Student Guide for
CoE March Virtual Company Networking Day
March 18, 2021: 3pm - 6pm ET

Attendance is restricted to U-M Ann Arbor College of Engineering,
Computer Science and Data Science students only.

Check back for updates; last updated 1/7/21.

THIS IS NOT A HIRING EVENT.

If you are interested in a hiring event, please see options available

This event provides an opportunity to explore potential career paths and learn about the day to day operations of different companies through casual conversations with company representatives. You can sign up for **pre-scheduled 1-on-1 time slots or group meetings** with company representatives through Career Fair Plus (CF+). Please review the following action items, preparation tips, and instructions for engaging with representatives during the event.

Please let us know how we can ensure that our events are inclusive to you. Email ecrc-info@umich.edu to let us know what accommodations or access needs we can help facilitate at least one week prior to the event.

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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 interactions.

Prior to the Event

1. **CREATE PROFILE**
   a. Go to https://app.careerfairplus.com/um_mi
   b. Click **'CoE March Virtual Company Networking Day'** → **'Login'** in the upper right hand corner
   c. Click **'Sign Up'** and then **'Student or Candidate'**
   d. **Complete your Profile**
      i. You will need to use your umich email to create your account.
      ii. Ensure that your phone number is accurate in case of technical difficulties during the fair. If you do not have a phone number available, please contact ecrc-info@umich.edu.
   e. **Upload your Resume/CV**
      i. You are not required to have a resume.
      ii. While the networking day is not intended as a hiring event, representative(s) that you meet with will be able to view your resume if you have one in the system.
      iii. You can only upload one resume.
      iv. You can update your profile/resume at any time from the Edit Profile Screen.

2. **JOIN PIAZZA**
   a. Join the ECRC Peer Advising Piazza page here, which is a comprehensive site for all ECRC events.

3. **RESEARCH COMPANIES**
   a. You can research companies via a browser or on the app.
   b. You may use filters to narrow down the list of companies that you may want to meet with.
      i. Filters may include Degrees/Majors seeking, Work Authorization, etc.

4. **MEETING GUIDELINES**
   a. ***In order to ensure that you can follow through on your commitments, respect representatives' 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 meetings. If you make a commitment to meet with a representative your attendance is expected.
         1. Students who fail to show up to their scheduled meetings or cancel the day of the fair may be prohibited from utilizing CF+ or Engineering Careers. If there are extenuating circumstances, please contact ecrc-info@umich.edu immediately.
      ii. Only book one 1-on-1 meeting per company.
         1. Note, some companies will have multiple representatives. We recommend that you review each representative's schedule name and description to determine the most appropriate schedule for you to sign up for.
      iii. 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 do not monopolize time slots.

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5. **SCHEDULE MEETINGS STARTING MARCH 12 at 12PM**
   a. Log into app.careerfairplus.com to **schedule meetings** to meet virtually with representatives.
   b. Check the schedules frequently for new meeting openings.
   c. 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.
   d. Companies are able to have 1-on-1 Meetings and/or Group Meetings.
      i. **1-on-1 Meetings** are first-come, first-serve, so if there is an employer you want to meet with, don't wait to schedule a meeting with them!
         1. <u>You must book 1-on-1 meetings by 11:00am ET on March 18.</u>
      ii. **Group Meetings** can include multiple candidates at a time. You can join/leave the meeting at any time during the schedule duration. Group Meetings are typically opportunities for you to explore more about the company and ask general questions.
         1. <u>You may book group meetings ahead of time or on the day of the fair.</u>
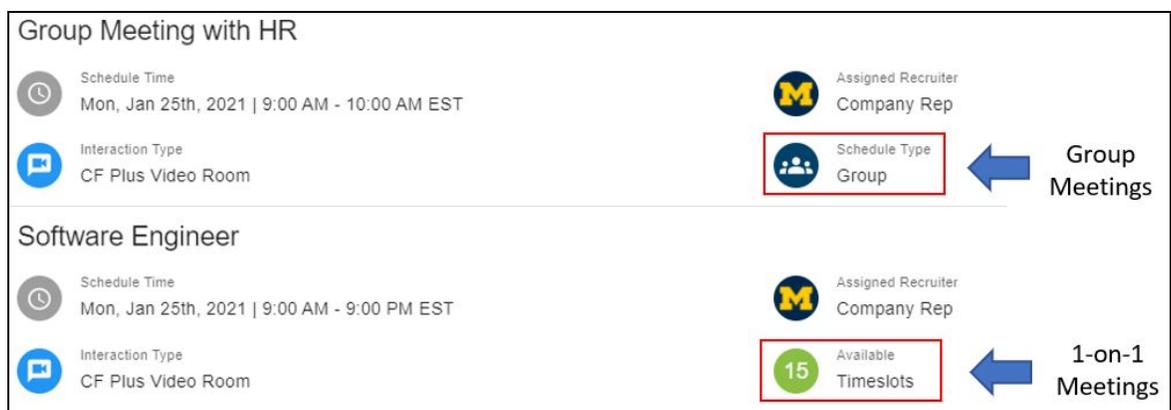
   e. Select the schedule that you're interested in; companies may have multiple schedules.
      i. For 1-on-1 Meetings, select a time that works for you, and click 'YES' to book the meeting slot.
      ii. For Group Meetings, select "Book My Spot Now".
   f. **Cancel/Change 1-on-1 Meetings by March 18 at 11:00AM ET**
      i. Click on **'My Fairs'** in the top right corner or go to https://app.careerfairplus.com/my-fairs and then click on **'CoE March Virtual Company Networking Day'**.
         1. Click on the meeting you would like to cancel, then click "cancel meeting".
         2. If you want to change your timeslot, you must first cancel your original timeslot. You will have the opportunity to book a new meeting if alternative slots are available.

6. **TEST YOUR CONNECTION TO THE CF+ VIDEO PLATFORM**
   a. You can access your video meeting(s) via a browser on a computer or your phone/device.
      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 meetings.
      i. You can join the links via your desktop or phone so we recommend testing on multiple devices.
      ii. If you are having any technical difficulties, view this page for tips and guidance.
      iii. If you are unable to use the CF+ platform, please contact ecrc-info@umich.edu.
   c. Please note some companies may use a different video platform. Review your schedule and download any needed software prior to the career fair.

Before the Event Tips

1. Open CF+ and log into your account to make sure you can access your virtual meeting schedule.
   a. **If you are not able to attend a meeting, cancel it.**
   b. If you have available time in your schedule, check to see if other companies have open meetings.
2. Check the interaction type listed under the schedule for each of your meetings. You can view this by going to your meetings at https://app.careerfairplus.com/my-fairs.
   a. **For Schedules using the CF+ Video platform**
      i. If the interaction type says *CF Plus Video Room*, you will see a blue 'Join Meeting' button.
   b. **For Schedules NOT using the CF+ Video platform**
      i. If the interaction type is not on the CF+ video platform, click on the top right arrow in the meeting details. 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) and review any additional instructions that are provided.
3. Set up/prepare your personal space for your meetings and have your professional attire ready to wear.
4. 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.

Company Networking Day

1. If you have any questions the day of the fair, please email ecrc-info@umich.edu.
2. Log into CF+ and access your virtual meeting schedule.
   a. Use the app to help you track your meetings.
3. To join the virtual rooms for your meetings, go to https://app.careerfairplus.com/my-fairs and click on "Join Meeting" or click on the top right arrow in the meeting details and follow the instructions provided.
4. 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. Given that most meetings are 10 minutes, you don't want to knock too early and interrupt the middle of the conversation with another student.
5. If you or the representative have technical difficulties at the time of the meeting, we've instructed the representatives to call the phone number listed in your profile.
6. During your conversations with representatives, 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 representatives may not share their contact information.

After the Event

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 representatives may expect a quick turn around for scheduling interviews
   b. You may receive an email from the company or ecrc-info@umich.edu.

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Instructions for creating your profile and scheduling meetings via the CF+ App

1. **Create Profile via CF+ App**
   a. Download the Career Fair Plus app and select 'Student/Candidate' as the role
      a. *If you are an existing user of the app*, you may need to select 'Role' in the bottom navigation menu and select 'Student/Candidate'
   b. Select the organization **'University of Michigan'**
   c. Select **'CoE March Virtual Company Networking Day'**
   d. Tap **'Meetings'** on the bottom navigation menu.
   e. Tap **'Create Account'**
      a. You will need to use your umich email to create your account or else you will not be able to schedule meetings.
   d. **Complete your Profile**
      i. Ensure that your phone number is accurate in case of technical difficulties during the fair.
   e. **Upload your Resume/CV**
      i. You are not required to have a resume.
      ii. While the networking day is not intended as a hiring event, representative(s) that you meet with will be able to view your resume if you have one in the system.
      iii. If you want to upload a resume, tap 'Send Resume/CV Upload Magic Link' .You will get an email so you can upload a file later.
         1. You can only upload one resume. Make sure you upload the latest version of your resume before the fair begins to ensure representatives have access to it.
         2. 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.
   f. Tap **'Finish'** to complete your account creation.

2. **Schedule Meetings via CF+ App**
   a. Select the employer you would like to meet with and then tap 'Meetings'' to see the schedules they have available.
   b. Select the schedule that you're interested in.
      i. Employers may have 1-on-1 or group meetings.
      ii. See section 5 above for additional details.
   c. Select a time that works for you, and tap 'YES' to book the meeting slot.
      i. You will receive an email confirmation for each meeting you schedule.
   d. **Cancel/Change a Meeting**
      i. Tap on 'Meetings' and then tap on the meeting you would like to change. You will then have an option to CANCEL the meeting or CHANGE the time (if alternative slots are available).
         a. You will receive an email confirmation for each meeting you cancel/change.

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