yourself

During the event

- Watch the welcome message
- Attend educational sessions
- Introduce yourself in the chat and engage with speakers
- Learn how to earn points to top our Leaderboard and win a prize
- Visit recruiter pages to learn more
- Join a Boardroom with at least one recruiting company
- Message recruiters in the platform by leveraging the message functionality

After the event

- Continue conversations with recruiters
- Continue engagement with attendees in the CMAA HQ app