Engineering Career Days hosted by the Engineering Career Resource Center (ECRC) 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 through **pre-scheduled time slots**. This guide provides an overview of action items, preparation tips for the career day, and instructions for engaging with recruiters during the event.

Appointments for Career Days may be scheduled on **Mondays at 12PM ET the week prior** to the Career Day.

- For example, if a Career Day is on Thursday, 9/10, then you can start signing up for appointment time slots on Monday, 8/31 at 12PM ET.

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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 day interactions.*

Please contact ecrc-info@umich.edu with any questions or concerns.
Prior to the Career Day

1. CREATE ACCOUNT
   a. From the App
      i. **Download the Career Fair Plus app** and 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 the appropriate ‘CoE 2020 Fall ECRC hosted Career Days’ event.
      iv. Tap ‘Meetings’ on the bottom navigation menu.
      v. Tap ‘Create Account’
         1. You will need to use your umich email to create your account or else you will not be able to schedule appointments.
      vi. **Complete your Profile**
         1. Ensure that your phone number is accurate in case of technical difficulties during the Career Day.
      vii. **Upload your Resume/CV**
         1. 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 later.
            a. You can only upload one resume. Make sure you upload the latest version of your resume before the event begins to ensure recruiters have access to it.
            b. 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.
   viii. Tap ‘Finish’ to complete your account creation.
b. From a browser
   i. Go to https://app.careerfairplus.com/um_mi
   ii. Click on the appropriate ‘CoE 2020 Fall ECRC hosted Career Days’ event.
   iii. Click ‘Login’ in the upper right hand corner
   iv. Click ‘Sign Up’ and then ‘Student or Candidate’
   v. Complete your Profile
      1. You will need to use your umich email to create your account or else you will not be able to schedule appointments.
      2. Ensure that your phone number is accurate in case of technical difficulties during the Career Day.
   vi. Upload your Resume/CV
      1. You can only upload one resume. Make sure you upload the latest version of your resume before the event begins to ensure recruiters have access to it.
      2. You can update your profile/resume at any time from the Edit Profile Screen.

2. TEST YOUR CONNECTION TO THE CF+ VIDEO PLATFORM
   a. You can access your video appointment(s) via your phone/device or a browser on a 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.
3. RESEARCH COMPANIES
   a. You can research companies on the app or via a browser.
   b. You may use filters to narrow down the list of companies that you may want to meet with.
   c. Filters may include, Date of Attendance, Degrees/Majors seeking, Work Authorization, etc.
   d. You can also “Favorite” companies that are of interest to you so you can easily find them when you are able to schedule appointments.

4. APPOINTMENT GUIDELINES
   a. **In order to ensure that you can follow through on your commitments, respect recruiters’ time, and ensure equity for all career day 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 career day. 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. **When to Schedule Appointments**
      i. Appointments for Career Days may be scheduled on Mondays at 12PM ET the week prior to the Career Day.
         1. For example, if a Career Day is on Thursday, 9/10, then you can start signing up for appointment time slots on Monday, 8/31 at 12PM ET.

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5. **SCHEDULE APPOINTMENTS:** Starting the Monday 12PM ET prior to the week of the Career Day

a. **Appointment Scheduling via the app**
   
   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 honestly confirm that you qualify. If you do not meet the prerequisites, you cannot book the appointment.
      
      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.
   
   iv. **Cancel/Change an Appointment**
      
      1. 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).
      
      a. You will receive an email confirmation for each appointment you cancel/change.

b. **Appointment scheduling via a browser**

   i. Select the employer you would like to meet with and then click ‘**Ready to meet with a Recruiter? View 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 honestly confirm that you qualify. If you do not meet the prerequisites, you cannot book the appointment.
      
      iii. Select a time that works for you, and click ‘YES’ to book the appointment slot.
      
      1. You will receive an email confirmation for each appointment you schedule.
   
   iv. **Cancel/Change an Appointment**
      
      1. Click on ‘**My Fairs**’ in the top right corner or go to [https://app.careerfairplus.com/my-fairs](https://app.careerfairplus.com/my-fairs) and then click on the appropriate ‘**CoE 2020 Fall ECRC hosted Career Days**’ event.
      
      Click on the appointment you would like to cancel. Once you cancel, you will have the opportunity to book a new appointment if alternative slots are available.
      
      a. You will receive an email confirmation for each appointment you cancel/change.
The Day Before the Career Day

1. Open the CF+ app or CF+ browser 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 event, 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 event.
   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 Career Day has concluded a recruiter may have trouble accessing it. Please note you are only able to upload one resume at a time.
ECRC Hosted Career Days

On the Day of the Career Day

1. If you have any questions the day of the event, please email ecrc-info@umich.edu

2. Log into CF via the app or browser.

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 browser 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 career day regarding next steps.
   a. Please note that some recruiters may not share their contact information.

After the Career Day

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.