Company Guide for CoE February Virtual Company Networking Day
February 10, 2021: 3pm - 6pm ET
*Check back for updates; last updated 11/16/20.

THIS IS NOT A HIRING EVENT.
If you are interested in a hiring event, please see options available.

The Engineering Career Resource Center looks forward to your participation in this appointment based networking event. This event provides an opportunity to have casual conversations with Michigan Engineering students to enhance your organization’s visibility, increase brand awareness, and allow students to explore careers and day to day operations within your organization/industry. We encourage you to consider inviting Michigan Engineering alums and/or engineers from your organization to participate in this event!

Please review the following action items, preparation tips, and instructions for engaging with students.

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You may join us for a CF+ Q&A session every Tuesday 4-5 ET and Thursday 12-1 ET starting Jan 5
• [https://umich.zoom.us/j/98234636700](https://umich.zoom.us/j/98234636700)

Contact [ecrc-ocr@umich.edu](mailto:ecrc-ocr@umich.edu) with any questions. Please let us know how we can ensure that our events are inclusive to you. Email [ecrc-ocr@umich.edu](mailto:ecrc-ocr@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 students, we ask that you join us by creating welcoming environments during your interactions.
Prior to the Event

1. REGISTER FOR THE NETWORKING EVENT BY FEB 2
   a. To register for this event, complete this form:
      https://engineering-umich-csm.symplicity.com/surveys/FebNetworking

2. CREATE AND/OR UPDATE REPRESENTATIVES PROFILE BY FEB 3
   a. The representative who completed the event registration form will receive an email from Career Fair Plus inviting them to create and/or update their profile for the CoE February Virtual Company Networking Day on the Career Fair Plus platform. Check your spam or email ecrc-ocr@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 representative 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 REPRESENTATIVES BY FEB 3
   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 representative 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 representative already in the system or you can add a new representative, which will send them an email.
      ii. You will initially set up their schedule (including details, duration, etc.). Once the representative sets up their profile, they will be able to update their schedule.
      iii. Note: It is important that each representative 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 FEB 3**

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

- 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**

  1. Your *Schedule Name* should reflect the background of the representative as students will use this to identify the appropriate representative to meet with. Examples below:
     1. 2018 UM Computer Science Alum
     2. Product Manager
     3. Rotational Engineering Program Manager (2000 Aero Alum)

**c. Schedule Description**

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

**d. Schedule Date**

  1. Your schedule date is Feb 10, 2021 - Do not change this.

**e. Interaction Type and Additional Instructions**

  1. Do not change these without emailing ecrc-ocr@umich.edu first.

**f. Schedule Times**

  1. The event is scheduled between 3 PM ET and 6 PM ET on Feb 10. Schedule your appointment availability within that window - **you do not have to be available during the entirety of the event.**
  2. **Time Slot Duration**
     1. The default duration is 10 minutes. You have the option to modify this to fit your needs.
  3. **Note:** You cannot change *Schedule Start/End Time* or *Time Slot Duration* once students have started to book appointments.

**g. Time Slots**

  1. Modify your Time Slots to reflect your availability on the day of the event.
     1. Block anytime on your schedule where you are unavailable, or potentially unavailable.
     2. Use the sliders on each row to block or unblock time slots.
     3. **Note:** You can block time slots throughout the student signup period as long as there are not any students scheduled at the time.
  2. **Reminder:** Schedule yourself a break!

**h. Prerequisites**

  1. Do not enable this field.

**i. Review your Schedule and click Publish**
5. MODIFY SCHEDULE BY FEB 3
Go to https://app.careerfairplus.com/ to login to your account

   a. After you create your schedule, you can modify it until Feb 3.
      i. Edit **Schedule Details** to better clarify your background.
      ii. Edit **Time Slots** for appointments if your availability changes.
      iii. If you need to delete a schedule, please contact ecrc-ocr@umich.edu.

   b. To open your schedule from the **Schedules List** page, click on 'View Appointments' 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. Please do not change **Additional Instructions**.
      iv. Please do not enable **Prerequisites**.

   d. **Edit Time Slots**
      i. Click on ‘Manage Schedule’, and then click on ‘Edit Time Slots’.
      ii. 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 event is scheduled between 3 PM ET and 6 PM ET on Feb 10. Schedule your appointment availability within that window - **you do not have to be available during the entirety of the event**.
         2. 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.
6. **TEST THE DESKTOP VIDEO PLATFORM BY FEB 3 - *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 event.
   ii. See below for a screenshot of the Career Fair Plus video platform.

![Career Fair Plus Screenshot](image)

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 ecrc-ocr@umich.edu immediately.

7. **VIEW SCHEDULE OF STUDENT APPOINTMENTS STARTING FEB 5**

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

a. You may begin to review your schedule on the afternoon of Feb 5, when students can start booking appointments to speak with you.
   i. Student sign up ends on Feb 10 at 11:00AM ET.

b. **You cannot cancel student appointments on schedules.** However, you can block time slots if there are not any students scheduled at the time. Please email ecrc-ocr@umich.edu with questions.
Day of the Event
Go to https://app.careerfairplus.com/ to login to your account

1. If you have any questions on the day of the event, please email ecrc-ocr@umich.edu.
2. Log into your account in Career Fair Plus to view your finalized schedule starting at 11:00 AM ET on Feb 10.
3. Begin the Networking Event
   a. If you are utilizing the Career Fair Plus Video platform, click the link to join your video room, students 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 students via the Interaction Type confirmed in your schedule.
4. If you or the student have technical difficulties at the time of their appointment, please contact the student by phone.
5. At the end of the event, you can download an Excel file of your schedule details
   a. To download your individual schedule, utilize the desktop interface:
      i. From your schedule page, click on ‘Download Appointments’ in the top right corner.

FAQs for Representatives

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 ecrc-ocr@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 ecrc-ocr@umich.edu. Note, these are single-use links and must be opened in Chrome or Firefox.

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 ecrc-ocr@umich.edu.

Can multiple representatives split a schedule?
   ● No, each representative will have their own schedule with their own availability. For example, Representative A has a schedule with availability from 3pm to 5pm and Representative B has a schedule from 5pm to 6pm.

If my availability changes (due to illness, etc.), what should I do?
   ● We understand that urgent situations may arise, please contact ecrc-ocr@umich.edu immediately.

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