Recruiter Guide for CoE May Full-Time Mini Virtual Job Fair
May 12, 2021: 9am - 6pm ET
*Check back for updates; last updated 4/14/21.

This event is only for organizations currently hiring.

The College of Engineering at the University of Michigan looks forward to your participation in our Virtual Mini Job Fair with our technology partner, Career Fair Plus. Please review the following action items, preparation tips, and instructions for engaging with candidates.

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You may join us for a CF+ Q&A session Thursday May 6th 1:00p-1:30p ET
   • https://umich.zoom.us/j/98234636700

Contact eng-careerfair@umich.edu with any questions. Please let us know how we can ensure that our events are inclusive to you. Email eng-careerfair@umich.edu to let us know what accommodations or access needs we can help facilitate at least one week prior to the event.

Diversity Statement
Diversity broadens our perspectives and paves the way for innovation. Our community includes people from different races and ethnicities, genders and gender identities, sexual orientations, ages and socio-economic backgrounds. We speak different languages, come from different cultures and countries, and practice different religions. We have different abilities and disabilities, different political perspectives, and different life experiences.

We’re committed to ensuring all members of our community have the opportunity to participate fully without worrying about facing bias, harassment, or discrimination. As you engage with candidates, we ask that you join us by creating welcoming environments during your interactions.
Prior to the Fair

1. REGISTER FOR THE FAIR BY MAY 5
   a. To register for this event, log into or create an account: Engineering Careers, by Symplicity.
      i. Select ‘Events’, ‘Career Fairs’ from the left side menu.
      ii. Then, select 'Register' to the left of 'CoE May Full-Time Mini Virtual Job Fair'.
      iii. Once you have completed all fields within registration, be sure to confirm and submit your registration on the final screen.

2. CREATE AND/OR UPDATE RECRUITER PROFILE BY MAY 6
   a. The representative who completed the fair registration (in Symplicity) will receive an email from Career Fair Plus inviting them to create and/or update their profile for the CoE May Full-Time Mini Virtual Job Fair on the Career Fair Plus platform. Check your spam or email eng-careerfair@umich.edu if you do not receive the email.
      i. The link in the email is a single-use link and must be opened in Chrome or Firefox. If your default browser is Edge or Explorer, please copy the link into Chrome or Firefox.
   b. It is important that each recruiter fully completes their profile. You do not need to use your full name and may use an alias if you prefer. Note: Students cannot view your email address and phone number.

3. ADD ADDITIONAL RECRUITERS BY MAY 6
   Go to https://app.careerfairplus.com/ to login to your account
   a. Once you are signed into your account, click on the green bar at the top of the screen that says “What can we help you with today?”. Next, click on “Invite Another Recruiter”.
      i. This will send the recruiter an invitation email.
   b. You also have the option to “Create Someone Else’s Schedule” if you are the organizing representative.
      i. When you “Create Someone Else’s Schedule”, you have the option to assign the schedule to a recruiter already in the system or you can add a new recruiter, which will send them an email.
      ii. You will initially set up their schedule (including details, duration, etc.). Once the recruiter sets up their profile, they will be able to update their schedule.
      iii. Note: It is important that each recruiter fully completes their profile. You do not need to use your full name and may use an alias if you prefer. Students cannot view your email address and phone number.
4. CREATE SCHEDULE NAME & DESCRIPTION BY MAY 6

Go to https://app.careerfairplus.com/ to log in to your account

a. You will have the option to create a 1-on-1 Schedule or a Group (Drop-In) Schedule.
   i. **1-on-1**: Candidates book a specific time to meet individually with a recruiter *(recommended)*.
   ii. **Group (Drop-In)**: Supports multiple candidates at once in a group setting. Candidates may book ahead or arrive at any time during the schedule. This works well for HR basic information sharing about the company.

b. To Create your Schedule, click on the green bar at the top of the screen that says “What can we help you with today?” and then click on “Create My Schedule”.

c. **Assigned Recruiter**
   i. If you are creating a schedule for yourself, please select your profile.
   ii. If you are creating a schedule for another recruiter, please enter their email under “New Recruiter”. They will be invited to your team and assigned to this schedule automatically,

d. **Schedule Type**
   i. Choose the type of schedule you’d like to create.

![Schedule Options]

- **1-on-1**: Candidates book a specific time to meet individually with a recruiter.
- **Group (Drop-In)**: Supports multiple candidates at once in a group setting. Candidates may book ahead or arrive at any time during the schedule.


e. **Schedule Details**

   i. **Schedule Name**
      1. **IMPORTANT**: Your Schedule Name should reflect the position/majors you are recruiting for as candidates will use this to identify the appropriate schedule to choose. Examples:
         a. Software Engineering Recruiter
         b. Product Manager (All degrees, all majors)
         c. Rotational Internship
         d. Group Meeting with HR

   ii. **Schedule Description**
      1. Use the Schedule Description to add additional information about your schedule to help students determine with whom to meet.

   iii. **Schedule Date**
      1. Your schedule date is May 12, 2021 - Do not change this.

   iv. **Interaction Type**
      1. You can choose a Career Fair Plus Video Room, an External Link, or Phone Call.

   v. **Additional Instructions**
      1. If you are using the Career Fair Plus Video Room, do not change this without emailing eng-careerfair@umich.edu first.
      2. If you chose an External Link as your Interaction Type, add your link and instructions.
f. Time & Duration
   i. 1-on-1 Schedules
      1. Schedule Times
         a. The fair is scheduled between 9 AM ET and 6 PM ET. Schedule your meeting availability within that window - you do not have to be available during the entirety of the event.
         b. Time Slot Duration
            i. The default duration is 10 minutes. You have the option to modify this to fit your needs.
         c. Note: You cannot change Schedule Start/End Time or Time Slot Duration after the scheduled start time or if candidates have booked a meeting with you.
      2. Time Slots
         a. Modify your Time Slots to reflect your availability on the day of the fair.
            i. Block anytime on your schedule where you are unavailable, or potentially unavailable.
            ii. We recommend that you only open a portion of your availability initially, as you can always unblock time slots later if your initial schedule fills.
         b. Use the sliders on each row to block or unblock time slots.
            i. Note: You can block time slots throughout the candidate signup period as long as there are not any candidates scheduled at the time.
            ii. Reminder: Schedule yourself lunch and breaks!
         ii. Group (Drop-In) Schedules
            1. The fair is scheduled between 9 AM ET and 6 PM ET. Schedule your Group Meeting availability within that window. We recommend offering these group meetings in shorter blocks of time (i.e. 9a-11a, 1p-2p).
               a. If you would like to have multiple group meetings, you will need to make a separate schedule for each block of time.
            2. Note: You may not change the group meeting schedule times after the schedule start time or if one or more candidates have booked a meeting with you.
   g. Enable Prerequisites
      i. If you would like to indicate any additional or specialized criteria specific to your hiring needs, you may select ‘Enable Prerequisites’ to include Additional Prerequisites.
         1. Candidates are asked to verify that they satisfy all additional prerequisites in order to sign up for a meeting.
   h. Review your Schedule and click Publish
5. MODIFY SCHEDULE BY MAY 6

Go to https://app.careerfairplus.com/ to login to your account

a. After you create your schedule, you can modify it until May 6
   i. Edit **Schedule Details** to better clarify your recruiting needs.
   ii. Edit **Schedule Times** if your availability changes.
   iii. If you need to delete a schedule, please contact eng-careerfair@umich.edu.

b. To open your schedule from the **Schedules List** page, click on your schedule.

c. **Edit Schedule Details**
   
   i. Click on ‘Manage Schedule’, and then click on ‘Edit Schedule Details’.
   ii. From there, you can edit the **Schedule Name** and **Description**.
   iii. If you would like to indicate any additional or specialized criteria specific to your hiring needs, you may select ‘Enable Prerequisites’ to include **Additional Prerequisites**.
      1. Please note that candidates are asked to verify that they satisfy **all** additional prerequisites in order to sign up for a meeting.

d. **Edit Schedule Times**
   
   i. Click on ‘Manage Schedule’, and then click on ‘Edit Schedule Times’.
   ii. **1-on-1 Schedules**
      1. You are able to update **Schedule Start Time**, **Schedule End Time** and **Time Slot Duration**. Click ‘Apply Changes’ for the schedule to update.
         a. The fair is scheduled between 9 AM ET and 6 PM ET. Schedule your meeting availability within that window - **you do not have to be available during the entirety of the event**.
         b. Use the sliders on each row to block or unblock time slots. Be sure to click ‘Save’ at the bottom of the page when you are done.
   iii. **Group Schedules**
      1. You are able to update the **Schedule Start Time** and **Schedule End Time**.
      2. The fair is scheduled between 9 AM ET and 6 PM ET. Schedule your Group Meeting availability within that window. **We recommend offering these group meetings in shorter blocks of time** (i.e. 9a-11a, 1p-2p).
         a. If you would like to have multiple group meetings, you will need to make a separate schedule for each block of time.

6. TEST THE DESKTOP VIDEO PLATFORM BY MAY 6 - *THIS STEP IS ESSENTIAL*

Go to https://app.careerfairplus.com/ to login to your account

a. Test the Career Fair Plus video platform to ensure that your technology is compatible. Note, full functionality is only available through Chrome and Firefox.
   i. As the assigned Primary Recruiter in a schedule, please click on 'Join Meeting' from your schedule page to test that you can enter the video platform for meetings.

b. If you are having any technical difficulties, view this page for tips and guidance.

c. After testing, if you are unable to use the Career Fair Plus platform, please contact eng-careerfair@umich.edu immediately.
7. **VIEW SCHEDULE, CANDIDATES AND THEIR RESUMES STARTING MAY 7**

Go to https://app.careerfairplus.com/ to login to your account

a. You may begin to review your schedule on the afternoon of May 7, when candidates can start signing up for 1-on-1 and/or Group Schedules.
   i. **1-on-1**: Candidate sign ups end on May 11 at 11:59PM ET.
   ii. **Group**: Candidate sign ups can continue through the event.

b. View details/resumes of candidates
   i. From your schedule page, simply click on the candidate name to view candidate details, including the profile and resume/CV of the candidate.

b. Canceling a candidate meeting
   i. **You cannot cancel candidate meetings on schedules.** However, you can block time slots if there are not any candidates scheduled at the time.
   ii. Please email eng-careerfair@umich.edu with questions.
Day of the Fair
Go to https://app.careerfairplus.com/ to login to your account

1. If you have any questions on the day of the fair, please email eng-careerfair@umich.edu.
2. Log into your account in Career Fair Plus to view your finalized schedule.
3. Begin the Virtual Mini Job Fair
   a. If you are utilizing the Career Fair Plus Video platform, click the link to join your video room, candidates will knock to enter the room for their meetings. You will have the option to place them on hold until you are ready to speak to them.
   b. If you are utilizing a different platform, you will connect with your candidates via the Interaction Type confirmed in your schedule.
4. Add notes and/or ratings for your candidates.
   a. Click on a candidate’s name on your schedule and use the new assessments area to capture your thoughts on the interaction.
   b. You can:
      i. Take notes on a candidate.
      ii. Rate a candidate.
      iii. Record a candidate who does not show up for their meeting as a “No-show”.
      iv. Flag a candidate as “Next Step” as a reminder to follow-up with them.
5. If you or the candidate have technical difficulties at the time of their meeting, please contact the candidate by phone.
6. At the end of the event, you can download an Excel file of your schedule details (including candidate information, resume links, notes, ratings, etc.).
   a. To download your individual schedule, utilize the desktop interface:
      i. For a 1-on-1 Schedule, from your schedule page, click on ‘Download Meetings’ on the top right.
      ii. For a Group Schedule, from your schedule page, click on ‘Download Candidate Profiles’ on the top right.
   b. If you are having difficulty viewing a candidate’s resume, download the schedule again as a candidate may have made changes and uploaded a new resume (which generates a new link).
FAQs for Employers

Which web browsers support Career Fair Plus?
● Full functionality is only available through Chrome and Firefox.

I didn't receive an email invitation from Career Fair Plus, what do I do?
● Please check your spam or junk folder. If you still have not received it, contact eng-careerfair@umich.edu for a new link. Note, these are single-use links and must be opened in Chrome or Firefox.

I received a link to create an account, but it has expired. Where can I get a new one?
● Please email eng-careerfair@umich.edu. These are single-use links & must be opened in Chrome or Firefox.

What are Group Schedules?
● These meetings function similarly to a drop-in room (ie. HR basic information sharing about the company).
● They support multiple candidates at a time.
● Candidates may book ahead or arrive/leave at any time during the schedule's duration.
● You can view the profile information and resume of candidates that book on the schedule.
● If you use a CF+ Video room for the Group Schedule, it can host a maximum of 50 people at any one time.

Will I be able to see the candidates' resumes before the fair?
● You will only be able to see the resumes/profiles of any candidates that have booked meetings with you.

Is there an audio-only option to the Career Fair Plus Video Platform so I don't have to use my camera?
● You may choose to turn your camera off in our video meeting rooms and communicate via audio only. If you are unable to connect via the Career Fair Plus Video Platform, please contact eng-careerfair@umich.edu.

Can multiple recruiters split a schedule?
● No, each recruiter will have their own schedule with their own availability. For example, Recruiter A has a schedule with availability from 10am to 12pm and Recruiter B has a schedule from 12pm to 2pm.

If my availability changes (due to illness, etc.), what should I do?
● We understand that urgent situations may arise, please contact eng-careerfair@umich.edu immediately. While we will do what we can to assist, it is unlikely that we can accommodate changes on the day of the fair. You may have to contact your candidates to reschedule utilizing your own resources.

Can I have a colleague participate in my (meetings/schedule/meeting) with a candidate?
● Click the copy link icon to the left of the ‘Join Meeting’ button on your schedules page to get a shareable link.

How can we guide candidates to a specific recruiter?
● Candidates will schedule themselves for meetings with individual recruiters based on the Schedule Name, Description and Prerequisites.

What do I do if I experience technical difficulties connecting with a candidate?
● Please go old school and contact the candidate by phone.

What data will be available to me after the fair? How long will it be available?
● You will have access to candidate information, resume links, notes, ratings, etc. that are associated with your schedule for one week after the fair.