

Recruiter CF+ Guide for SWE/TBP Engineering Virtual Career Fair

*Check back for updates; last updated 8/21/20.

Thank you for your continued support for the [Society of Women Engineers](#), [Tau Beta Pi](#), and the College of Engineering at the University of Michigan. We appreciate your flexibility and cooperation during these unprecedented times. We look forward to your participation in the SWE/TBP Engineering Virtual Career Fair which is an appointment based event. Our technology partner, Career Fair Plus, provides both a desktop and an app based platform. The following guide provides an overview of required action items, preparation tips for the career fair, and instructions for engaging with candidates during the event.

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 career fair interactions.

Please contact eng-careerfair@umich.edu with any questions. We hope you and your team stay safe and healthy!

In addition to the guide, you may join us on one of the following dates for a Q & A session.

- Aug 24, 2020 9:00 AM - 10:00 AM (ET) Webinar: <https://umich.zoom.us/j/95268060030>
- Aug 25, 2020 3:00 PM - 4:00 PM (ET) Webinar: <https://umich.zoom.us/j/99085982923>

Timeline

<i>Now through Aug 31</i>	Add all participating recruiters to Career Fair Plus
<i>Aug 24 - Sept 1</i>	Recruiters make edits to their schedules (appointment availability with candidates)
<i>Sept 4 - Sept 15</i>	Candidates can sign up for appointment time slots to meet with recruiters
<i>Sept 14 - Sept 15</i>	Recruiters meet with candidates on their assigned day/time

This career fair is hosted by



Prior to the Fair



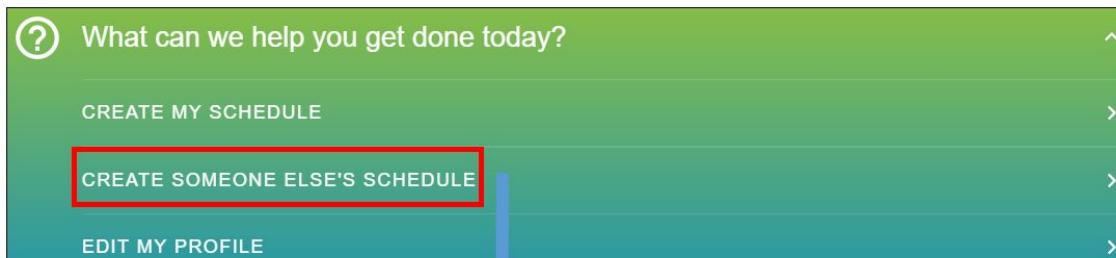
1. SEND RECRUITER LIST TO ECRC BY AUG 14

- a. Provide a list of all participating representatives (including names and individual email addresses) to eng-careerfair@umich.edu.

UPDATE AS OF AUG 17:

ADD ADDITIONAL RECRUITERS BY AUG 31

- a. If you would like to add additional recruiters to this event, please add them by **Aug 31**, as the deadline to finalize schedules is Sept 1.
- b. Once you are signed into your account, click on “What can we help you with today?”. Next, click on “Create Someone Else’s Schedule”.
- c. From here, you can add a new recruiter (which will send them an email invite) and initially set up their schedule (including details, duration, etc.). Once the new recruiter sets up their profile, they will be able to update their schedule.



Create Schedule

1 Assigned Recruiter — 2 Schedule Details — 3 Time & Duration — 4 Prerequisites Optional — 5 Review

Who is this schedule for?

	ECRC (me) ecrc-ocr@umich.edu	<input type="radio"/>
	KB eng-careerfair@umich.edu	<input type="radio"/>
New Recruiter Enter their email below, they will be invited to your team and assigned to this schedule automatically.		<input checked="" type="radio"/>
<input type="text" value="Recruiter Email"/> <input type="text" value="Enter Email Address..."/> <small>Required</small>		

2. CREATE ACCOUNT & PROFILE BY SEPT 1

- a. Each representative participating will receive an email from Career Fair Plus inviting them to create a profile for the CoE 2020 Fall SWE/TBP Engineering Career Fair on the Career Fair Plus platform. Please 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. Follow the instructions in this [video](#) to set up your profile.

3. UPDATE SCHEDULE NAME & DESCRIPTION BY SEPT 1

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

- a. Modify and customize the name and description of your schedule. Candidates will use the *Schedule Name* to identify the appropriate recruiter with whom to schedule an appointment.
 - i. **Best Practice:** Your *Schedule Name* should reflect the position and/or majors you are recruiting for. Examples below:
 1. Software Engineering Recruiter 2
 2. Product Manager (All degrees, all majors)
 3. [Company Name] Rotational Internship
- b. Here is a [video](#) explaining what is on your schedules page.
 - i. From your schedules page, click on 'View Appointments', click on 'Manage Schedule', and then click on 'Edit Schedule Details'.
 - ii. From there, you can edit the *Schedule Name* and *Description*.
 - iii. Please do not change *Additional Instructions*.
 - iv. 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 an appointment.



[Click Here to Log Into Your Account](#)

Software Engineering Recruiter 2 1 / 64

Schedule Date & Time
Fri, Jan 1st, 2021 | 11:00 AM - 4:55 PM EST

Interaction Type
CF Plus Video Room

Primary Recruiter
Kerri Boivin

JOIN MEETING

Edit Schedule Details

Edit Time Slots

Schedule Name

Please enter a name

Description

Please enter a description

Additional Instructions

Step by Step Instructions for Candidate Interaction with Recruiters *

View your appointment info in the app to join the video meeting at the scheduled appointment time.

Prerequisites

Enable Prerequisites

4. UPDATE APPOINTMENT TIME SLOTS BY SEPT 1

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

- a. Modify and customize your schedule's time slots to reflect your availability **by Sept 1**.
 - i. The fair is scheduled between 9:00 AM ET and 5:00 PM ET on your assigned day. Schedule your appointment availability within that window.
 - ii. You cannot change *Schedule Start Time*, *Schedule End Time*, or *Time Slot Duration* once candidates have started to book appointments. However, you can block time slots if there are not any candidates scheduled at the time.
- b. Here is a [video](#) explaining how to change appointment time slots.
 - i. From your schedules page, click on 'View Appointments', click on 'Manage Schedule', and then click on 'Edit Time Slots'.
 - ii. From there, you will be able to update *Schedule Start Time*, *Schedule End Time* as well as *Time Slot Duration*, and then click 'Apply Changes' for the new schedule to generate. Schedule date must remain set as the date of your organization's registration.
 - iii. Use the sliders on each row to block or unblock time slots. Be sure to click 'Save' when you are done.









[Click Here to Log Into Your Account](#)

5. TEST THE DESKTOP VIDEO PLATFORM BY SEPT 1 - ***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 appointments. This [video](#) will walk you through how to join and use your video meeting room on the day of the fair.

Software Engineering Recruiter 2

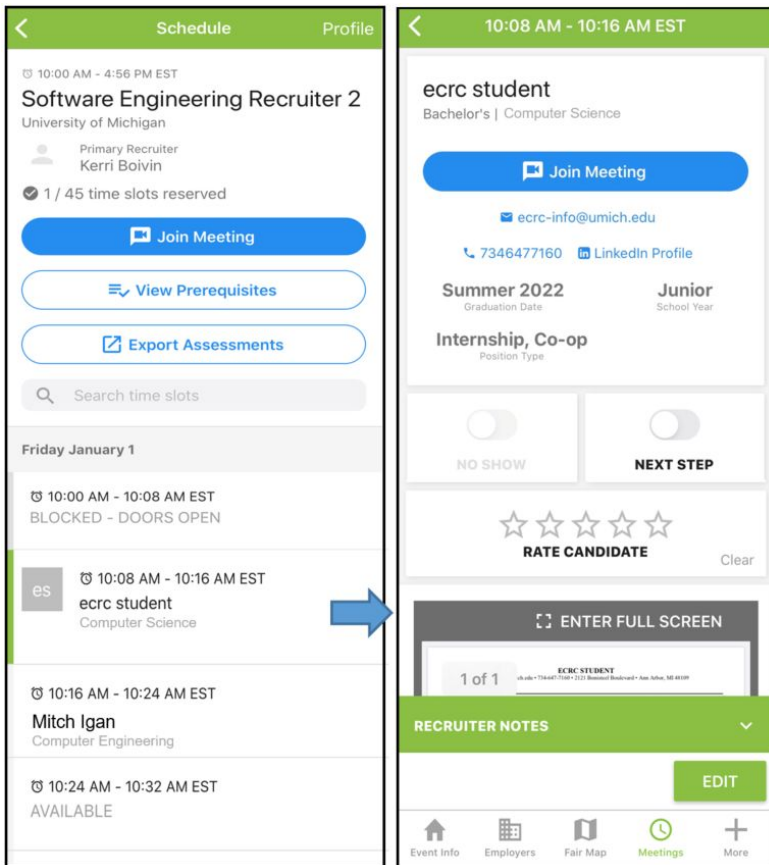
	<p><small>Schedule Date & Time</small> Fri, Jan 1st, 2021 10:50 AM - 4:50 PM EST</p>		 JOIN MEETING
	<p><small>Interaction Type</small> CF Plus Video Room</p>	VIEW APPOINTMENTS (0/39) 	
	<p><small>Primary Recruiter</small> Kerri Boivin</p>	<p><small>Additional Info</small> View your appointment info in the app to join the video meeting at the scheduled appointment time.</p>	

- b. If your network is blocking access, 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.**

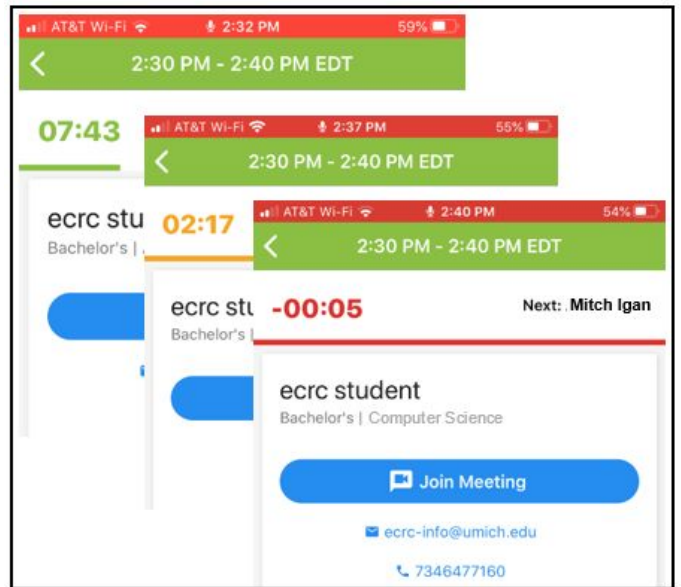
6. DOWNLOAD THE CAREER FAIR PLUS APP BY SEPT 11

- a. We recommend using both the desktop interface and the app concurrently on the day of the fair to maximize your experience and access additional functionality.
 - i. **DESKTOP:** It is best to set-up your schedule details and conduct the video meetings via the desktop interface.
 - ii. **APP:** The app allows you the additional functionality to add private notes and/or ratings for your candidates, which you can then export at the end of the fair (see screenshots below). The app also has an integrated timer to help you stay on track on the day of the fair.
- b. Log into your account on the app to prepare for the fair and access the additional features.
 - i. Choose 'Recruiter' as your role.
 1. *If you are an existing user of the app, select 'Role' in the bottom navigation menu and then select 'Recruiter' (you may have to select the "+" to get to the 'Role' menu item)*
 - ii. Select the organization 'University of Michigan'.
 - iii. Select 'CoE 2020 Fall SWE/TBP Engineering Career Fair'.
 - iv. Select 'Meetings' on the bottom navigation menu.
 - v. Login using the credentials you used for the desktop interface of the platform and select your schedule to complete your app setup.

NOTES/RATINGS FUNCTION



TIMER FUNCTION



7. VIEW SCHEDULE AND RESUMES STARTING SEPT 4

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

- a. You may begin to review your schedule on the afternoon of Sept 4, when candidates can start booking appointments to speak with you. Note that candidates can continue to make appointments with you through the end of the fair.
- 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, if applicable ([video](#)).
- c. Canceling a candidate appointment
 - i. **You cannot cancel candidate appointments 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.



[Click Here to Log Into Your Account](#)

Software Engineering Recruiter 2 3 / 45

Schedule Date & Time
Fri, Jan 1st, 2021 | 10:00 AM - 4:56 PM EST

Interaction Type
CF Plus Video Room

Primary Recruiter
Kerri Boivin

JOIN MEETING

MANAGE SCHEDULE

DOWNLOAD APPOINTMENTS

10:00 AM - 10:08 AM EST
BLOCKED - DOORS OPEN

10:08 AM - 10:16 AM EST
ecrc student
Computer Science

10:16 AM - 10:24 AM EST
AVAILABLE

10:24 AM - 10:32 AM EST
Test Student
Computer Engineering

Appointment Details

es **ecrc student**
Computer Science
ecrc-info@umich.edu
7346477160
<https://www.linkedin.com/in/>

Interaction Type
CF Plus Video Room

Appointment Time
10:08 AM - 10:16 AM EST

JOIN MEETING

Candidate Additional Details

Graduation Date Summer 2022	Position Type Internship, Co-op
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Candidate Résumé/CV

DOWNLOAD RÉSUMÉ/CV

ECRC STUDENT
ecrc-info@umich.edu • 734-647-7160 • 2121 Bonisteel Boulevard • Ann Arbor, MI 48109

EDUCATION
University of Michigan
Bachelor of Science in Computer Science
GPA 3.08/4.00
Coursework: Data Mining, VLSI Design, Autonomous Robotics, Object Oriented and Advanced Programming, Logic Circuit Synthesis and Optimization, Information Retrieval & Web Search

Ann Arbor, MI
Aug 2022

Day of the Fair

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

1. **Virtual Help Desk via Zoom 8am-5pm ET Sept 14 & 15:** <https://umich.zoom.us/j/96113356789>
2. Bookmark your schedule page and refresh often as candidates can continue to make appointments through the end of the fair. If you would like to finalize your schedule prior to the start of the fair, you can block open time slots if there are not any candidates scheduled at the time.
3. **Begin your Virtual Career 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 appointments. You will have the option to place them on hold until you are ready to speak to them. This [video](#) will walk you through how to join and use your video meeting.
 - b. **If you are utilizing a different platform**, you will connect with your candidates via the *Interaction Type* confirmed in your schedule.
4. **Open the Career Fair Plus app and use it alongside the desktop interface.**
 - a. On the app, you can:
 - i. Add private notes and/or ratings for your candidates.
 - ii. View the integrated timer to help you stay on track.
 - iii. Record candidates that do not show up to their appointment.
5. **If you or the candidate have technical difficulties at the time of their appointment**, 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. From your schedule page, click on 'Download Appointments' in the top right corner.
 - b. To download your **entire team's schedules**, utilize the app:
 - i. Select 'Meetings' on the bottom navigation menu, then select 'Export' in the top right corner, and follow the instructions on your device.
 - c. 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).



[Click Here to Log
Into Your Account](#)

FAQs for Employers

Can I use a web browser to access Career Fair Plus?

- Yes, you may access it here: <https://app.careerfairplus.com/>
- Once you have received an invite link to the platform, you can view and manage your schedule, view profiles of candidates that have made appointments with you, and conduct video meetings through your browser. We recommend that you download the Career Fair Plus app and use it alongside the desktop interface to add private notes and/or ratings for your candidates, which you can then export at the end of the fair. The app also has an integrated timer to help you stay on track. These features are not available in the web based platform.

Which web browsers support Career Fair Plus?

- Full functionality is only available through Chrome and Firefox.

Why should I use the app if I am already using the desktop interface?

- There are some recruiter features that are only available in the app.
 - Add private notes and/or ratings for your candidates.
 - View the integrated timer to help you stay on track.
 - Record candidates that do not show up to their appointment.
 - Export all schedules for your organization in one Excel spreadsheet.

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. Note, these are single-use links and must be opened in Chrome or Firefox.

How do I update my Recruiter profile?

- Once logged into your account, click on 'What can we help you with today' and then click on 'Edit My Profile'.

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 appointments with you.

My schedule is utilizing Career Fair Plus' Video Platform. Is there an audio-only option 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 with availability 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 (appointments/schedule/meeting) with a candidate?

- Yes, you will need to click the *copy link icon* to the left of the 'Join Meeting' button on your schedules page to share the link with your colleague.

**How can we guide candidates to a specific recruiter?**

- Candidates will schedule themselves for appointments 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.

On the app, I saw the option to select 'Next Step' for candidates on my schedule - what happens if I select 'Next Step'?

- If you find a candidate that you want to advance to the next step in your process, you can select 'Next Step' and this will update your candidate's status on your schedule and exported appointment spreadsheet. This selection only appears on the recruiter interface and is not visible to candidates.
 - *Pro Tip:* At the end of the event, if you download an Excel file of your schedule details, you can filter on candidates selected for 'Next Step'.

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.

What can I do if a candidate's resume link is not working in the downloaded schedule spreadsheet?

- 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).