Recruiter CF+ Guide for Civil/Environmental Engineering Virtual Career Fair

*Check back for updates; last updated 9/8/20.

Thank you for your continued support for ASCE, MiTSO, 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 Civil/Environmental Engineering 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 for a Q & A session.
- Sep 10, 2020 3:00 PM - 4:00 PM (ET) Webinar: https://umich.zoom.us/j/91211709779

**Timeline**

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<th>Sep 10 - Sept 17</th>
<th>Recruiters make edits to their schedules (appointment availability with candidates); Add additional recruiters until Sept 16</th>
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<td>Sept 21 - Sept 29</td>
<td>Candidates can sign up for appointment time slots to meet with recruiters</td>
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<td>Sept 29</td>
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This career fair is hosted by

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[ASCE logo]

[MiTSO logo]

[University of Michigan Engineering Career Resource Center logo]
1. **CREATE ACCOUNT & PROFILE BY SEPT 16**
   
   a. Each representative included in the fair registration will receive an email from Career Fair Plus inviting them to create a profile for the Fall Civil/Environmental Engineering Career Fair on the Career Fair Plus platform. Check your spam or email eng-careerfair@umich.edu if you do not receive the email by 9/10.
      
      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 students cannot view your email address and phone number.

   c. Follow the instructions in this [video](#) to set up your profile.

2. **ADD ADDITIONAL RECRUITERS BY SEPT 16**

   Go to [https://app.careerfairplus.com/](https://app.careerfairplus.com/) to login to your account

   a. Please add additional recruiters by Sept 16, as the deadline to finalize schedules is Sept 17.

   b. 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.

   c. 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. They do not need to use their full name and students cannot view their email address and phone number.
3. **CREATE SCHEDULE BY SEPT 17**

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

a. 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”.

b. **Schedule Name**
   
   i. Candidates will use the *Schedule Name* to identify the appropriate recruiter with whom to schedule an appointment.
   
   ii. **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

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

d. **Schedule Date**
   
   i. Your schedule date is Sept 29, 2020 - Do not change this.

e. **Interaction Type**
   
   i. Do not change this without emailing eng-careerfair@umich.edu first.

f. **Additional Instructions**
   
   i. Do not change this without emailing eng-careerfair@umich.edu first.

g. **Schedule Times**
   
   i. The fair is scheduled between 9:00 AM ET and 5:00 PM ET on Sept 29. Schedule your appointment availability within that window.
   
   ii. **Time Slot Duration**
      1. The default duration is 10 minutes. You have the option to modify this to fit your needs.
   
   iii. Note: You cannot change *Schedule Start Time*, *Schedule End Time*, or *Time Slot Duration* once candidates have started to book appointments.

h. **Time Slots**
   
   i. Modify your Time Slots to reflect your availability on the day of the fair.
   
   ii. Use the sliders on each row to block or unblock time slots.
   
   iii. Note: You can block time slots throughout the candidate signup period as long as there are not any candidates scheduled at the time.
   
   iv. **Reminder:** Schedule yourself a lunch!

i. **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. Please note that candidates are asked to verify that they satisfy all additional prerequisites in order to sign up for an appointment.

j. **Review your Schedule and click Publish**
4. **MODIFY SCHEDULE BY SEPT 17**
   a. After you create your schedule, you can modify it until Sept 17th.
      i. Edit **Schedule Details** to better clarify your recruiting needs.
      ii. Edit **Time Slots** for appointments 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 ‘View Appointments’ on your schedule.
      i. Here is a video explaining what is on your schedules page.
   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. 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.
   d. **Edit Time Slots**
      i. Click on ‘Manage Schedule’, and then click on ‘Edit Time Slots’.
      i. You are able to update **Schedule Start Time**, **Schedule End Time** and **Time Slot Duration**. Click ‘Apply Changes’ for the schedule to update.
         1. The fair is scheduled between 9:00 AM ET and 5:00 PM ET on Sept 29. Schedule your appointment availability within that window.
      ii. 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.
5. **TEST THE DESKTOP VIDEO PLATFORM BY SEPT 17 - *THIS STEP IS ESSENTIAL***

   Go to [https://app.careerfairplus.com/](https://app.careerfairplus.com/) to login to your account

   a. Test the Career Fair Plus Video platform to ensure that your technology is compatible.
   
   b. 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.
      
      ii. This [video](https://app.careerfairplus.com/) will walk you through how to join your video meeting room on the day of the fair.

   c. If your network is blocking access, view this [page](https://app.careerfairplus.com/) for tips and guidance.

   d. After testing, if you are unable to use the Career Fair Plus platform, please contact [eng-careerfair@umich.edu](mailto:eng-careerfair@umich.edu) immediately.
6. DOWNLOAD THE CAREER FAIR PLUS APP BY SEPT 24
   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 Civil/Environmental 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**

![NOTES/RATINGS FUNCTION](image1)

**TIMER FUNCTION**

![TIMER FUNCTION](image2)
7. VIEW SCHEDULE AND RESUMES STARTING SEPT 21

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

a. You may begin to review your schedule on the afternoon of Sept 21, 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.
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 29:** [https://umich.zoom.us/j/97669568202](https://umich.zoom.us/j/97669568202)

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](https://www.youtube.com/watch?v=dQw4w9WgXcQ) 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).
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’.

Can I edit another Recruiter's schedule?
● Yes - you will follow the same instructions in the “Modify Schedule” section on their schedule.

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).