Recruiter Guide for CoE National Laboratories and Research Institutions Virtual Career Day

Feb 11, 2021: 12pm - 3pm ET

*Check back for updates; last updated 1/28/21.

The College of Engineering at the University of Michigan looks forward to your participation in this Virtual Career Day. Our technology partner, Career Fair Plus, provides both a desktop and an app based platform for the event. This event is intended for organizations looking to recruit engineering, computer science and data science students for full-time, internship and co-op positions at National Laboratories, Research Institutions, and affiliated organizations. Please review the following action items, preparation tips, and instructions for engaging with candidates.

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You may join us for a CF+ Q&A session every Tuesday 4-4:30pm ET and Thursday 12-12:30pm ET starting Jan 5
- [https://umich.zoom.us/j/98234636700](https://umich.zoom.us/j/98234636700)

Contact eng-careerfair@umich.edu with any questions. Please let us know how we can ensure that our events are inclusive to you. Email eng-careerfair@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 candidates, we ask that you join us by creating welcoming environments during your interactions.
Prior to the Event

1. REGISTER FOR THE EVENT BY FEB 2
   a. To register for this event, log into or create an account: Engineering Careers, by Symplicity.
      i. Select ‘Events’, ‘Career Fairs’ from the left side menu.
      ii. On the next page, select ‘Register’ to the left of ‘National Laboratories and Research Institutions Virtual Career Day’.
      iii. Once you have completed all fields within registration, be sure to confirm and submit your registration on the final screen.

2. CREATE AND/OR UPDATE RECRUITER PROFILE BY FEB 3
   a. The representative who completed the event registration (in Symplicity) will receive an email from Career Fair Plus inviting them to create and/or update their profile for the CoE 2021 National Laboratories and Research Institutions Virtual Career Day on the Career Fair Plus platform. Check your spam or email eng-careerfair@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 recruiter 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 RECRUITERS 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 recruiter 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 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. 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

a. You will have the option to create a 1-on-1 Schedule or a Group (Drop-In) Schedule.
   i. **1-on-1**: Candidates book a specific time to meet individually with a recruiter (**recommended**).
   ii. **Group (Drop-In)**: Supports multiple candidates at once in a group setting. Candidates may book ahead or arrive at any time during the schedule. This works well for HR basic information sharing about the company.

b. 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”.

c. **Assigned Recruiter**
   i. If you are creating a schedule for yourself, please select your profile.
   ii. If you are creating a schedule for another recruiter, please enter their email under “New Recruiter”. They will be invited to your team and assigned to this schedule automatically,

d. **Schedule Type**
   i. Choose the type of schedule you'd like to create.

![Schedule types](image)

```
1-on-1
Candidates book a specific time to meet with a recruiter

Group
Support for multiple candidates at a time
Candidates may book or arrive at any time during the schedule.
```

e. **Schedule Details**
   i. **Schedule Name**
      1. **IMPORTANT**: Your Schedule Name should reflect the position/majors you are recruiting for as candidates will use this to identify the appropriate schedule to choose. Examples:
         a. Software Engineering Recruiter
         b. Product Manager (All degrees, all majors)
         c. Rotational Internship
         d. Group Meeting with HR
   ii. **Schedule Description**
      1. Use the Schedule Description to add additional information about your schedule to help students determine with whom to meet.
   iii. **Schedule Date**
      1. Your schedule date is Feb 11, 2021 - **Do not change this**.
   iv. **Interaction Type**
      1. You can choose a Career Fair Plus Video Room, an External Link, or Phone Call.
   v. **Additional Instructions**
      1. If you are using the Career Fair Plus Video Room, do not change this without emailing eng-careerfair@umich.edu first.
2. If you chose an *External Link* as your *Interaction Type*, add your link and instructions.

f. **Time & Duration**
   i. **1-on-1 Schedules**
      1. **Schedule Times**
         a. The event is scheduled between 12 PM ET and 3 PM ET on Feb 11. Schedule your meeting availability within that window - you do not have to be available during the entirety of the event.
         b. **Time Slot Duration**
            i. The default duration is 10 minutes. You have the option to modify this to fit your needs.
         c. Note: You cannot change *Schedule Start/End Time* or *Time Slot Duration* after the scheduled start time or if candidates have booked a meeting with you.
   2. **Time Slots**
      a. Modify your Time Slots to reflect your availability on the day of the event.
         i. Block anytime on your schedule where you are unavailable, or potentially unavailable.
         ii. We recommend that you only open a portion of your availability initially, as you can always unblock time slots later if your initial schedule fills.
      b. Use the sliders on each row to block or unblock time slots.
         i. Note: You can block time slots throughout the candidate signup period as long as there are not any candidates scheduled at the time.
      c. **Reminder:** Schedule yourself lunch and breaks!
   ii. **Group (Drop-In) Schedules**
      1. The event is scheduled between 12 PM ET and 3 PM ET on Feb 11. Schedule your Group Meeting availability within that window. We recommend offering these group meetings in shorter blocks of time (i.e. 12p-12:30p, 12p-1p).
         a. If you would like to have multiple group meetings, you will need to make a separate schedule for each block of time.
      2. Note: You may not change the group meeting schedule times after the schedule start time or if one or more candidates have booked a meeting with you.

  g. **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. Candidates are asked to verify that they satisfy all additional prerequisites in order to sign up for a meeting.
  h. **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 recruiting needs.
      ii. Edit **Schedule Times** 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 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. 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 a meeting.

   d. **Edit Schedule Times**
      i. Click on ‘Manage Schedule’, and then click on ‘Edit Schedule Times’.
      ii. 1-on-1 Schedules
         1. You are able to update **Schedule Start Time**, **Schedule End Time** and **Time Slot Duration**. Click ‘Apply Changes’ for the schedule to update.
            a. The event is scheduled between 12 PM ET and 3 PM ET on Feb 11. Schedule your meeting availability within that window - **you do not have to be available during the entirety of the event**.
            b. 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.
      iii. Group Schedules
         1. You are able to update the **Schedule Start Time** and **Schedule End Time**.
         2. The event is scheduled between 12 PM ET and 3 PM ET on Feb 11. Schedule your Group Meeting availability within that window. We recommend offering these group meetings in shorter blocks of time (i.e. 12p-12:30p, 12p-1p).
            a. If you would like to have multiple group meetings, you will need to make a separate schedule for each block of time.

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 meetings.
   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 eng-careerfair@umich.edu immediately.
7. **DOWNLOAD THE CAREER FAIR PLUS APP BY FEB 5**
   a. We recommend using both the desktop interface and the app concurrently on the day of the event to maximize your experience and access additional functionality for both 1-on-1 and Group meetings.
      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 event (see screenshots below). The app also has an integrated timer to help you stay on track on the day of the event.
   b. Log into your account on the app to prepare for the event 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 2021 National Laboratories and Research Institutions Virtual Career Day’.
      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

![Schedule and Profile](schedule_profile.png)

### TIMER FUNCTION

![Timer](timer.png)
8. VIEW SCHEDULE, CANDIDATES AND THEIR RESUMES 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 candidates can start signing up for 1-on-1 and/or Group Schedules.
   i. 1-on-1: Candidate sign ups end on Feb 10 at 11:59PM ET.
   ii. Group: Candidate sign ups can continue through the event.

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.

   c. Canceling a candidate meeting
      i. You cannot cancel candidate meetings 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 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 eng-careerfair@umich.edu.

2. Log into your account in Career Fair Plus to view your finalized schedule.

3. Begin the Virtual Career Day
   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 meetings. You will have the option to place them on hold until you are ready to speak to them.
   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 meeting.

5. If you or the candidate have technical difficulties at the time of their meeting, 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. For a 1-on-1 Schedule, from your schedule page, click on ‘Download Meetings’ on the top right.
      ii. For a Group Schedule, from your schedule page, click on ‘Download Candidate Profiles’ on the top right.
   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 meetings 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 event. 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 meeting.
  - 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.

What are Group Schedules?
- These meetings function similarly to a drop-in room (ie. HR basic information sharing about the company).
- They support multiple candidates at a time.
- Candidates may book ahead or arrive/leave at any time during the schedule’s duration.
- You can view the profile information and resume of candidates that book on the schedule.
- If you use a CF+ Video room for the Group Schedule, it can host a maximum of 50 people at any one time.

Will I be able to see the candidates’ resumes before the event?
- You will only be able to see the resumes/profiles of any candidates that have booked meetings 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 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 event. You may have to contact your candidates to reschedule utilizing your own resources.

Can I have a colleague participate in my (meetings/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 meetings 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 meeting 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 event? 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 event.

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).