Student CF+ Guide for Biomedical Engineering (BME) Virtual Career Fair

*Check back for updates; last updated 9/1/20.

All engineering career fairs held during the 2020-2021 academic year will be **video based**, virtual events conducted through Career Fair Plus (CF+). This platform will allow students to connect with recruiters via video in **pre-scheduled time slots**. This guide provides an overview of required action items, preparation tips for the fair, and instructions for engaging with recruiters during the event. Please visit https://career.engin.umich.edu/events/career-fairs/ to learn about all upcoming career fairs, and contact ecrc-info@umich.edu with any questions.

The following diversity statement has been shared with employers regarding expectations for CoE events:
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 BMECareerFair@umich.edu with any questions or concerns about the BME Career Fair.

Timeline

Now through Sep 9	Download the App and set up your profile
Now through Sept 9	Research companies (Note: Companies may be added through Sept 3)
Sept 9 - Sept 16	Sign up for appointments to meet with recruiters
Prior to Sept 10	Determine your wardrobe and location/surroundings for the day of the fair
Sept 16	Meet with recruiters at the assigned time

This career fair is hosted by

COLLEGE OF ENGINEERING & MEDICAL SCHOOL
**BIOMEDICAL ENGINEERING**
UNIVERSITY OF MICHIGAN

BME
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ENGINEERING CAREER RESOURCE CENTER
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Prior to the Fair

1. DOWNLOAD THE APP

a. Download the Career Fair Plus app to your phone/device.

b. Open the app and:

    i. Select 'Student/Candidate' as the role

        1. *If you are an existing user of the app*, you may need to select 'Role' in the bottom navigation menu and select 'Student/Candidate'

    ii. Select the organization 'University of Michigan'

    iii. Select 'CoE 2020 Fall BME Career Fair'

c. You can start looking through the employers that will be attending the virtual fair without needing to create an account (Note: you will need to create an account to schedule appointments).
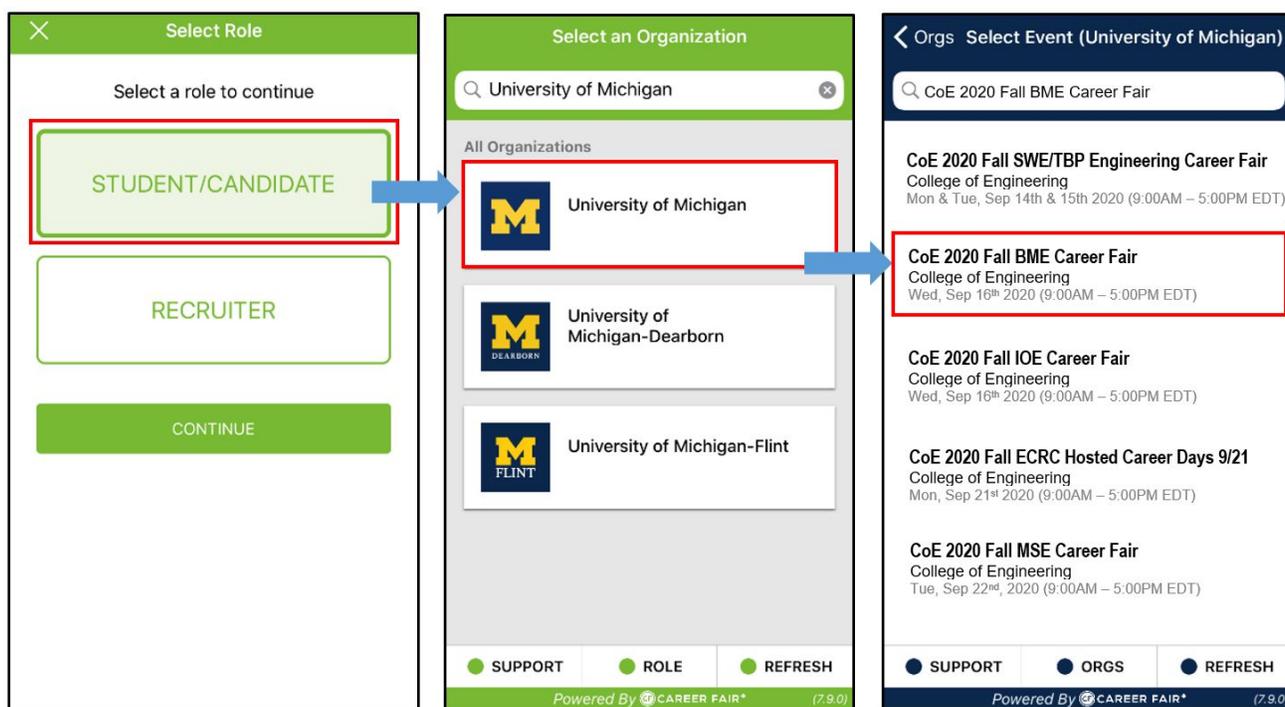

2. TEST YOUR CONNECTION TO THE CF+ VIDEO PLATFORM

a. You can access your video appointment(s) via your phone/device or a desktop computer.

    i. Full desktop functionality is only available through Chrome and Firefox.

b. Please use this link to test that you can enter the CF+ video platform for appointments.

    i. You can join these links via your phone or desktop so we recommend testing this on multiple devices.

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3. CREATE YOUR ACCOUNT

    i.   To create your account from a specific *Career Fair* event page:

        1. Tap 'Meetings' on the bottom navigation menu.

        2. Tap 'Create Account'

            a. **Note**: You will need to use your umich email to create your account or else you will not be able to schedule appointments.

        3. Complete your Profile

            a. Ensure that your phone number is accurate in case of technical difficulties during the fair.

        4. Upload your Resume/CV

            a. If you do not have your resume on your current device, tap 'Send Resume/CV Upload Magic Link' to get a link sent to your email so you can upload a file from a different device or your computer.

            b. **Note**: You can only upload one resume. Make sure you upload the latest version of your resume before the fair begins to ensure recruiters have access to it.

        5. Tap 'Finish' to complete your account creation.

    ii.   You can update your profile/resume at any time by tapping 'Meetings' on the lower right of the screen, and then tapping 'Profile' in the upper right corner.
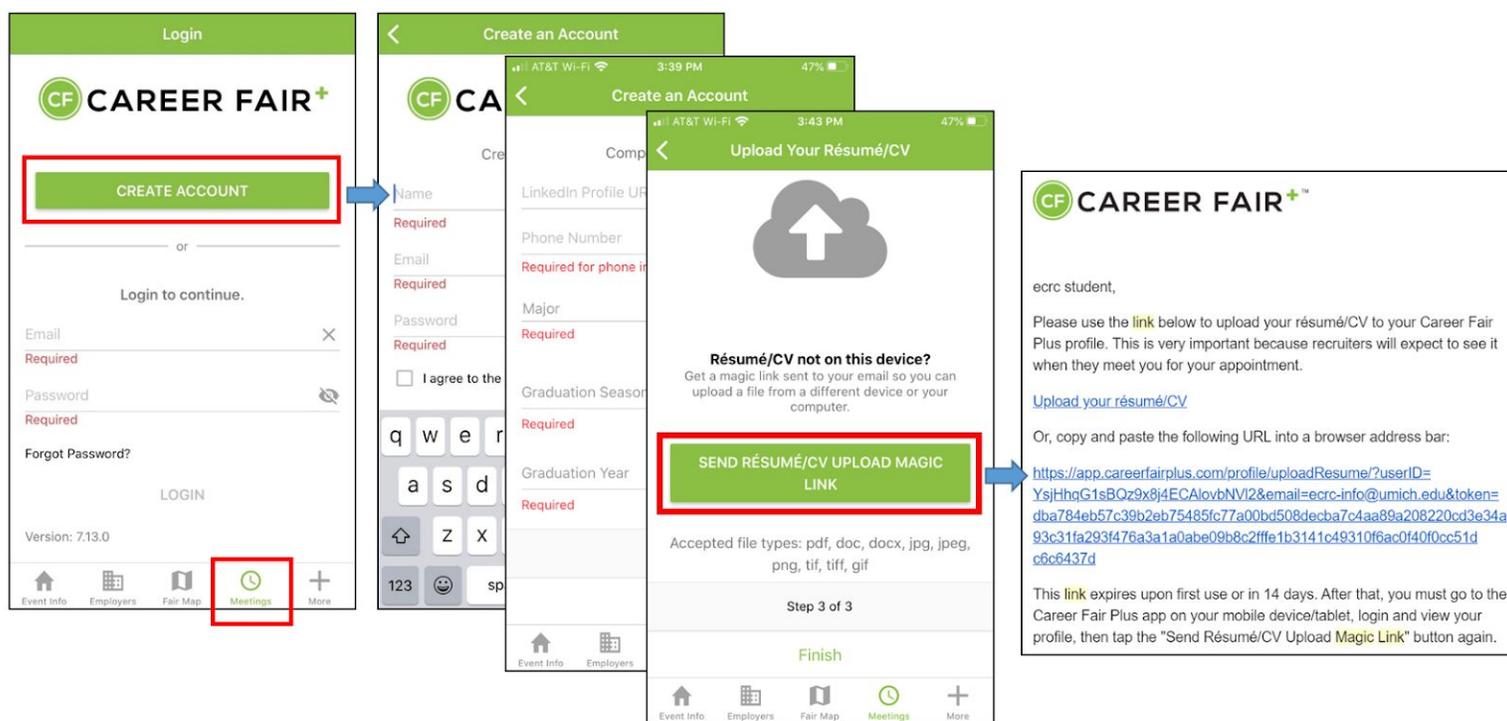

4. RESEARCH COMPANIES

    a. You may use filters to narrow down the list of companies that you may want to meet with.

    b. Filters may include, Date of Attendance, Degrees/Majors seeking, Work Authorization, etc.

    c. You can also "Favorite" companies that are of interest to you so you can easily find them when you are able to schedule appointments.

    d. In addition to the app, you can also research companies via your desktop here. Please note that you will still need the app to schedule appointments (more details below).

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5. SCHEDULE APPOINTMENTS STARTING SEPT 9 at 12 PM ET

    a. Guidelines - In order to ensure that you can follow through on your commitments, respect recruiters' time, and ensure equity for all career fair participants, it is expected that you will:

        i. Be aware of your time and don't overbook yourself with appointments. If you make a commitment to meet with recruiters, your attendance is expected.

            1. Students who fail to show up to their scheduled appointment time slots may be prohibited from utilizing Symplicity to sign up for interviews. If there are extenuating circumstances, please contact eng-careerfair@umich.edu as soon as possible.

        ii. Only book one appointment per company/position recruited for.

            1. Note, some companies will have multiple recruiters.

        iii. Explore a variety of companies to help diversify your search. Having access to the virtual platform ahead of time allows you to research companies you may not have considered before but that may be a great fit.

        iv. Be a responsible CoE community member and plan your schedule as you would for an in-person fair. The ECRC will be monitoring appointments in order to prevent individual students from monopolizing time slots.

        v. If you arrive early to your scheduled appointment, please wait to knock until 2 minutes before your time slot to be respectful of other students' and the recruiter's time.

    b. **Schedule appointments** to meet virtually with recruiters **beginning <u>Sept 9 at 12:00 PM ET</u>**.

        i. Conduct company research prior to Sept. 9th so that you are ready to schedule appointments when the fair opens at 12:00 PM ET.

        ii. Appointments are first-come, first-serve, so if there is an employer you want to meet with, don't wait to schedule an appointment with them!

        iii. Check the schedule, including day of the fair, for open appointments. Companies may add appointments and other students may cancel appointments.

    c. **Appointment Scheduling**

        i. Select the employer you would like to meet with and then tap 'Meetings' to see the schedules they have available.

        ii. Select the schedule that you're interested in; employers may have multiple schedules.

            1. Employers may also have prerequisites for certain schedules. Before you can book appointments with prerequisites, you will need to confirm that you qualify.
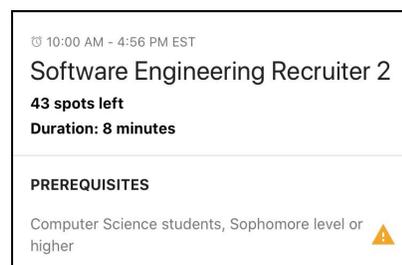
        iii. Select a time that works for you, and tap 'YES' to book the appointment slot.

            1. You will receive an email confirmation for each appointment you schedule.

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    d. **Cancel/Change an Appointment**
        i. Tap on 'Meetings' and then tap on the appointment you would like to change. You will then have an option to CANCEL the appointment or CHANGE the time (if alternative slots are available).
           1. You will receive an email confirmation for each appointment you cancel/change.

The Day Before the Fair

1. Open the app/desktop and log into your account
2. Make sure you can access your virtual appointment schedule
    a. If you are not able to attend your appointment, cancel it.
    b. If you have available time in your schedule, check to see if other companies have open appointments.
3. Check the interaction type listed under the schedule for each of your appointments. You can view this by clicking through to the schedule, and checking under the employer name, as below
    a. **For Schedules using the CF+ Video platform**
        i. **IMPORTANT:** If the interaction type says *CF Plus Video Room*, the appointment will take place in the CF+ integrated video meeting room.
    b. **For Schedules NOT using the CF+ Video platform**
        i. Make sure you check the interaction type, so you know what to expect on the day of the fair, whether it's a phone call, or an external link (Zoom, WebEx, Skype, etc). If there are additional instructions provided on the schedule, these might give further details about how you can expect the recruiter to contact you.

4. Set up/prepare your personal space for your appointments and have your professional attire ready to wear. Test your internet connection from the location you plan to be at during the fair.
    a. Please review UM's Video Conferencing Best Practices page for additional tips.
5. Review your resume and be prepared to explain past experiences.
6. Make sure you have a final copy of your resume submitted. If you make changes to your resume and upload it after the fair has concluded a recruiter may have trouble accessing it. Please note you are only able to upload one resume at a time.

On the Day of the Fair

1. Virtual Help Desk via Zoom 8am-5pm ET Sept 16: **https://umich.zoom.us/j/96192977874**
2. Log into the app/desktop and make sure you are signed into your account.
3. Access your virtual appointment schedule and meet with employers
   a. Use the app to help you track your appointments.
   b. If you have available time in your schedule, check to see if other companies have any open appointments.
4. To join the virtual rooms for your appointments, you can access the links via the app or the desktop by going to your appointment and clicking on "Join Meeting".
5. Etiquette for Joining Rooms
   a. Be punctual, but not more than 2 minutes early. When you knock to enter a meeting room, the employer will be notified that you are there. Given that most appointments are 10 minutes, you don't want to knock too early and interrupt the middle of the conversation with another student.
6. If you or the recruiter have technical difficulties at the time of the appointment, we've instructed the recruiters to call the phone number listed in your profile.
7. During your conversations with recruiters, inquire about the best way to get in touch with the company to follow up after the fair regarding next steps.
   a. Please note that some recruiters may not share their contact information.
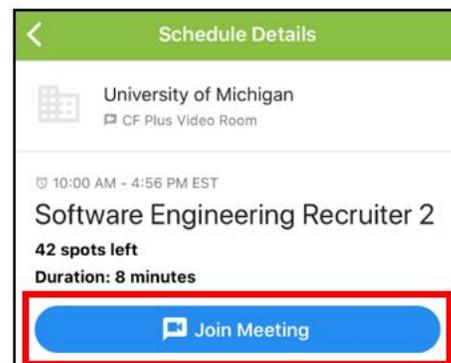
After the Fair

1. Apply for jobs in accordance with instructions provided by the company.
2. Keep an eye on email and have your phone handy for interview invitations.
   a. Some recruiters may expect a quick turn around for scheduling interviews.
   b. You may receive an email from the company or ecrc-info@umich.edu.